

## High-Profile Visitors Protocol (Interim)

Date	Purpose of Issue / Description of Change	Equality Impact Assessment Completed
May 2024	Initial Issue	

Policy Officer	Senior Responsible Officer	Approved By	Date
Head of Strategic Partnerships	University Secretary	Executive Board	15 May 2024

*This Protocol will be reviewed in a year*

## High-Profile Visitors Protocol (Interim)

This High-Profile Visitors Protocol covers all University events (meetings, events, and visits) which include High Profile visitors. The protocol will apply equally to international and UK visitors such as Members of both UK and Welsh Parliaments, (including Ministers and senior civil servants), members of the Royal family, senior representatives of local authorities and other UK or equivalent International high-profile visitors.

The Executive Board welcomes the opportunities that members of staff can generate through inviting significant individuals to discuss and learn about the work of the University. To deliver its responsibilities, the Executive Board has established a protocol to oversee high-profile invitations and visitor events.

As the UK is in a period of pre-election political activity with a UK Government General Election taking place, this Protocol will be particularly relevant and should be read in conjunction with the *Policy on Electoral Campaigning on University Premises* which can be found here:

<https://www.bangor.ac.uk/governance-and-compliance/documents/policy-electoral-campaigning.pdf>

It is acknowledged that these visits are highly valuable to the work of the University for a number of reasons:

- The opportunity to disseminate information about the University's research strengths, civic and economic contributions (locally, regionally, nationally and internationally)
- The opportunity to inform local and wider decision makers and policymakers on matters related to the Higher Education sector and its position in the wider educational context.
- The opportunity to feed back to policy makers on the impact of policy in the Higher education landscape.
- The opportunity to receive briefings and information on government policy and opportunities to further strengthen the University's position through active engagement in programmes of work and projects with wider benefit or essential funding opportunities.
- The opportunity for policy makers to understand the experience of students and researchers on their education experiences.
- The opportunity to inform potentially influential contacts on the work of the University to build reputation and enhance impact.

The University already has established policy positions relating to Freedom of Speech and campaigning on University premises and, due to its charitable status, acknowledges its wider obligation to ensure it remains politically neutral, and does not adopt or express political views. Such obligations are described in the regulatory environment, and in charities legislation.

The following principles have been adopted for High Profile visits within Academic Schools, Professional Services, and all subsidiary companies:

- Prior to any invitation being issued for any in person meeting / event or any digital meeting / event (for example):
  - a Member of Parliament,
  - a Member of the Senedd,
  - any UK or Welsh Government Minister
  - a Member of the Royal Family
  - a representative of a Local Authority

A formal notification should be submitted to the Vice-Chancellor's Office for awareness. Submissions must set out the date and time of any proposed event. Such notifications will be made through an online form for ease of use:

<https://forms.office.com/e/AmGjCPRyNp>

- Ministerial invitations to either UK or Welsh Governments, or Members of the Royal family, should be issued by the Vice-Chancellor's Office.
- Meetings requested by High Profile visitors with members of the University, at University premises, should also be notified in the same manner.
- For the avoidance of doubt, members of the University should presume a supportive approach but subject to consideration of wider context by the Executive Board and/or the Vice-Chancellor.

Oversight of this Protocol will be undertaken by the Head of Strategic Partnerships in conjunction with the University Secretary, supported by the Vice-Chancellor's Office.

If you have any questions on the application of this Protocol, please email [vice-chancellor@bangor.ac.uk](mailto:vice-chancellor@bangor.ac.uk) in the first instance.