

	WORK INSTRUCTION	Document No. FIEO/WI/7
PROCESS OF SIGNING MEMORANDUM OF UNDERSTANDING(MoU)	Approver	DG
	Version No	1.0
	Doc. Review Period	3yrs
	Effective Date & Latest Revision	1/10/2005

1.0 Scope : All MOUs signed by FIEO

2.0 Purpose : To document and establish and maintain a standardised process for MOUs

3.0 Process :

Sl.No	Activity	Responsibility	Record
	<p>Guidelines:</p> <p>i) MOU is signed with Govt. /Chamber of Commerce /Trade Promotion Organisations /Trade organizations in India and abroad for better understanding for jointly promoting trade.</p> <p>MOUs are signed to achieve any of the following objectives</p> <ul style="list-style-type: none"> - to sponsor trade delegation abroad/ organize exhibition - to exchange trade information/ trade enquiries - to jointly organize programme/activities for trade promotion - to give popularity to by way of giving hyper link on each others website (with logo) . - any other in the interest of enhancing trade <p>i) Both the Chambers should act as a facilitator for businessmen of two countries particularly in respect of</p> <ul style="list-style-type: none"> - settling trade disputes - issuance of visas - providing support/co-operation during the visit of delegation/exhibition. <p>FIEOHO)/RO/Departments should take into account the below guidelines while dealing on any of the above subjects</p> <p>a. MOU is signed on behalf of FIEO by President/Vice President/Executive Head or any other competent authority designated by the President.</p> <p>b. All MOU's are signed at Head Office. Any proposal of of signing MOU at RO needs to be forwarded to HO</p> <p>c. MOUs are signed by FIEO in India or abroad. The initiation process of signing of MOU is as below:</p>		
1	On receipt of a proposal for signing MOU / initiation of proposal by FIEO HO, credentials of the overseas organisation is sought from the concerned Indian Mission the lines of apex MOU/01	HOD	Appendix MOU/01
2	A note is put up outlining the objective, draft articles of MOU along with feedback of the Indian mission for taking approval for signing MOU	HOD	Appendix MOU/02
3	All original MOUs signed by FIEO are kept in file, named'MOU Master file at MRD (HO). A draft of MOU with standard articles is placed in MOU Master file.	Exe Asst	File Appendix MOU/03

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4	Separate file for each MOU containing approval and correspondence of a specific MOU is maintained	Exe. Asst.	File
5	Put up a note for arrangements required if any along with gifts/mementos to Administration Division.	Deputy Director	Appendix Mou/04
6	A press release of signing ceremony of MOU is prepared and forwarded to Publicity Division for suitable inclusion in FIEO News and media. Press clippings of MOU signed are kept in MOU specific file.	Joint Director	Appendix 'MOU 05'
7	Letter is issued to chamber with whom MOU is signed for exchanging each others publications/journals/ other trade related information.	HOD	Appendix MOU/06
8	Original MOUs signed are kept at MRD at HO. Updated list of MOU is sent as per format to all Ros by MRD . The list is maintained in MOU Master File	HOD (RO)	Appendix 7 (List Format)
9	Review of MOUs: a. MOUs are reviewed each year in the month of March by MRD b. Review of MOU is done on criterion of programmes jointly organized, information exchanged/ other activities as per the format. c. Contact details and contact person of the organisation with whom MOUs are signed is verified. d. A Gist of reviews is compiled by MRD and is put up to DG/SG in the month of April every year. Report is kept in MOU Master file. e. Based on the suggestion of further action is initiated for each MOU and ROs are informed accordingly	HOD (MRD & RO)	Review Parameters Format Appendix 7

Document History sheet

Last Revision Date oo	Nature of Revision carried out in this version	Document Review Participant
Last Version No. oo	Nil	