

Invitations to Dignitaries Vice-Chancellor's Directive

Abstract

This Directive sets out the requirements for selecting and inviting internal and external dignitaries to UTS events.

Dates	Directive approved	13/06/2014
	Directive takes effect	30/06/2014
Approved by	Directive is due for review (up to five years)	06/2019
	Directive amendment approved	11/12/2014
	Directive amendment takes effect	11/02/2015
	Vice-Chancellor	
Latest amendment: Director, Governance Support Unit (see change history for details)		
Implementation Officer	Communications and Projects Manager, Vice-Chancellor's Office	
Relevant to	All staff, with emphasis on event organisers, their supervisors, Provost and Deputy Vice-Chancellors as required	
Related documents	<p>Notes for Vice-Regal Occasions (available from Vice-Chancellor's Office)</p> <p>Event Production Checklist (available from Manager, Corporate Events)</p> <p>International Relations — Guidelines for Visitors (available from UTS International)</p> <p>Standing Delegations of Authority</p> <p>Facilities Hire — Venue Booking Guidelines</p> <p>Risk Management Policy and Guidelines</p> <p>External Relations Communications Management Procedures and External Relations Relationship Management Procedures</p> <p>UTS Luminaries</p>	
Legislation	Privacy and Personal Information Protection Act 1998 (NSW)	
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Superseded documents	Visiting Dignitaries Vice-Chancellor's Directive	

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1. Purpose

This purpose of this Directive is to ensure that:

- the Vice-Chancellor is consulted prior to the date being set for any major UTS events
- the Vice-Chancellor is consulted prior to invitations being extended to internal or external dignitaries.

This consultation will enable a strategic, coordinated and whole-of-University approach to be taken in the selection of both internal and external dignitaries to participate in UTS events, and will ensure the appropriateness of invitations extended and that the University is mindful of the demands placed on dignitaries' time. It will also help to secure participation by a wide range of internal and external dignitaries in UTS events in the long term.

Managing relationships with dignitaries can be complex and easily jeopardised by any apparent lack of coordination by the University. It is vital that this Directive is followed to mitigate potential reputational risk or damage.

2. Scope

While this Directive applies to all staff at all levels and in all positions, it is particularly relevant to event organisers and their supervisors. It addresses the requirements for selecting and inviting internal and external dignitaries to University events.

3. Definitions

Internal dignitaries means the Vice-Chancellor, Chancellor, members of UTS Council and Vice-Chancellor's Industry Advisory Board (which includes high profile industry leaders and the Director, External Relations), and [UTS Luminaries](#). (Contact the Communications and Projects Manager, Vice-Chancellor's Office, for a current list of Vice-Chancellor's Industry Advisory Board members.)

External dignitaries means heads of state; representatives of foreign governments such as ambassadors and other consular officials; executive members of federal, state and local governments such as the Prime Minister, Premier, members of parliament, mayors, etc.; senior representatives of other universities, equivalent to the Vice-Chancellor or Chancellor; former holders of any of these positions; major donors and sponsors.

The **event organiser** is the UTS staff member responsible for the coordination and management of the UTS event at which an internal or external dignitary will be in attendance.

A UTS **event** means any occasion that warrants the presence of internal or external dignitary or dignitaries, including:

- a visit to the University by an external dignitary for the purpose of a tour of facilities or other official function
- signing or witnessing of a document such as a memorandum of understanding
- celebrations of University milestones (for example, openings of buildings or facilities, anniversary events)
- launches of programs
- guest lectures
- openings of conferences, exhibitions
- fundraisers
- award ceremonies
- graduation ceremonies
- other official functions of the University.

PACE means the UTS Partnership, Alumni and Community Engagement database. This database is the appropriate repository for all data relating to external relations activity.

EPS means the University's Events Planning System. This is a calendar and planning tool for events that are being managed at and by the University. Details of all events covered by this Directive should be entered into this system.

4. Directive principles

The intent of this Directive is to ensure the following in relation to the selection and invitation of internal and external dignitaries to participate in UTS events:

- that unrealistic expectations are not placed on the diaries of senior UTS (or UTS-related) office bearers
- that invitations are issued by the correct UTS staff members as outlined in this Directive
- that invitations are only issued following the correct approval processes as outlined in this Directive
- that the University adheres to a consistent set of procedures in relation to engagement with external dignitaries
- the presentation of UTS as a coordinated, professional and respectful institution, both internally and externally
- the development, maintenance and enhancement of important relationships with highly influential individuals
- that protocols of official positions (for example, Vice-Regal, Prime Minister, Mayor, etc.) are adhered to by the University.

5. Directive statement

Refer to Appendix A for a detailed step-by-step guide.

