

THE COLOMBO PLAN
COUNCIL FOR TECHNICAL CO-OPERATION IN SOUTH AND SOUTH-EAST ASIA
Equipment for Training or Research Institutes and for Equipment accompanying Experts

APPLICATION

By the Government of
from
(Country)

- Notes.- (a) This form has been devised for the general guidance of co-operating countries in order to facilitate the supply of relevant information and data necessary to afford an adequate appreciation of the nature of the technical cooperation required. The careful completion of this application form will avoid much reference back and lead to speedier action. Separate forms A4 should be used for requests for equipment for each individual institute or project.
- (b) The requisite number of copies of the Form A 4, including a copy for the Colombo Plan Bureau, duly endorsed by the appropriate Foreign Aid Department of the requesting government should be forwarded to the donor government concerned through the appropriate channels.

<p>1. Background Information</p> <p>Please describe as concisely as possible the general outlines of the project for which the equipment is required, indicating whether the latter is (a) for use by an expert in the performance of his duties (b) for a training scheme of institution or (c) for a research institution. If either (b) or (c) please say whether the equipment is for the establishment of a new institution or the expansion or re-organisation of an existing one (e.g., by the provision of a new department, & c.). The name and exact location of the institution, its approximate cost and the authority responsible for it should be stated. Where appropriate details should be given of the availability of any services required for the operation of the equipment. This would include operation by electricity (i.e. type of current, periodicity, voltage and any variations, phases, frequency etc. and if D.C. is the only current available please give full details), water reticulation or steam gas etc. Details of similar equipment already in use should be given.</p>	
<p>2. Description of equipment required</p> <p>Please give a full description of each item and general specifications where possible. The manufacturer and estimated cost of each item if known together with details of the proposed end use of item should be given. Where applicable, give details of any special packing or tropic proofing required and indicate whether hand-books or instruction data supplied in English will suffice. If appropriate, please indicate any required priorities or phasing of deliveries and advise whether adequate facilities exist for maintenance and servicing of the type of equipment requested. (If lengthy, detailed lists should be annexed: it would be convenient to have separate annexures for (a) films, (b) books and (c) other equipment.)</p>	
<p>3. Has this equipment request already been directed to any other Agency of Colombo Plan country and if so to whom was it addressed and with what result?</p>	
<p>4. Has the list of equipment already been discussed with representatives of the supplying country/ies? If so, please indicate what stage the discussions have reached</p>	
<p>5. Furnish full particulars in respect of—</p> <p>(a) Consignee;</p> <p>(b) Official to receive documents and enquiries ; and</p> <p>(c) Clearing agent at port of entry</p>	

<p>6. Where equipment is required for use by an expert Please indicate —</p> <p>(a) The country or agency from which the expert has been requested or obtained.</p> <p>(b) His duties and length of secondment (a reference to the relative Form A.1 will suffice when the expert is being provided by the country to whom the equipment request is addressed).</p> <p>(c) What use is proposed for the equipment when the expert's period of secondment terminates?</p> <p>(d) By what date is the equipment required?</p>	
<p>7. Where equipment is required for Training or Research Institutions Please indicate —</p> <p>(a) Nature and standard of training or research to be undertaken</p> <p>(b) Total number of students to be accommodated from within the country or from elsewhere in the Region, the qualifications for admission, the duration of courses, and the annual output of trainees</p> <p>(c) Whether there is already a similar institute(s) in existence in the country. If so, please give details.</p> <p>(d) Whether buildings are already available. If not has construction started and when is it expected to be completed?</p> <p>(e) Whether qualified staff to handle the equipment has been recruited or is proposed to be recruited locally. If not is proposed: —</p> <p>(i) to recruit foreigners under aid programmes?</p> <p>(ii) To train locally recruited personnel abroad in handling equipment? (the reference numbers of any Forms A. 1 or A. 2 relating to such requests should be quoted)</p> <p>(f) Taking into account the answers to (d) and (e) above, what is the date by which the equipment is required and the date on which training or research work is to commence.</p> <p>(g) Whether any assistance in drawing up the Scheme has been obtained from outside experts? (Any specialist reports or Government surveys (e.g., Educational Committee Reports, etc.), bearing on the request should be provided if possible)</p>	
<p>8. Correspondence Name, Postal and Telegraphic Address of official to whom correspondence regarding this proposal is to be forwarded</p>	

Signed
on behalf of the Government of

Date:

For use only by Donor Government

Application accepted/rejected/withdrawn

on behalf of the Department of

Date: