



**MEMORANDUM OF UNDERSTANDING
BETWEEN
THE PUBLIC AFFAIRS SECTION AT THE CONSULATE
GENERAL OF THE UNITED STATES OF AMERICA IN
CHENNAI,
AND
COCHIN UNIVERSITY OF SCIENCE AND
TECHNOLOGY, KOCHI**

The Consulate General Chennai of the United States of America, Public Diplomacy Section, ("PDS"), in India ("Consulate") and CUSAT (hereinafter the "Participants"), intend to jointly establish a public information and activity center known as the American Corner ("the Corner") during the period of February 16, 2024 to February 15, 2025;

Affirming their intention to participate jointly in the Corner program, the Consulate and Cochin University of Science and Technology hereinafter called as CUSAT have reached the following understanding:

CUSAT plans to provide support for the maintenance and operation of the Corner. In carrying out this function, CUSAT intends to take program and policy guidance from the Consulate's Public Affairs Officer, or his/her designate.



Specifically, CUSAT plans to provide the following support:

1. Provide space free of charge that is satisfactory to the Consulate in the building located in CUSAT, Kochi to house the Corner including its equipment, and allow free public access to the same as well as to any other Corner-provided services and program activities. CUSAT intends to provide furniture, including shelves and air conditioning for the Corner, and pay the maintenance and utilities costs for the space occupied by the Corner.
2. Provide at least one outside telephone line for the use of Corner staff, as well as Internet access.
3. Ensure that use and access to the Corner is free of charge and is not restricted to any segment of the population. The Corner should be opened to the general public at least 20 hours per week.
4. Provide at least 1 qualified English-speaking staff member for the Corner and pay staff salary costs. CUSAT should further designate a coordinator for the Corner who will be responsible for Corner operations. The staff member and Corner coordinator may be the same person.
5. Employ all security measures necessary to ensure that the equipment and materials provided to the Corner under this Memorandum of Understanding remain in the Corner and are not dispersed or damaged in any way.
6. Allow the Corner to organize regular public activities such as group discussions, electronic interactive programs, lectures, and cultural presentations. The Corner is expected to offer at least two programs every month. In the event that the audience for an activity is too large to fit in the space of the Corner, CUSAT should provide alternative space for that activity. CUSAT intends to allow the distribution of promotional and informational materials provided by the Corner to the public to enhance mutual understanding and engagement between the people of India and the people of the United States of America, as well as to inform the public about the Corner's activities.



7. Provide brief monthly reports and a detailed annual report to the Consulate on numbers of visitors, use of materials, programs, and number of attendees. The coordinator of the Corner should provide the Consulate with brief monthly reports and digital photographs featuring activities of the previous month at the Corner.

8. The Corner will be closed for public on all State and National Holidays.

Specifically, the Consulate plans to provide the following support:

1. Provide the Corner with electronic Internet-based resources about the United States (“U.S.”) and then maintain and supplement this collection. At the Consulate’s discretion, and with guidance from CUSAT intends to select and purchase new electronic resources for inclusion in the Corner's collection on topics related to bilateral interests, including but not limited to: economics, management, business, American studies, literature, English teaching, English language, politics, law, and democratic societies, chosen to reflect the Consulate target user groups. The Consulate intends to supply the Corner with copies of U.S. Department of State-produced publications designed for public distribution.

2. Designate one of the Consulate’s employees to serve as liaison to CUSAT.

3. At the Consulate’s discretion and with CUSAT’s concurrence, the Consulate intends to provide training and consultations for Corner staff. When and if possible, the Consulate intends to provide funds for travel, a daily allowance (per diem), and fees for the Corner staff to attend Consulate-sponsored training programs at locations in other cities.

4. Provide materials on U.S. Government programs and grants, educational opportunities, and possibilities for financial support in the U.S. for dissemination at the Corner.



5. Conduct U.S. speaker programs, cultural events, educational exchange programs and past program alumni activities at the Corner, and provide coordination and information concerning similar Consulate-sponsored activities.
6. Provide funds, subject to the availability of appropriated funds.
7. Participation under this Memorandum of Understanding commences on signature by both Participants.
8. Nothing in this Memorandum of Understanding is intended to be legally binding on the Participants.
9. Either Participant may cease participation in this Memorandum of Understanding at any time by giving written notice to the other Participant. A Participant should endeavor to provide two months notification to the other Participant of its intention to cease participation under the Memorandum of Understanding.

Signed in Kochi this 16 February 2024, in duplicate, in the English language.

On behalf of CUSAT

on behalf of Consulate General of the United States of America in Chennai

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