International Delegation Procedures

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Custodian: Pro Vice-Chancellor/Associate Vice-President (Students, Partnerships and International)

Contact: delegations@canberra.edu.au

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In developing this procedure the University had regard to the provisions of section 40B(1)(b) of the Human Rights Act 2004 (ACT).

1. PURPOSE:

1.1.   International delegations provide opportunities for the university to cultivate strategic relationships with overseas stakeholders, offer a rich source of 'market intelligence' and help UC to develop international knowledge and connections. However, they impose direct and indirect costs on the University. For these reasons, it is important that:

a. there is a system in place to prioritise, cost, and if necessary, decline delegations; and

b. where visits do proceed:

- they are handled in a highly professional way;

- both the delegation and the University get the best possible value from the visits; and

- they enhance the University's image with international stakeholders.

2. SCOPE:

2.1.   This procedure covers visits by international delegations to the University that involves the Students and Partnerships portfolio. These include situations where:

- a Vice-Chancellor or President, DVC/Vice-President of an overseas university proposes to visit;

- proposed discussions involve more than one organisational unit;

- the proposed discussions involve possible agreements that are likely to have a significant impact on the University's operations, student load or finances; or

- the attendance of the Pro Vice-Chancellor/Associate Vice-President (Students, Partnerships and International) is required.

2.2.   Delegations may be organised by the international entity, by other organisations (including government departments) or by the University itself. Delegations may be individuals or groups, and may involve visits to other sites, for example, federal politicians, government departments or the ANU.

2.3.   The procedure does not cover international visitors coming to a meeting with individual organisational units (such as faculties and research institutes) and those that do not require the attendance of the senior executive or the resources of the Students and Partnerships portfolio. However, organisational units are encouraged to advise the Deputy Director, UC Partnerships of forthcoming visits so that UC Partnerships can decide whether its assistance or the participation of senior managers would be desirable.

3. PROCEDURE:

Request form

3.1.   To enable the decision to be made to accept a delegation, and to ensure the visit is effectively organised, the International Visits Request form must be completed. The completion of this form will:

- inform decisions about how best to deal with the request;

- help UC Partnerships to coordinate the involvement of senior staff;

- enable briefings to be prepared for senior staff; and

- ensure arrangements run smoothly.

3.2.   The International Visits Request form must be sent to delegations@canberra.edu.au at least four weeks before the proposed visit.

Accepting or declining delegations

3.3.   Faculties and research institutes interact with international partners on a regular basis and this procedure is not intended to decrease the level of their international activities. However, as the delegations covered by this procedure have broader implications for the University as a whole, it cannot be assumed that a delegation will be accepted. If approached directly, faculties and research institutes should avoid creating an expectation that the delegation will necessarily proceed.

3.4.   The decision to accept a delegation will be made by the Pro Vice-Chancellor/Associate Vice-President (Students, Partnerships and International) taking into account:

- the costs, benefits, opportunities and risks to the University of proceeding; and

- the availability of the personnel to support the delegation.

3.5.   UC Partnerships will discuss the request with the relevant University area to narrow down their interests and, if appropriate, ask the delegation to modify its request accordingly.

3.6.   Where a proposed delegation includes a Vice- Chancellor /President, DVC/Vice-President of an overseas university, or an overseas head of state, UC Partnerships will liaise with the Office of the Vice-Chancellor on how best to manage the request.

3.7.   If a decision is made to decline a delegation the University will communicate that decision in a way that minimises any potential damage to stakeholder relationships.

Coordination

3.8.   To enable visits to run smoothly and professionally, the University will allocate a specific staff member from UC Partnerships to act as the coordinator for the delegation. The coordinator will:

- review the International Visits Request form and, if needed, liaise with the delegation contact person to obtain further information; and

- forward the completed form to the Pro Vice-Chancellor/Associate Vice-President (Students, Partnerships and International) for consideration.

3.9.   If the delegation is accepted the coordinator will then:

- arrange for appropriate acceptance or invitation letters to be sent;

- organise the itinerary, in consultation with relevant UC staff and, where required, other organisations which the delegation is visiting;

- manage logistics, including transport, interpreters, venues, photographers;

- organise in line with the *Hospitality Policy* and the *Visitor and Hospitality Protocols*;

- liaise with Media and Communications to establish whether coverage is needed or not, depending on the profile of the delegation and whether it's of interest to the University as a whole;

- prepare briefings for meetings of senior management and others being visited; and

- accompany (or arrange for others to accompany) the delegation.

Cost allocation

3.10.   Direct costs associated with delegations may include transport, hospitality, interpreting services, photography, venue hire, interpreting services and specific staff. These costs will generally will be attributed to the:

- organisational unit that has sought the visit (in which case the cost will be charged to the organisational unit's cost centre), or

- the international entity, where it has requested the visit (in which case they will be invoiced by the coordinator).

3.11.   Cost allocation is further outlined in the *Visitor and Hospitality Protocols*.

Briefing pro forma

3.12.   If a decision is made to accept the delegation the coordinator from UC Partnerships will complete a briefing pro forma for senior staff and organisational units being visited.

3.13.   Completion of the briefing pro forma will enable those at the University involved in meeting members of the delegation to:

- understand the purpose of the visit;

- be aware of any sensitivities;

- prepare appropriately for the meetings;

- understand arrangements for gifts; and

- develop an agenda for the visit.

4. ROLES AND RESPONSIBILITIES:

Who	Responsibilities
The owner of this procedure is:	Pro Vice-Chancellor/Associate Vice-President (Students, Partnerships and International)
The contact for this procedure is:	Deputy Director, UC Partnerships

5. IMPLEMENTATION AND REPORTING:

5.1.   The Pro Vice-Chancellor/Associate Vice-President (Students, Partnerships and International) will communicate the procedure to organisational units.

6. GOVERNING POLICY AND LEGISLATION:

6.1.   This procedure is governed by the *Visitor and Hospitality Protocols* and the *Hospitality Policy*. In developing this procedure the University had regard to the provisions of the section 40B (1) (b) of the Human Rights Act (ACT).

7. SUPPORTING INFORMATION:

7.1.   Supporting documentation for this procedure includes:
   a.   Visitor and Hospitality Protocols
   b.   International Delegations Request form

8. DEFINITIONS:

Terms	Definitions
Organisational units	Includes all faculties and research centres of the University, business and service units, and controlled entities. (Controlled entities usually have their own governing board and may have policies specific to the entity, which may be in addition or instead of a University policy. University policies, unless specified otherwise, would normally apply to such entities.)