

Guidelines for International Cooperation Schemes

1. What Scheme Covers:

The International Cooperation Scheme supports the following activities:

- a. Deputation of MSME business delegation to foreign countries to study and understand new available technology, improving existing facility and other wide areas etc.
- b. Support for MSME units to participate in international trade fairs whether in foreign countries or in India.
- c. Holding International Conference and seminars on topics related to promotion and development of MSME units in India.

2. APPLICATION PROCEDURE:

Applications for seeking financial assistance, in the prescribed proforma (Annexure I), may be submitted to the Director (International Cooperation), Ministry of MSME, Udyog Bhavan, New Delhi. The applications for the proposed event must be accompanied with the budget estimate and relevant documents, as prescribed.

3. Eligible Organizations:

Besides the Ministry of MSME, events under the Scheme can be organised by:

(a) State/Central Government Organisations;

(b) Industry/Enterprise Associations; and

(c) Registered Societies/Trusts and Organisations associated with the MSME

4. Conditions of Eligibility:

Under the Scheme, following are the eligibility condition for availing financial assistance;

- a) The organisation should be registered (i.e. either as company under company's act or Society under Society's Act etc.) with primary objectives or goals of promoting and developing MSMEs.
- b) The organisation must have experience in these activities for the last 3 years.
- c) The organisation must have regular audited financial reports for the last 3 years.
- d) Events sought for financial assistance must have significant international support.

5. Other Applicable Conditions:

(a) Financial assistance to one organisation would normally be restricted to two events in a financial year. The Screening Committee may, however, recommend relaxation of this condition for reasons to be recorded.

(b) The quantum of assistance shall only be supplemental in nature to the contribution of organiser. The financial assistance under the scheme shall not be a source of profit or earning for the applicant organisation and shall be subject to a maximum of deficit incurred by the organisation in participating in/organising the event.

(c) All publicity material/ banners relating to the event should indicate the support of the Ministry.

(d) Wherever appropriate, the Ministry may nominate its representative(s) from Ministry or any of its organisations, as its nominee(s) in the delegation.

(e) The organisation should not have any pending bills / reports / documents for submission to the Ministry relating to any earlier event.

(f) Performance of the organisation in the past events, if any, should be satisfactory.

(g) In the events where more than one organisation of the Ministry and / or agencies sponsored under the scheme(s) of the Ministry are participating, as far as possible, one of the organisation of the Ministry would act as lead organisation to coordinate the joint participation.

(h) In order to make representation in such events more inclusive and equitable, following guidelines must be followed:

(i) Adequate representation would be given to SC/ST/Minority/Women entrepreneurs in such events, subject to condition that the best products would be showcased.

(ii) While selecting entrepreneurs as well as representative(s) of the participating organisation, priority should be given to persons who have not participated in such events earlier.

6. Assistance Under Scheme:

a) Budget Estimate of the Event: The applicant organisation should apply in prescribed Performa with all relevant documents and the budget estimate of the event's expenditure, giving full details of all sources of items in the funding and expenditure.

b) Scales of Assistance and Eligible items

I. Deputation of MSME Delegation to foreign countries: Assistance would be provided under the scheme to the eligible organisations for deputation of MSME delegations to foreign countries, with the objectives of exploring new areas of technology infusion/upgradation, facilitating joint ventures, improving market of MSMEs products, foreign collaborations, etc. The eligible items for deputation of MSME delegations and the scale of assistance would be as under:

S. No.	Eligible Items	Scale of Assistance
1.	Air Fare	For General Category Entrepreneurs: <ul style="list-style-type: none">• Micro Enterprises: 85% of the economy class return fare (for one representative from each enterprise).• Small Enterprises: 75% of the economy class return fare (for one representative from each enterprise)

