1. Purpose and Objectives
This purpose of this document is to outline the steps for inviting dignitaries to events held in the University’s name or on University property, with appropriate consideration of protocol. The objectives of this Protocol are to allow the University to most effectively harness its engagement efforts, to show appropriate respect to dignitaries and to ensure a coordinated and University-wide knowledge-building base with regard to our external engagement in the international and governmental spheres.

The owner of this protocol is the Vice-Chancellor.

2. Definitions, Terms, Acronyms

Event
Visit, meeting, building opening, media call or any other official business.

Dignitaries
Heads of State, Governor-General, Governors, State and Federal parliamentarians including Ministers, ambassadors, diplomats, DFAT, Austrade, foreign scholarship and funding bodies and other international visitors and representatives (this specifically refers to visitors who come to meet the University to undertake negotiations, discussions, study tours or ceremonial occasions and does not refer to the normal flow of visitors to campus for the purpose of individual teaching and research-related activities).

Host area
College, Division, Faculty, Institute or area hosting the event

3. Protocol Scope/Coverage
This protocol applies to all University of Tasmania staff and students.

4. Protocol Statement
The University seeks to maximise its interactions with dignitaries in order to protect and promote the University’s reputation with these key external stakeholders. This protocol aims to ensure a coordinated approach to the University’s interactions with dignitaries and elected representatives, regardless of the area initiating the interaction. It is intended to capture engagement that occurs in Divisions, Colleges and Faculties that would, if managed in a coordinated and coherent manner, allow the University to enhance its reputation and profile. It is not intended to inhibit individual relationships or those relationships that fall within normal scholarly discourse and practice.
Examples to assist in determining the applicability of this Protocol.

<table>
<thead>
<tr>
<th>Activities not included in this Protocol</th>
<th>Activities included in this Protocol</th>
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<tbody>
<tr>
<td>International academic arriving at the university to discuss research and/or teaching matters with University of Tasmania staff</td>
<td>Delegation of academics or a very prominent academic from a key partner of the university or a potential key partner</td>
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<tr>
<td>Government bureaucrat discussing clinical placements, ongoing agreements with individual areas, etc.</td>
<td>DFAT, Austrade, and other government representatives seeking to conduct business that will involve the University as a whole</td>
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<tr>
<td>Group of students or academics on study tours</td>
<td>Consuls, groups of visitors or VIPs seeking to invest or secure an agreement with the University, even if this is an interest in one particular area</td>
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5. Seeking Approval of Events (including those involving the Chancellor or Vice-Chancellor)

The University does not seek to create an onerous or bureaucratic process that in any way impedes areas going about their normal business. However, with the introduction of this Protocol the University is seeking a professional approach to managing our interaction with key ministers and dignitaries.

All approaches for the involvement of the Chancellor or the Vice-Chancellor in University functions should be made by completing an Event Briefing Note which can be found here and progressed through the Senior Executive portfolios as per the Correspondence and Briefing Protocol. Information about the nature and conduct of the function and proposed invitation lists is to be included. If the event is to involve the Chancellor or Vice-Chancellor, an Event Briefing Note is to be sent to OVC.Secretariat@utas.edu.au at least six weeks before the event using the process outlined above to ensure the availability of a suitable University representative.

Events involving Ambassadors, Consuls General, diplomats or international visitors as defined above are to be discussed with the Global Engagement Office within the Division of the Deputy Vice-Chancellor (Global) before inviting or accepting delegate requests and prior to seeking the involvement of the Chancellor or Vice-Chancellor. The Visitor Request form can be found here.

6. Event Arrangements

For consistency and to ensure a coordinated approach to the University’s interactions, Events will be the point of contact with the dignitary and their office. All arrangements for the event will be coordinated by Events in conjunction with the host area.

Events can provide further advice and assistance on event management by phone on 6324 3521 or 6226 1560 or via email UTAS.Events@utas.edu.au.

7. Inviting Dignitaries

Any invitations to dignitaries to participate in an official University function will be issued by the Vice-Chancellor as the head of the University. To invite a dignitary to a University of Tasmania event, the host area is required to supply a draft invitation letter/s. The dignitary’s proposed role in the official proceedings must be made clear in the draft letter of invitation. Co-ordination of correspondence to the Office of the Vice-Chancellor from across the University is through the Senior Executive portfolios as per the Correspondence and Briefing Protocol.
When inviting a government representative, it is also important to consider parliamentary sitting dates, as they will generally be unable to attend on these days. Details of both Tasmanian and federal sitting dates can be found [here](#) to be hyperlinked.

All requests need to be submitted with a minimum of six weeks’ notice, unless there are extenuating circumstances. Please allow up to two weeks for your invitation to be considered and sent from the Office of the Vice-Chancellor.

For building openings or events where government has contributed funding, it may be a requirement that a Minister or representative is given the opportunity to open the building or make the announcement. In these instances, any contractual requirements are to be noted on the Event Briefing Note.

For an event on the campus which is not an official University function (for example a national conference of a professional association) the invitation would normally be issued by the appropriate office bearer of the group concerned. However, it is important on these occasions that the Office of the Vice-Chancellor is informed via email to OVC.Secretariat@utas.edu.au and UTAS.Events@utas.edu.au before it is sent to ensure awareness and appropriate management of security for dignitaries.

Events involving Ambassadors, Consuls General, diplomats or international visitors are to be discussed with the Global Engagement Office within the Division of the Deputy Vice-Chancellor (Global) prior to seeking the involvement of the dignitary.

Requests for a letter of invitation for an international partner institution to visit the University are issued by the Deputy Vice-Chancellor (Global). Such requests are to be discussed with the Global Engagement Office.

8. **Budget**

The costs associated with the event will normally be covered by the host area.

9. **Media**

On matters relating to the University as an institution, it is vital to achieve coordination in comments made to the media by various members of the University. For further information, please consult the [Media Office Information for Staff](#) webpage and the University [Media Communications Policy](#) or contact the Media Office via Media.Office@utas.edu.au.

Publicity support for events can also be provided through the Media Office which should be contacted in the early stages of planning.

10. **Further Information**

Further advice in relation to this Protocol and in how to seek approval can be sought through the Office of the Vice-Chancellor by contacting the Executive Officer, Fiona Irwin, on 6226 2003 or email ovc.secretariat@utas.edu.au.