**Benchmarking a Foreign Location**

Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (City & Country)

Person interviewed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. What kinds of projects (e.g., research, training, student programs) were done at this location?

2. How long did project staff work there?

3. Where did project staff stay? Any issues with access to electricity? Would you recommend this place?

4. What vendors would you recommend for (depending on the nature of the projects):

 a. Lab supplies

 b. Office supplies

 c. Pharmaceutical supplies

 d. Computers

 e. Internet access

5. Are credit cards widely accepted? Are there any issues with accessing money at an ATM?

6. Did you open a bank account at this location? Which bank? Do the laws in this country prohibit unspent funds from being sent back to the US? Did you have to report the bank account to local authorities? Will the account be taxed in-country? Any surprises about the banking laws or practices?

7. How did the project staff travel around the city or in the country? Any concerns about using local transportation (e.g., taxis, busses) to travel? Was driving at night an issue?

8. Are there any particular recommendations about maintaining health and security?

9. Did your project hire in-country legal counsel? Would you recommend this person? (If so, get the name).

10. Were there any surprises from business practices or local culture that negatively impacted your project? Any advice you would pass on?