		<ul style="list-style-type: none"> • Medium Enterprises: 25% of the economy class return fare (for one representative from each enterprise) <p>For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises: 95% of the economy class return fare (for one representative from each enterprise). • Small Enterprises: 85% of the economy class return fare (for one representative from each enterprise). • Medium Enterprises: 50% of the economy class return fare (for one representative from each enterprise). <p>For office bearer(s)* of the applicant organisation, 100% of the air fare (Economy Class), subject to actual.</p> <p>For Government official(s), as per entitlement with option of getting the expenses on the air fare incurred directly by the Ministry or from the applicant organisation.</p>
2.	Daily Allowance	For office bearer(s)* of the applicant organisation, actual limited to the entitlement of officer of the rank of Director to the Government of India. For Government officials, as per their entitlement with option of getting DA advance directly from the Ministry or from the applicant organisation.
3.	Hotel Charges	For office bearer(s)* of the applicant organisation, actuals limited to the entitlement of officer of the rank of Director to the Government of India. For Government Officials as per their entitlement.
4.	Local Transport	Actuals, subject to a maximum of US \$ 100 per Day
5.	Fee for common interpreter and Secretarial services including Phone/Fax /Internet etc.**	Actuals, subject to a maximum of US \$ 100 per Day
6.	Advertisement/Publicity/Printing of common catalogue **	Actuals subject to maximum of Rs. 100,000/-
<p>Note:</p> <p>(i) The maximum assistance under the scheme for items (a) to (c) above would be limited to Rs. 1.50 lakhs per entrepreneur.</p> <p>(ii) A delegation under the scheme would normally comprise of a minimum of 5 entrepreneurs.</p> <p>*(iii) Assistance under the scheme would be admissible for 1 office bearer of the applicant</p>		

organisation, if the number of participating entrepreneurs is up to 10 and maximum 2 officer bearers, if the number of participating entrepreneurs is more than 10.
 * *(iv) Assistance for items listed at (d), (e) and (f) above would be common for the whole delegation.

II. **Participation in International Exhibitions/Trade Fairs/Buyer-Seller Meets:** Assistance would be provided under the scheme to the eligible organisations for participation in International Exhibitions/ Trade Fairs/ Buyer-Seller Meets in order to showcase Indian technologies, expose Indian MSMEs to the latest foreign technologies, access international buyers and sellers and forge business alliances etc. The eligible items for such participation and the scale of **assistance** would be as under:

S. No.	Eligible Items	Scale of Assistance
1.	Space rent	<p>For General Category Enterprises:</p> <ul style="list-style-type: none"> • Micro Enterprises : 75% of the actual charges • Small Enterprises : 60% of the actual charges • Medium Enterprises: 25% of the actual charges <p>For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises : 95% of the actual charges • Small Enterprises : 85% of the actual charges • Medium Enterprises: 50% of the actual charges
2.	Interior Decoration	Actuals, subject to maximum of 10% of space rental
3.	Air Fare	<p>For General Category Entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises: 85% of the economy class return fare (for one representative from one enterprise). • Small Enterprises: 75% of the economy class return fare (for one representative from each enterprise) • Medium Enterprises: 25% of the economy class return fare (for one representative from each enterprise) <p>For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs:</p> <ul style="list-style-type: none"> • Micro Enterprises: 95% of the economy class return fare (for one representative from each enterprise).

		<ul style="list-style-type: none"> • Small Enterprises: 85% of the economy class return fare (for one representative from each enterprise). • Medium Enterprises: 50% of the economy class return fare (for one representative from each enterprise). <p>For office bearer(s)* of the applicant organisation, 100% of the air fare (Economy Class), subject to actuals For Government official(s), as per entitlement with option of getting the expenses on the air fare incurred directly by the Ministry or from the applicant organisation.</p>
4.	Daily Allowances	<p>For office bearer(s)* of the applicant organisation, actuals limited to the entitlement of officer of the rank of Director to the Government of India.</p> <p>For Government official(s), as per entitlement with option of getting DA advance directly from the Ministry or from the applicant organisation.</p>
5.	Hotel Charges	<p>For office bearer(s)* of the applicant organisation, actuals limited to the entitlement of officer of the rank of Director to the Government of India.</p> <p>For Government officials, as per their entitlement.</p>
6.	Freight and insurance charges for the goods transported to the events.	Actuals, subject to maximum of Rs. 20,000/-.
7.	Local Transport**	Actuals, subject to a maximum of US \$ 100 per day.
8.	Fee for common interpreter and Secretarial services including Phone/Fax /Internet etc.**	Actuals, subject to a maximum of US \$ 100 per day.
9.	Theme Pavilion **	Actuals subject to maximum of Rs. 100,000/-
10.	Advertisement/Publicity/Printing of common catalogue **	Actuals subject to maximum of Rs. 150,000/-
<p>Note:</p> <p>(i) The maximum assistance under items (a) to (f) would be limited to Rs. 2.40 lakhs per entrepreneur.</p> <p>(ii) A delegation for participation in an event under the scheme would normally comprise of a minimum of 5 entrepreneurs.</p> <p>*(iii) Assistance under the scheme would be admissible for 1 office bearer of the applicant organisation, if the number of participating entrepreneurs is up to 10 and maximum 2</p>		

officer bearers, if the number of participating entrepreneurs is more than 10.
 * *(iv) Assistance for items listed at (g), (h), (i) and (j) above would be admissible to the applicant organisation or the Lead organisation (as mentioned in the para below) in case of joint participation.

