**Appendix 4 – Internal notification format**

The notification to the Chief of Staff of an arrangement that has been entered into must include the following information:

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| --- |
| **Title of foreign arrangement:**(eg Research Collaboration Agreement, Memorandum of Understanding or Material Transfer Arrangement) |
|  |
| **Parties to the agreement:**(eg James Cook University (Australia) and Name of Institution (Country) |
|  |
| **Purpose of arrangement:**(eg, JCU, ABC university will establish and undertake aerial surveys of dugongs in XYZ lagoon and seaward reefs with UAVs, conduct dugong population assessment, and build institutional and national capacity for the use of UAVs in animal survey methods and monitoring. |
|  |
| **Legal effect of the arrangement:** |
| [ ]  Binding under Australian law[ ]  Binding under foreign law[ ]  Binding under both Australian and foreign law[ ]  Not binding |
| **Foreign Entity name, phone and postal address (including city province and postcode):** |
|  |
| **National government of a foreign country:** |
| [ ]  A department or agency of a foreign government[ ]  An entity that is an authority of the country, national government or subnational level government established for a public purpose[ ]  A province, state, self-governing territory, region, local council, municipality or other political subdivision of a foreign country[ ]  Department or agency of a sub national level government[ ]  A university that does not have institutional autonomy |
| **JCU Contact details (name, email, phone number):** |
|  |

*A copy of the signed agreement, contract, joint venture, MOU, partnership, grant agreement or any other form of arrangement must be attached to the email notification.*

*Once notified, the JCU persons party to the agreement/arrangement must complete a Declaration of Interest – Senior Management and Specified Staff.*