5.1 Communicating with and making approaches to internal and external dignitaries

This section outlines the University's protocol for selecting and inviting internal and external dignitaries to UTS events.

The Vice-Chancellor must be consulted prior to setting a date for any UTS event (as defined in section 3). Staff may not announce the event or issue invitations (including to the Chancellor or members of Council) until consultation with the Vice-Chancellor has taken place.

Event organisers should note that invitations to UTS Luminaries, Vice-Chancellor's Industry Advisory Board or external dignitaries must be discussed with the Director, External Relations prior to any confirmation of date or announcements. The Director, External Relations will consider proposed invitations from a University-wide, strategic perspective, providing advice for the Vice-Chancellor.

Event organisers should familiarise themselves with PACE and EPS (see section 3).

The following procedural steps should be taken to ensure appropriate consultation:

1. Event organisers should direct all requests through their director and then through their respective Deputy Vice-Chancellor or for faculties, through the respective dean, then the Provost.
2. Supervisors should provide their Deputy Vice-Chancellor/Provost via email, an outline of the event, proposed date options, draft running order, strategic advice from the Director, External Relations, proposed budget and who will fund the event, and a list and role description of the proposed internal and external dignitaries to be invited. Draft text of the official invitation should also be included.
3. If the relevant Deputy Vice-Chancellor or Provost endorses the request, the proposal may then be escalated to the Vice-Chancellor for approval.
4. Where appropriate, the Vice-Chancellor (or the Vice-Chancellor's Office) will consult with the Chancellor, Deputy Vice-Chancellor (International and Advancement) and the Government Relations Adviser, to determine:
 - the date on which the event should proceed
 - who will host the event
 - internal and external dignitaries who are to be invited
 - if the draft text of the invitation is appropriate
 - if the UTS Events Team should be involved in managing the event (at the expense of the area proposing the event).

The Vice-Chancellor's Office will provide a response to the event organiser within four working days.

Upon approval of the event by the Vice-Chancellor, the event organiser is given responsibility to manage all aspects of the event, and to provide full briefing and/or speech notes to the Vice-Chancellor's Office when requested.

Once the event is approved, the event organiser should enter the event in EPS, the University-wide events management system (defined in section 3). This system is administered by the Events, Exhibitions and Projects Team, who can direct staff to relevant training.

The Vice-Chancellor's Office can provide further advice upon request regarding Acknowledgement of Country, running order, meeting and greeting dignitaries, Vice-Regal protocols, etc.

5.2 Events with international participants

Where an event requires UTS to invite or host international partners, visitors and students, the event organiser must ensure that UTS International has been consulted in advance of undertaking the steps outlined in section 5.1.

UTS International plays an important role in managing these relationships and, to support this function, has developed protocols and procedures for hosting international visits. These protocols and procedures are good references for faculties and organisational units in coordinating or hosting visits and events with international representation.

5.3 Contacts management system

Event organisers must familiarise themselves with the University-wide contacts management system, PACE, which contains contact details, relationship notes and the name of Relationship Manager assigned to internal and external dignitaries. PACE is managed by UTS External Relations, who may be contacted for training and guidance.

6. Roles and responsibilities

The following roles and responsibilities are consistent with the [UTS Standing Delegations of Authority](#).

Accountable Officer: The Vice-Chancellor is responsible for managing compliance with this Directive and for initiating the review process.

Implementation Officer: The Communications and Projects Manager in the Vice-Chancellor's Office is the primary point of contact for advice on implementing and administering this Directive, for establishing and maintaining the official file, for proposing amendments as required and for managing the consultation process when the Directive is under review.

Other positions and committees

Members of the Senior Executive are responsible for communicating this Directive to their direct reports and for reviewing all requests for UTS events and appropriate internal and external dignitaries pertaining to their area of responsibility for approval by the Vice-Chancellor.

Deans and directors are responsible for communicating this Directive to their direct reports and for communicating with the relevant members of the Senior Executive on behalf of the event organiser.

Event organisers are the primary project managers for a UTS event involving an internal or external dignitary. They are also responsible for the general management and coordination of the event, for ensuring familiarity with the appropriate software systems (EPS and PACE) and for undertaking the necessary consultation in advance of making an official request for Vice-Chancellor approval for an event.

Director, External Relations is responsible for providing, upon request, strategic advice from a whole-of-University perspective on events involving UTS Luminaries, Vice-Chancellor's Industry Advisory Board or external dignitaries.

UTS International is responsible for providing, upon request, strategic advice on events involving international participants or international external dignitaries.

