



## Appendix 1 - Foreign Arrangements Notification – checklist

**Table 1 – Questions to determine whether an arrangement, or proposal to enter an arrangement, should be notified to DFAT**

Considerations	Action
Is the prospective partner a foreign national government, department or agency?	Required to notify
Is the prospective partner a foreign tertiary education institution that is a part of a foreign government (eg, a government military academy)?	Required to notify
Is the prospective partner a foreign university that does not have institutional autonomy because a foreign government is in a position to exercise substantial control over the university? <sup>1</sup>	Required to notify
Does the foreign arrangement deal solely with minor administrative or logistical matters (including, for example, flights, accommodation, submitting paperwork or visa applications or the timing of conferences or conference sessions). <i>Note: a 'Yes' response means the arrangement is an exempt arrangement under the Act</i>	NFA - exempt
Is the arrangement a variation of a foreign arrangement that the Minister was notified had been entered into, and it is a minor variation that does not alter the substance of the arrangement? <i>Note: a 'Yes' response means the arrangement is an exempt arrangement under the Act</i>	NFA – exempt
Is the activity a continuation/renewal of an existing notified agreement?	Required to notify
Is the arrangement a grant application by a state or territory researcher or a. has progressed through the university's state or territory research process; or b. has progressed university's internal grants clearance process but is rejected; or c. has been successful and the researchers are finalising an agreement on research outputs and resourcing?	a. Not required to notify b. Not required to notify c. Required to notify
Is the proposed arrangement a collaboration between another State/Territory entity (eg Queensland or Commonwealth department) and JCU and a foreign government or non-autonomous university?	Required to notify (even if the State/Territory entity has already notified)



**Table 2 – additional risk considerations**

Additional due diligence/risk factors to consider for foreign arrangements	Low Risk	High Risk
Has the proposed agreement already been approved under the Defence Industry Security Program (DISP) <sup>2</sup>		