Lead Organisation: In the events where more than one organisation of the Ministry and / or agency sponsored under the scheme(s) of the Ministry are participating, as far as possible, one of the organisation of the Ministry would act as lead organisation to coordinate the joint participation. The lead organisation may set up a theme pavilion, undertake advertisement/publicity and arrange printing of common catalogue, etc. The lead organisation may also arrange common interpreter, secretarial services, fax, internet, phone facilities etc.

- III. **Participation in International exhibitions/ trade fairs held in India:** Assistance may be provided under the scheme for participation of Indian MSMEs in events like India International Trade Fair (IITF) organised by India Trade Promotion Organisation (ITPO) or such other reputed international exhibitions/ trade fairs held in India as 8 may be identified. Items of expenditure for which assistance may be considered are specified below;

S. No.	Eligible Items	Scale of Assistance
1.	Space rent	For General Category Enterprises: <ul style="list-style-type: none"> • Micro Enterprises : 75% of the actual charges • Small Enterprises : 60% of the actual charges • Medium Enterprises: 25% of the actual charges For the Enterprises belonging to NE Region/ Women/ SC/ST entrepreneurs: <ul style="list-style-type: none"> • Micro Enterprises : 95% of the actual charges • Small Enterprises : 85% of the actual charges • Medium Enterprises: 50% of the actual charges
2.	Interior Decoration	Actuals, subject to maximum of 10% of space rental
3.	Printing of common Catalogue/ Brochure/ Directory etc.**	Up to 50% of the actual cost incurred on printing of common Catalogue/ Brochure/ Directory etc., subject to maximum of Rs. 100,000/-
Note: The maximum assistance under items (a) to (c) above would be limited to Rs. 5.00 lakhs per event per applicant organisation.		

- IV. **Organisation of International Conferences/ Seminars in India:** Assistance may be provided under the scheme for organisation of international Conferences/ Seminars in India wherein the foreign participants/foreign speakers are 50% or more of the total participants/speakers. Items of expenditure for which assistance may be considered are specified below:

S. No.	Eligible Items	Scale of Assistance
1.	<p>Venue Charges</p> <p>(i) Hiring/rent charges</p> <p>(ii) Audio visual equipment and other equipment hire charges</p> <p>(iii) Interior Decoration, including banners, etc.</p> <p>(iv) Food & beverage charges</p> <p>(v) Hotel charges</p> <p>(vi) Secretarial assistance, interpreter charges, etc.</p> <p>(vii) Communication expenses</p>	Actuals, subject to a maximum of Rs.7.00 lakh.
2.	Local Travel and Transport	Actuals, subject to a maximum of Rs. 25,000/day and Rs.1,00,000 for the entire event
3.	<p>Publicity/Advertisement/Catalogues, etc.</p> <p>(i) Advertisement/publicity expenses</p> <p>(ii) Catalogue printing charges</p>	Actuals, subject to maximum of Rs. 1.50 lakh.
4.	<p>Resource Persons</p> <p>(i) Fee</p> <p>(ii) Air Travel & transport expenses</p> <p>(iii) Boarding & lodging charges</p>	Actuals, subject to a maximum of Rs. 50,000/- per Resource Person from abroad and Rs. 25,000/- per Resource Person from India, subject to overall ceiling of Rs. 2.5 lakh

V. **Quantum of Assistance:**

- 1) The quantum of financial assistance will be decided on the basis of the budget estimate & the eligible items of expenditure as mentioned above, subject to the following limits in respect of international and domestic events:
 - i. International Events: Rs. 25 lakh per event
 - ii. Domestic Events: Rs. 12 lakh per event
- 2) For international/national events of importance, relaxation in the abovementioned limits of financial assistance may be made with prior approval of Secretary (MSME).