



Schweizerische Eidgenossenschaft
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Eidgenössisches Departement für auswärtige Angelegenheiten EDA

Form for publishing an external study, report or evaluation via NSB

Prerequisites

All external must be published.

The following criteria are applicable for the publication of studies, reports or evaluations. A study, report or evaluation must be entered in NSB if:

- it was ordered **after 1 January 2010**;
- it has been produced **externally**;
- it exists in **written** form and is in the possession of the FDFA;
- it has been produced on the basis of an **explicit mandate** (i.e. a contract was concluded between the mandator and the mandatary);
- it was produced **within the framework of an independent project**;
- it is complete and available in **final form**;
- Export reports facilitate the fulfilment of tasks. This does not apply to aids for the design or writing of documents.
- access to the document is **not restricted for reasons of secrecy** (in compliance with Art. 7 Freedom of Information Act);
- **publication is not forbidden by a special law**;
- **no agreement exists not to publish it**;
- Publication will not affect relations with third States or with national or international organisations.
- **publication is not in violation of the Federal Act on Data Protection, the Freedom of Information Act or the Information Protection Ordinance.** For reasons concerning data protection, some passages of the text may be rendered anonymous (names, etc.).
- Studies conducted as part of policy sector research which are published on Aramis are not additionally required to be published on the external studies platform.

Data for entry into NSB

Fields marked with a star “ * ” are obligatory.

Please send the completed form together with study, report or evaluation (as a PDF file) by e-mail to info@eda.admin.ch.

Please indicate the title, brief description and key words in the original language of the document. If the document exists in two or more languages, please repeat this procedure in the relevant languages:

Title *	
Brief description *	
Key words *	
Evaluation or review? *	Yes No

External mandatory*	
Any other mandataries	

If the FDFA issued the mandate together with other Federal Departments / Offices or external contractors, please indicate the following:

Other mandator	
Other mandator	
Other mandator	
Other mandator	

Date of the document *	
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External costs (in CHF)*	
To be debited from the budget of which directorate? *	

Indicate organisational unit that can give information:

Section/Division/ Area *	
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Any other sources of information on the study can be indicated here (e.g. other databases, links to an FDFA website or external instance).

Title	
URL	
Title	
URL	