

Checklist for entering into Memorandum of Understanding between External Institution(s) and Royal University of Bhutan

Sl.	Activity	Yes	No
1	College agree / consent to enter into MoU with external institution(s)		
2	Align MoU contents according to standard template of Government and submit to DRER		
3	DRER reviews and processes for political clearance from MFA		
4	DRER then submits it to the SMT Meeting for endorsement from the Governing Board		
5	DRER prepares agenda for MoU Review Committee and submits to Cabinet Secretariat		
6	Cabinet Secretariat seeks legal clearance on draft MoU from OAG		
7	Cabinet Secretariat summons DRER or College(s) for presentation of agenda to the MoU Review Committee		
8	Approval / decline conveyed by Cabinet Secretariat through formal letter after one week of the MoU Review Committee's meeting		
9	DRER then facilitates signing ceremony of the approved MoU		