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| INTERNATIONAL SCIENCE AND TECHNOLOGY CENTERNazarbayev University, Block 3953 Kabanbay Batyr Ave Astana, Kazakhstan 010000Tel:+7(7172) 76-95-34E-mail: istcinfo@istc.int<http://www.istc.int> | E:\shayakhmetov\Documents\ISTC\logo\ISTC logo_calibri bold.jpg | МЕЖДУНАРОДНЫЙ НАУЧНО-ТЕХНИЧЕСКИЙ ЦЕНТРНазарбаев Университет, Блок 39 Проспект Кабанбай батыра, 53г.Астана, Республика Казахстан 010000Teл: +7 (7172) 76-95-34E-mail: istcinfo@istc.int<http://www.istc.int>  |

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**PROCEDURES FOR INTRODUCTION OF AN ISTC PARTNER**

The procedures below describe the process by which Partners may be approved as participants in ISTC activities.

1. Any Party to the ISTC Agreement may introduce a Partner to the Board for consideration. Partners may be governmental, inter-governmental, or non-governmental (including the private sector, foundations, academic and scientific institutions) organizations.

2. When a Party introduces a Partner, it will provide to the Board through the Secretariat:

* Information on the Partner's background, activities, and objectives;
* A statement from the Partner that it accepts the terms and conditions of the Agreement and Statute;
* A statement from the Partner that accepts Principles for Partner Participation in ISTC activities and the Conditions for Approval of Partner Project Proposals;
* Information on the Partner’s estimated plans and areas of ISTC activity of special interest, including any summaries of projects planned or being developed that would be funded through ISTC.

3. The Secretariat will circulate information provided by the sponsoring Party on the Partner immediately to the members of the Governing Board for consideration.

4. A Partner is considered approved and may begin to participate in ISTC activities 30 calendar days after the members of the Governing Board have received through the Secretariat information on the Partner, providing no objection has been raised by the members of the Governing Board.

5. The Executive Director informs the Partner through the sponsoring Party when the 30-day period has expired and Partner activity may begin. In the event of questions or objections, views of individual Board members will not be disclosed.

**ISTC-Partner Memorandum of Agreement (MOA)**

Partners will execute a memorandum of agreement with the ISTC defining the framework for participation, including the terms and conditions of its financing and support pursuant to ISTC Agreement Article VII.

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**ISTC PR-GB**

**GOVERNING BOARD RECORD OF DECISION**

**Proposed Partner:**

**Proposing Party:**

**The ISTC Governing Board concluded its consideration of**

**as an ISTC Partner on . The consensus view of the Governing Board was to:**

 **Approve**

 **Disapprove**

**Signature:**

 **Executive Director**

**Date:**

**Sample Letter from U.S. Company Requesting**

**Nomination as an ISTC Partner**

***ACME Corporation***

***12345 Lake Street***

***Fargo, North Dakota***

Ms. Anne Harrington

Department of State

Washington, D.C. 20520

Dear Ms. Harrington:

The Acme Corporation has been involved for 12 years in the development of control systems for widget production. Over the past six years, we have developed a strong working relationship with the Scientific Research Institute for Widget Development (SRIWD) in Yekaterinburg. We are interested in expanding our cooperation with the SRIWD as an ISTC Partner.

The Acme Corporation has read and accepts the terms and conditions of the ISTC Agreement and Statute and accepts the Principles for Non-Party Participation in the ISTC.

Acme plans to propose 2-4 projects with SRIWD over the next three years and plans to invest $200,000–400,000 on these projects. We also will provide certain technical equipment, but do not yet have a detailed list. Attached are brief summaries of several project ideas we have discussed with SRIWD. Our final proposals will be developed from this list.

We welcome the opportunity to work with the ISTC.

 Sincerely,

 John Smith

 President & CEO