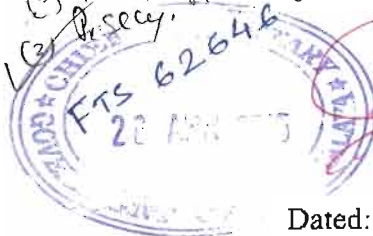


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Hemendra Kumar Sharma
Director (TC)
DPA-II Division
Room no. 2109, 'B' Wing
Jawaharlal Nehru Bhawan
Ministry of External Affairs
Ph: 011 49015426



विदेश मंत्रालय, नई दिल्ली
MINISTRY OF EXTERNAL AFFAIRS
NEW DELHI



No. DPA-II/231/31/2013

Dated: 28th April 2015.

India's development assistance spans a large number of countries and sectors, and over the past few years, there has been a significant increases in the number and diversity of projects being implemented abroad. While our development assistance has generally been bilateral in nature, extended directly to the partner countries, there have also been a number of triangular development cooperation programmes. Triangular development cooperation is that programme under which a foreign govt./agency supports implementation of a proposal involving visits/study tours/ training programme/projects or a similar activity of third country participants in India. 30/4/15
24/4
30/4/15
PO (RL)

2. In order to further streamline the processing of triangular cooperation proposals, it has been decided that all such proposals be submitted in the prescribed format (Copy enclosed) by the proposing foreign govt./agency to DPA-II Division of this Ministry, which has been designated as the nodal division for processing such proposals, DPA-II Division would in turn seek inputs from the concerned ministries in the Government of India and convey concurrence/clearance to the foreign government/agency.

3. It may be noted that the enclosed format is only for processing of triangular development cooperation proposals (and not for bilateral development proposals).

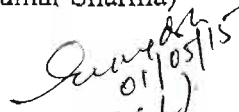

(Hemendra Kumar Sharma)

To,

1. International Cooperation Divisions of all Ministries of Government of India;
2. All Chief Secretaries of State Government (as per standard mailing list).

Copy to :

JS(States), MEA


01/05/15
AR (BAGL)
RA (PGM)

SOPs for proposals for triangular cooperation programmes* (Visits/study tours/training programmes/projects etc) submitted by Foreign Government/Agency

Step I: The proposing Foreign Government/Agency to submit the proposal to DPA II Division of MEA in prescribed format for conducting specific programmes (visits/study tours/courses/projects etc) at the identified institute(s)/organizations in India in FOUR copies

Step II: DPA II Division of MEA to share the proposal with concerned Territorial Divisions of MEA, and the concerned Ministry of Government of India for examination. Territorial Divisions of MEA to provide views on the proposed programme. Concerned ministry to comment on the suitability of the identified institute for conducting the identified course; if found not suitable, concerned ministry to suggest an alternative Institute/Organization for the programme. Comments received to be shared by DPA-II Division of MEA with the proposing Foreign Government/Agency.

Step III: The concerned ministry or the concerned administrative unit (in case of any state institution not directly under concerned ministry) to review/examine institute in terms of infrastructure, faculty, facilities etc, and confirm their appropriateness for the international programme. DPA-II Division of MEA may also decide to inspect the facilities, if required.

Step IV: If the institute is found acceptable by DPA-II Division of MEA and/or the concerned ministry/deptt, the former to convey Government of India's concurrence to the proposing Foreign Government/Agency for their proposal to be implemented at the identified institute(s); DPA II Division of MEA to also inform concerned territorial Divisions of MEA.

Step V: Proposing Foreign Government/Agency to finalise the details of implementation of the proposal with the identified institute(s).

Step VI: Proposing Foreign Government/Agency and the identified institute(s) to carry out the process of selection of candidates in the identified country/ies. The list of selected candidates to be shared by the proposing Foreign Government/Agency with concerned ministry, DPA-II Division of MEA, and the Indian Mission(s).

Step VII: After the conclusion of proposal's activities, proposing Foreign Government/Agency to submit feedback obtained from the candidates, participating institutes, alongwith their own inputs to concerned ministry/deptt (and copied to DPA-II Division of MEA).

* Triangular Cooperation: Under which a Foreign government/Agency supports implementation of a proposal involving visits/study tours/training programmes/projects or a similar activity of third country participants in India.

