# Foreign Arrangements Checklist for Schools

**Government Schools, Kindergartens, School Council-Run Early Childhood Education and Care Services**

*Australia’s Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)*

The International Education Division (IED) coordinates all Department of Education submissions for Commonwealth review under the[**Foreign Arrangements Scheme**](https://www.foreignarrangements.gov.au/)**.** Please respond to **all** below questions to the best of your knowledge and include this checklist as a cover for each prospective foreign arrangement submitted.

To assist you in completing this checklist, please refer to the [Foreign Relations Act – FAQs for Schools](https://study.vic.gov.au/Shared%20Documents/en/FAQs%20for%20schools%20-%20Foreign%20Relations%20Act.docx).

Any further enquiries regarding the submission process – including any of the below questions – should be directed to IED’s Stakeholder Engagement team at: ied.stakeholder.engagement@education.vic.gov.au.

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|  | **Questions** |
| **1.** | What is the title of your prospective foreign arrangement? *This should align with title of your accompanying* [*Memorandum of Understanding (MoU)*](https://www.education.vic.gov.au/PAL/sister-school-mou-template.docx)*.*  | *Title* |
| **2.** | In which country is the foreign entity based? | *Country* |
| **3.** | What is the purpose of your prospective foreign arrangement?*Please provide a general overview (no longer than 100 words) of the main objectives of your proposed arrangement.* | *Purpose* |
| **4.** | Is your prospective foreign arrangement explicitly legally non-binding? ***Note:*** *As goodwill reciprocal arrangements aimed at developing students’ global understanding and intercultural capabilities,* ***sister school arrangements cannot be legally binding****. Please ensure that your MoU explicitly acknowledges this. (See* [*Foreign Relations Act FAQ for Schools*](https://www.study.vic.gov.au/Shared%20Documents/en/FAQs%20for%20schools%20-%20Foreign%20Relations%20Act.docx) *for further information)* | Yes [ ]  No [ ]  *(see below)*Unsure [ ]  *(see below)**Please outline reasons here:* |
| **5.** | Is the Victorian party acore or non-core Victorian state entity? *Consider:** *If the Victorian party is a department or agency which is part of the executive government of Victoria, it is a* [***core***](https://www.study.vic.gov.au/Shared%20Documents/en/FAQs%20for%20schools%20-%20Foreign%20Relations%20Act.docx) *state entity.*
* *If the Victorian party is a* ***government school****, it is a* [***non-core***](https://www.study.vic.gov.au/Shared%20Documents/en/FAQs%20for%20schools%20-%20Foreign%20Relations%20Act.docx) *state entity.*
* *If the Victorian party is a faith-based and/or independent school, it is* ***not a state entity****.*
* *If the Victorian party is a university, it is a* ***non-core*** *state entity.*
 | Core [ ]  Non-core [ ] Not a state entity [ ]  *(Please contact the International Education Division at* *ied.stakeholder.engagement@education.vic.gov.au**to confirm next steps)*Unsure [ ] *Please outline reasons here:* |
| **6.** | Please provide the name, street address, phone number, ABN number and email address of the Victorian sate entity.***Note:*** *Post Office (PO) box numbers do not constitute a street address.* | *Name of Victorian school/organisation:*  |
| *Street address (including suburb and postcode):* |
| *Phone number: +61 (03) - - - - - - - -*  |
| *11-digit ABN number: - - - - - - - - - - -* |
| *Email address:* |
| **7.**  | Is the foreign party a core or non-core foreign entity? *Consider:** *If the foreign party is a foreign country, its national government or a department or agency of its national government, the party is a core foreign entity. e.g. national-level Department of Education*
* *If the foreign party is any political subdivision of a foreign country, a sub-national government (or department or agency), a foreign authority established for a public purpose, or a foreign university without institutional autonomy, the party is a non-core foreign entity.*
* *If the foreign party is a government school, it is a non-core foreign entity.*
* *If the foreign party is a school or corporation which operates independently of government entities, the party is not considered an applicable foreign entity under the Act.*
 | Core [ ]  Non-core [ ] Not a foreign entity [ ]  *(Please contact the International Education Division at* *ied.stakeholder.engagement@education.vic.gov.au**to confirm next steps)*Unsure [ ]  *(see below)**Please outline reasons here:* |
| **8.** | What type of entity is the foreign entity? *e.g. government school, university, national government department, subnational government agency*  | *Type of entity* |
| **9.** | Please provide the name, street address, phone number *(including* [*country code*](https://countrycode.org/) *and area code)*, ABN-equivalent *(if applicable)* and email address of the foreign entity. | *Name of foreign school/organisation:* |
| *Street address (including city, state, country and postcode):* |
| *Phone number (including country code and area code):*  |
| *ABN-equivalent number (if applicable):* |
| *Email address:* |
| **10.** | Is your prospective foreign arrangement a subsidiary arrangement part of a broader formal foreign arrangement? *Broad-ranging foreign arrangements could include sister city partnerships, free trade agreements or international education programs such as the* [*Confucius Institute at the University of Melbourne*](https://www.confuciusinstitute.unimelb.edu.au/) *or the* [*BRIDGE International School Partnerships Program*](https://www.asiaeducation.edu.au/programmes/school-partnerships)*.* | Yes [ ]  *(see below)*No [ ]  Unsure [ ]  *(see below)**Please outline reasons here:* |