7. Version control and change history

Effective date	Version	Approved by (date)	Amendment
30/06/2014	1	Vice-Chancellor (13/06/2014)	New Directive
11/02/2015	1.1	Director, Governance Support Unit (GSU) (11/12/2014)	Changes (approved under Delegation 3.17) to implement 2014 Senior Executive restructure.

Appendix A. Step-by-step guide to inviting dignitaries

Scenario 1 — Inviting the Vice-Chancellor or Chancellor to attend an event (to speak, host, sign or witness a document)

1. EVENT ORGANISER

- Do not set a date for the event.
- Do not announce the event.
- Do not send any kind of communication direct to the Vice-Chancellor or Chancellor.
- Through your dean or director, request the Provost (for faculties) or your Deputy Vice-Chancellor to send an email to the Vice-Chancellor's Office, briefly outlining:
 - possible range of dates and times for the event
 - proposed budget, and who will fund the event
 - names of senior proposed attendees and any other attendees: for example, MPs, Governor, etc.
 - why the Vice-Chancellor and/or Chancellor should be invited, and who will be taking official roles
 - draft text of invitation (likely to be issued from the VC and/or Chancellor).
- Ensure all necessary consultation has been undertaken in advance of this request.



2. RELEVANT DEPUTY VICE-CHANCELLOR / PROVOST

- Approves the escalation of an invitation request.
- Sends an email to the Vice-Chancellor's Office recommending the request, including the information provided above.



3. VICE-CHANCELLOR'S OFFICE

- The Vice-Chancellor's and Chancellor's Offices work together to determine appropriateness and time availabilities.
- The Vice-Chancellor's executive assistant advises the event organiser that the Vice-Chancellor and/or Chancellor will be involved.
- Provides further advice, including the speech notes template.
- Advises if the UTS Events Team should be involved in organising event (at expense of area proposing event).

OR

- Advises that it is not appropriate that the VC and/or Chancellor attend.



