**Checklist for proposing MoU with External Entities**

|  |  |  |  |
| --- | --- | --- | --- |
| **Sl.** | **Question** | **No** | **Yes** |
| 1 | Is the MoU/Agreement linked with the Annual Performance Agreement of your Agency? |  |  |
| 2 | Will it contribute to the National Key Result Area? |  |  |
| 3 | Will it contribute to the Agency Key Result Area? |  |  |
| 4 | Will it impact agency performance if not signed? |  |  |

1. Impact of the MoU/Agreement on National Key Result Area?

Ans:

1. Impact of the MoU/Agreement on Agency Key Result Area?

Ans:

1. Impact of the MoU/Agreement on agency performance if not signed?

Ans:

1. What are the key benefits and how it facilitates in achieving organizational targets?

Ans:

1. What are the potential risks and if any, how can these risks be mitigated?

Ans:

(**Name, Signature & Designation of the head of agency**)