

**APPOINTMENT POLICY OF CONTRACTING AUTHORITY (CA) –
COMPETITIVE SECTORS PROGRAMME**

Following rules shall be applied in proceeding the appointment requests by all applicants:

1. All requests are communicated with Secretariat's e-mail (rsp.sekreteryaya@sanayi.gov.tr).
2. The applicant should specifically mention the subject and purpose of the visit. It is important to be guided towards the relevant unit according to the purpose of the visit. In the case of groups, names of all participants should be given. No appointments shall be applicable to the Tendering and Contracting Department.
3. Convenient appointment time and duration will be notified by the Administrative Assistant.
4. Requests should be made at least one week before the intended time of appointment.
5. CA has the right to cancel or postpone the appointment given.
6. Appointment requests concerning the tenders of which Contract Notice or Prior Information Notice was published will not be accepted.
7. Appointment requests for the tenders under evaluation will not be accepted.
8. Appointment requests for the open call for proposals will not be accepted.