| **11.** | Is your prospective foreign arrangement intended to expire within a set timeframe of no longer than 5 years. ***Note:*** *To avoid frequent resubmissions of foreign arrangements, the department recommends school-based stakeholders consider a proposed overall term of 3 to 5 years.* | Yes [ ]  No [ ]  *(see below)**Please outline reasons here:* |
| **a)**  | Does your prospective foreign arrangement include an explicit expiry date? | Yes [ ]  *Please include here: DD/MM/YYYY - and proceed to Q.13*No [ ]  *Please answer Q.12b* |
| **b)**  | Is your prospective foreign arrangement set to expire within a set timeframe commencing at its date of signature? | Yes [ ]  *Please include set term (in years):* No [ ]  *Please outline reasons here:* |
| **12.** | How does your prospective foreign arrangement support school, department or broader Victorian government priorities?*Resources to assist you in determining Victorian Government priorities alignment include the* [*Department of Education’s latest Strategic Plan (2023-27)*](https://www.vic.gov.au/department-education-strategic-plan-2023-27) *and* [*Framework for Improving Student Outcomes | FISO 2.0*](https://www2.education.vic.gov.au/pal/fiso/policy) | Yes [ ]  *(specify below)*No [ ]  Unsure [ ]  *Please outline relevant Victorian Government priorities here:* |
| **13.** | Are commitments and obligations in your prospective foreign arrangement clear, easily understandable to both parties and not open to different interpretation?* *If the arrangement includes text in languages other than English:*
	+ *Have you explicitly identified in English the foreign language(s) included in the text?*
	+ *Do you confirm all foreign language text faithfully corresponds to the English text?*
	+ *Have you specified that where the foreign language translation may diverge from the English text, the English language version takes precedence?*
 | Yes [ ]  No [ ]  *(see below)*Unsure [ ]  *(see below)**Please outline reasons here:*  |
| **14.** | Does your prospective foreign arrangement contain provisions applying foreign law to activities occurring in Australia? | Yes [ ]  *(see below)*No [ ]  Unsure [ ]  *(see below)**Please outline reasons here:* |
| **15.** | Does your prospective foreign arrangement include unambiguous, voluntary, legally non-binding dispute resolution provisions? | **N/A** [ ] Yes [ ]  No [ ]  *(see below)*Unsure [ ]  *(see below)**Please outline reasons here:* |
| **16.** | Does your prospective foreign arrangement include termination and variation provisions that allows for the Victorian state entity to terminate the arrangement by written notice to the foreign entity – or vary by mutual consent? | Yes [ ]  No [ ]  *(see below)*Unsure [ ]  *(see below)**Please outline reasons here:* |
| **17.** | If a **non-core** arrangement: Please provide an **unsigned** **final draft** of your **negotiated prospective foreign arrangement MoU** for Commonwealth review.***IMPORTANT:******Non-core*** *foreign arrangements* ***cannot be signed*** *prior to Commonwealth review and formal recognition.****Note:*** *Significant variations to foreign arrangements previously recognised/reported to the Commonwealth may be regarded by Department of Foreign Affairs and Trade (DFAT) to constitute separate, distinct arrangements, re-triggering the review process.**To avoid processing delays and/or resubmission, the department advises schools to ensure their sister school or foreign institution partner agrees with the content of the prospective arrangement* ***prior*** *to submission.* | **Unsigned final** draft copy of MoU attached [ ]   |
| **If a core arrangement:** Your **completed and signed** ***Foreign Arrangement Checklist for Schools*** is the sole required document for **core** prospective foreign arrangements [yet to be negotiated](https://www.study.vic.gov.au/Shared%20Documents/en/FRA_process_maps_Schools.pdf). No further documents are required at this time. However, you may provide a **preliminary draft of negotiation proposals** outlining the overall scope and aim of your prospective foreign arrangement if deemed useful.***IMPORTANT:*** *Core foreign arrangements can* ***only be negotiated after receiving initial approval*** *of the Minister for Foreign Affairs. (See* [*process map for core foreign arrangements*](https://www.study.vic.gov.au/Shared%20Documents/en/FRA_process_maps_Schools.pdf) *for further details)* | Arrangement is a **core** foreign arrangement that has yet to be formally negotiated [ ]  **Preliminary** **draft** of negotiation proposals attached [ ]  *(Optional)*   |
| **18.** | Please include the name, position, phone number and email address of your school/organisation’s primary point-of-contact. *As the designated recipient of submission outcome and first contact should further details or amendments be required, the nominated primary point-of-contact should be selected according to their personal involvement – as opposed to seniority.***Optional:** Please include details for an alternate contact in the event the above nominated primary point-of-contact is unavailable.  | *Name:*  |
| *Position:* |
| *Phone number: +61 (03) - - - - - - - -* |
| *Email address:* |
| *(Optional) Alternate contact:* |
| **19.** | Please include Victorian principal signature confirming school approval of attached prospective foreign arrangement. | *Signature:* |
| *Date: DD/MM/YYYY* |
| *Print name here:* |
| **20.** | **Optional:** Please include here any other potentially relevant information that may assist review of your prospective foreign arrangement. | *(Optional) Outline here:* |