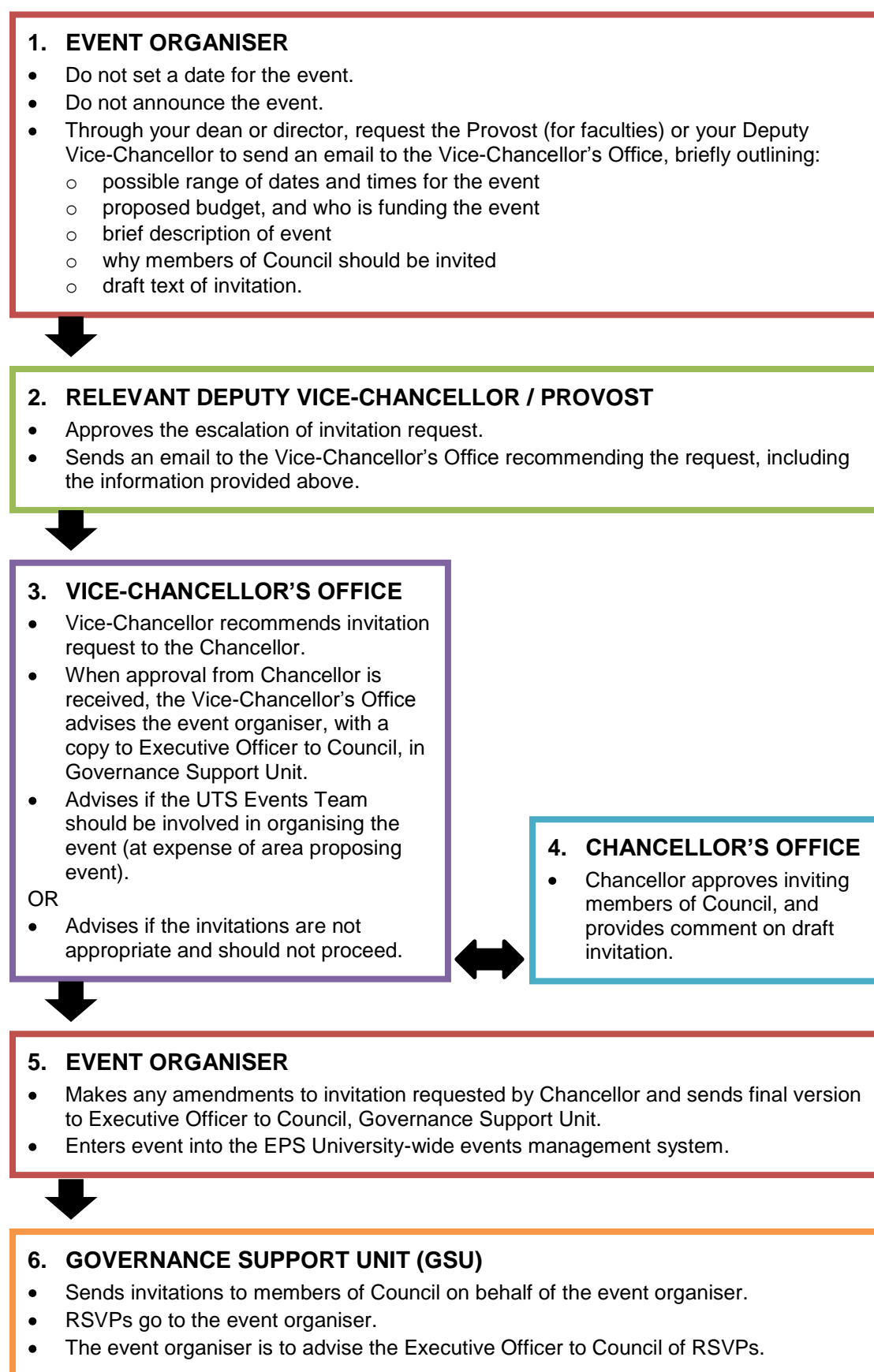
4. CHANCELLOR'S OFFICE



5. EVENT ORGANISER

- Planning and announcement of the event can now proceed
- Enter event into the EPS University-wide events management system
- Do not send outlook invitations to the Vice-Chancellor or Chancellor.

Scenario 2 — Inviting members of UTS Council to attend an event



Scenario 3 — Inviting UTS Luminaries or members of Vice-Chancellor's Industry Advisory Board to attend an event

1. RELEVANT DEPUTY VICE-CHANCELLOR / PROVOST

- Approves escalation of invitation request.
- Sends an email to the Vice-Chancellor's Office recommending the request, including the information provided by the event organiser (listed above).



2. EVENT ORGANISER

- Do not set a date for the event.
- Do not announce the event.
- Discuss potential invitation with Director, External Relations, who will consider from a University-wide, strategic perspective and give advice to be provided to the Vice-Chancellor.
- Through your dean or director, request the Provost (for faculties) or your Deputy Vice-Chancellor to send an email to the Vice-Chancellor's Office, briefly outlining:
 - possible range of dates and times for event
 - proposed budget and who is funding the event
 - brief description of event
 - why nominated UTS Luminaries or Vice-Chancellor's Industry Advisory Board members should be invited, including advice from Director, External Relations.



3. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office consults Deputy-Vice-Chancellor (International and Advancement) if appropriate.
- Vice-Chancellor approves request.
- Vice-Chancellor's Office advises event organiser.
- Vice-Chancellor's Office advises if UTS Events Team should be involved in organising event (at expense of area proposing event).

OR

- Advises if the invitations are not appropriate and should not proceed.



4. EVENT ORGANISER

- Sends final invitation to Vice-Chancellor's Office.
- Enters event in EPS University-wide events management system.



5. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office forwards invitation to UTS Luminary or Vice-Chancellor's Advisory Board member with personal note from Vice-Chancellor.
- RSVPs go to the event organiser.

Scenario 4 — Inviting external dignitaries to attend an event

1. EVENT ORGANISER

- Do not set a date for the event.
- Do not announce the event.
- Discuss potential invitation with Director, External Relations, who will consider from a University-wide, strategic perspective and give advice to be provided to the Vice-Chancellor.
- Through your manager, request the Provost (for faculties) or your Deputy Vice-Chancellor to send an email to the Vice-Chancellor's Office, briefly outlining:
 - potential dates and times of event
 - proposed budget, and who is funding the event
 - brief description of event
 - why nominated external dignitaries should be invited, including advice from Director, External Relations.



2. RELEVANT DEPUTY VICE-CHANCELLOR / PROVOST

- Approves escalation of invitation request.
- Sends an email to the Vice-Chancellor's Office recommending the request, including the information provided above.



3. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office consults Deputy Vice-Chancellor (International and Advancement) and/or Government Relations Advisor, as appropriate.
- Vice-Chancellor approves request.
- Vice-Chancellor's Office advises event organiser.
- Vice-Chancellor's Office advises if UTS Events Team should be involved in organising event (at expense of area proposing event).

OR

- Advises if the invitations are not appropriate and should not proceed.



4. EVENT ORGANISER

- Sends final invitation to Vice-Chancellor's Office.
- Enters event in EPS University-wide events management system.



5. VICE-CHANCELLOR'S OFFICE

- Vice-Chancellor's Office either forwards invitation to external dignitary with personal note from VC, or sends a personal letter from the Vice-Chancellor to the external dignitary.
- RSVPs go to event organiser.