

## MECEA “Collaborative Agreement” Checklist

22 U.S.C. §§ 2455(f) and 2458(c)

1.  Is the participating Department operating unit either the International Trade Administration or the Bureau of Industry and Security?
2.  Does the agreement identify the other party to the agreement?
3.  Does the agreement include a unique agreement number?
4.  Does the agreement cite MECEA as authority to enter into the agreement?
5.  Does the agreement cite the Department operating unit’s “programmatic” authority to undertake the contemplated activities?
6.  Does the agreement describe the nature of the activities in which the parties will engage?
7.  If the agreement concerns a jointly-hosted conference or seminar and fees are to be collected, have you ensured that these fees will only reimburse the partner for its actual costs and that the partner will not be making a profit from the contemplated project?
8.  If a portion of the revenue received by the non-Departmental partner will be transferred to the Department, is this clearly described in the agreement and have you ensured that this contribution will not exceed the Department operating unit’s actual costs?
9.  If the Department operating unit will contribute resources towards the project, is this clearly described in the agreement and have you ensured that this contribution is in-kind only and does not involve the transfer of funds from the operating unit to the non-Departmental partner?
10.  Does the non-Departmental partner have an independent interest in participating in the project (i.e., it is not participating simply for the benefit of receiving participation fees from event attendees)?
11.  Is the Department operating unit ready and willing to participate in similar projects with other similar non-Departmental partners?
12.  If fees will be collected, has the Department operating unit applied the provisions of OMB Circular A-25 and the Department’s Accounting Principles and Standards Handbook, Chapter 11, in determining the price to be charged (i.e., by ensuring that the operating unit charges for all actual costs and does not make a profit)? (Available at [http://www.whitehouse.gov/omb/circulars\\_default/](http://www.whitehouse.gov/omb/circulars_default/)).

**MECEA “Collaborative Agreement” Checklist**  
22 U.S.C. §§ 2455(f) and 2458(c)

13.  To the extent that the Department’s seal or an operating unit’s emblem or logo will be used in relation to this project, have the requirements of Department Administrative Order 201-1 and 201-17, as applicable, been met? (Available at <http://www.osec.doc.gov/omo/dmp/daos.html>).
14.  Does the agreement include a termination date?
15.  Does the agreement include a provision permitting either party to unilaterally cancel/terminate the agreement with advance written notice?
16.  Does the agreement include a dispute resolution clause?
17.  Does the agreement provide the names and contact information for both administrative/financial and technical/program contacts for each party?
18.  Does the agreement contain signature lines for each party?
-