This Bulletin includes information regarding the:

- draft Protocol Guidelines available for comment;
- draft Gift Policy available for comment;
- draft UTAS Visiting Fellows and Visiting Scholars Program Policy and attendant Procedure available for comment;
- range of policy-related capacity building opportunities, including the public policy graduate program through the University of Tasmania School of Government.

### DRAFT PROTOCOL GUIDELINES for comment

The draft Protocol Guidelines are available for comment. These Guidelines, drafted by Greg Parkinson in consultation with Amanda Wojtowicz from the Events and Protocol Unit, provide information regarding protocol to assist University event organisers arranging official and unofficial events.

Comments are invited before COB Thursday, 31st March, 2011. All comments should be forwarded directly to the Policy Delegate (Greg Parkinson). Once finalised, the Guidelines shall be submitted to the Approval Authority (Director, Events and Protocol Unit). For more information contact the Policy Delegate: Greg Parkinson, Deputy Director, Events and Protocol; telephone: 6324 3033; email: Greg.Parkinson@utas.edu.au.

### DRAFT GIFT POLICY for comment

The draft Gift Policy is available for comment. This Policy, drafted by the Development & Alumni Unit, outlines the key principles governing the acceptance and administration of gifts.

Comments are invited before 9.00am Wednesday 23rd March, 2011 such that documentation may be submitted to the forthcoming University Council meeting. All questions regarding these timeframes and comments regarding the draft Policy should be forwarded directly to the Policy Delegate (Mark Bennett).

Once finalised, the Policy shall be submitted to the Approval Authority (University Council). For more information contact the Policy Delegate: Mark Bennett, Director, Development & Alumni Unit; telephone: 6226 1938; email: Mark.Bennett@utas.edu.au.

### DRAFT UTAS VISITING FELLOWS AND VISITING SCHOLARS PROGRAM POLICY and PROCEDURE for comment

The draft UTAS Visiting Fellows and Visiting Scholars Program Policy and attendant Procedure are available for comment. This documentation, drafted by the Office of the Deputy Vice-Chancellor (Academic) and Provost, outlines arrangements for the UTAS Visiting Fellows and Visiting Scholars Program.
Comments are invited before **9.00am Thursday 24\textsuperscript{th} March, 2011**. All comments should be forwarded directly to the Policy Delegate (Sally James).

Once finalised, the Policy and Procedure shall be submitted to the respective Approval Authorities (Vice-Chancellor for Policy; DVC(A)&P for Procedure). For more information contact the Policy Delegate: Sally James, Office of the DVC(A)&P; telephone: 6324 3527; email: Sally.James@utas.edu.au.

**TIMEFRAMES**

On occasion the timeframes set for consultation are tight. Unfortunately in this instance, this applies to timeframes for all draft Policies, Procedures and Guidelines circulated with this Bulletin. Should you wish to provide comment yet have concerns regarding the stipulated timeframes, please discuss this further with the respective Policy Delegate.

**REMINDERS TO POLICY DELEGATES**

Please note that the new *Policy Development and Review Policy* and attendant Procedures and Guidelines require:

- that all new Policies Procedures and Guidelines, and all ‘approved’ Policies, Procedures and Guidelines being reviewed use the consistent templates available online at: [http://www.utas.edu.au/governance-legal/policy/policy-toolkit](http://www.utas.edu.au/governance-legal/policy/policy-toolkit);  
- that all drafts be circulated through the UTAS Policy Network and made available online via the Policy and Delegations webpage for consultation with University staff and student representatives;  
- that all draft Policy and University-wide Procedures and University-wide Guidelines be processed through the Policy and Delegations Office for quality assurance purposes and submission to approval authorities;  
- that all Policy and University-wide Procedures and University-wide Guidelines be made available via the UTAS Policy Repository (available via: [http://www.utas.edu.au/governance-legal/policy](http://www.utas.edu.au/governance-legal/policy)), and that this bank will progressively hold the authoritative source documents. Local Procedures and Guidelines are held and maintained by the respective local Organisational Unit.


**CAPACITY BUILDING**

**Briefings or Meetings**

The Manager, Policy and Delegations is available to hold briefings or meetings with your Organisational Unit regarding the University of Tasmania policy development and review process. Contact: Brigid.Freeman@utas.edu.au
Public Policy Graduate Program
School of Government, University of Tasmania

Delivering Policy Under Pressure
2nd – 3rd May, 2011 Melbourne
9th – 10th May, 2011 Canberra
16th -17th May, 2011 Sydney
www.policyunderpressure.com/register.php
Targeted at public policy makers

Developing Policy in Tertiary Institutions workshop, Association for Tertiary Education Management
22nd June, 2011
Monash University Caulfield campus, Melbourne

Tertiary Education Management Conference 2011
Gold Coast Convention & Exhibition Centre
14th – 17th August, 2011
www.temc.org.au

Policy Development Forum VII
27th October, 2011
RMIT University, Melbourne

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MORE INFORMATION

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