Format for submission of proposals involving triangular cooperation

Part 1: (To be filled in by the Foreign Government/ Agency submitting the proposal)

1	Name of the Foreign Government / Agency / Organization submitting the proposal	
2	Title of the proposal	
3	Partner countries	
4	Details of beneficiaries (third country participants) proposed to visit India (Details to include names, nationality, designation, Department / Ministry / Agency).	
5	Proposed schedule of the proposal	
6	Objective of proposal	
7	Brief description of activities involved	

	<p>in the proposal, including previous background if any.</p>									
8	<p>Details of the proposed Indian partner agency</p>	<table border="1"> <tr> <td data-bbox="787 369 1144 526">(i)Ministry/State/Dept</td> <td data-bbox="1144 369 1510 526"></td> </tr> <tr> <td data-bbox="787 526 1144 660">(ii)Nodal officer (with contact particulars)</td> <td data-bbox="1144 526 1510 660"></td> </tr> <tr> <td data-bbox="787 660 1144 1041">(iii) whether the Indian agency has already been contacted. (If so, please include details of communication with the Indian agency/contact person. Please specifically indicate their response to the proposal)</td> <td data-bbox="1144 660 1510 1041"></td> </tr> <tr> <td data-bbox="787 1041 1144 1310">(iv) Details of what the Indian agency has agreed to contribute / provide in implementation of this proposal (e.g. Accomodation, local transport, etc.)</td> <td data-bbox="1144 1041 1510 1310"></td> </tr> </table>	(i)Ministry/State/Dept		(ii)Nodal officer (with contact particulars)		(iii) whether the Indian agency has already been contacted. (If so, please include details of communication with the Indian agency/contact person. Please specifically indicate their response to the proposal)		(iv) Details of what the Indian agency has agreed to contribute / provide in implementation of this proposal (e.g. Accomodation, local transport, etc.)	
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9	<p>Details regarding the third country partner</p>	<table border="1"> <tr> <td data-bbox="787 1310 1144 1433">(i)Ministry/State/Dept</td> <td data-bbox="1144 1310 1510 1433"></td> </tr> <tr> <td data-bbox="787 1433 1144 1601">(ii)Nodal officer (with contact particulars)</td> <td data-bbox="1144 1433 1510 1601"></td> </tr> <tr> <td data-bbox="787 1601 1144 1863">(iii) Whether concurrence/ clearances for the proposal has been obtained from the third country partner. (If so, details of communication indicating their response)</td> <td data-bbox="1144 1601 1510 1863"></td> </tr> </table>	(i)Ministry/State/Dept		(ii)Nodal officer (with contact particulars)		(iii) Whether concurrence/ clearances for the proposal has been obtained from the third country partner. (If so, details of communication indicating their response)			
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(ii)Nodal officer (with contact particulars)										
(iii) Whether concurrence/ clearances for the proposal has been obtained from the third country partner. (If so, details of communication indicating their response)										

10	Details of contribution / resources proposed to be contributed by the Foreign Govt / Agency submitting this proposal		
11	Name and designation of the nodal officer from agency submitting the proposal with contact particulars		

* information sought in the form above maybe provided in separate sheet(s) as attachment, if required.

This Section To be filled in by DPA		
Diary No.	Date of Receipt in DPA	Any Remarks

Part 2 (To be filled up by concerned Territorial Division of MEA

Name of Territorial Division(.....)

1.	Name of the Foreign Government / Agency / Organization submitting the proposal		
2.	Title of the proposal		
3.	Reference No and Date of receipt of proposal in the Territorial Division		
4.	Relevance of the programme in the bilateral context. Any other remarks.		
5.	Whether the proposal has been accorded political clearance by..... Division	Yes	No
6.	Name and designation of nodal officer in the Territorial Division		

Part 3 (To be filled by Line ministry/Controlling Department/ State Government

Name of Concerned Ministry/Controlling Department/ State Government(.....)

1	Name of the Foreign Government / Agency / Organization submitting the proposal		
2	Title of the proposal		
3	Reference Number and Date of receipt of proposal in the Ministry/Deptt		
4	Internal approvals and clearances necessary for the project have been accorded	Yes	No
5	Certified that all the facilities provided by the partnering institutes/organizations are appropriate for an international programme.	Yes	No
6	Any other comments		
7	Whether the Foreign Government / Agency submitting the proposal has submitted feedback in respect of all previous such programmes completed during the last one year	Yes	No
		If No, does the concerned Ministry/Deptt still recommend this proposal? If So, why.	
8	Name and designation of the nodal officer in the Concerned Ministry/Deptt		

Part 4 (To be filled in by DPA and conveyed to Foreign Government/Agency submitting the proposal)

1.	Name of the Foreign Government/Agency/ Organization submitting the proposal				
2.	Title of the proposal				
3.	Dates/Duration of the proposal				
4.	Reference No and date				
5.	Whether proposal cleared?	Yes		No	Date
6.	Any other remarks:	Signature and seal of the nodal officer in DPA			

Part 5 (To be filled in by DPA Division and retained in file for record)

1.	Reference No and date of Receipt of proposal			
2.	Details of Part 2 (Territorial Division)	Date on which sent to territorial division		
		Date on which recieved from territorial division		
		Clearance given	YES / NO	
3.	Details of Part 3 (Line Ministry/Dept.)	Date on which sent to Concerned Min/Dept		
		Date on which recieved from Concerned Min/Dept		
		Clearance Recieved	YES /NO	
4.	DPA's clearance conveyed to Foreign Government/Agency's proposal	Yes	No	Date
5.	Any other remarks			
6.	Name and designation of the nodal officer of DPA			