

Protocol for Inviting Dignitaries



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1. Purpose

The purpose of this protocol is to outline the necessary steps required for inviting dignitaries to the university.

2. Scope

This protocol applies to all staff and students inviting dignitaries to functions/events organised by or on behalf of the university.

3. Roles and Responsibilities

3.1 Office of the President

- a) To ensure the President's diary is free and to confirm if necessary, the Chairperson's diary (minimum one month in advance).
- b) To contact the dignitary's office and issue official invites.
- c) President's Office will keep the organiser informed in relation to the availability of the dignitary

3.2 Faculty/School/Office/Department/Centre

- a) To issue remaining invites unless otherwise stated by the President.

3.3 The Organiser

- a) To create draft speaking notes for dignitary
- b) Draft speaking notes for President and/or the Chairperson
- c) Running order for the event/function

4. Protocol

Invitations to Dignitaries to attend or officiate at an MTU event (or event organised on behalf of MTU) may only be issued by the President of MTU.

All Faculties/Colleges/Schools/Departments/Units/Centres to notify the President's Office in advance of the proposed date of event/function to ensure that the President's diary is free and if necessary, the Chairperson's diary (minimum of one month). This will also be necessary to secure the dignitary for the event.

Initial contact to be made by the President's Office with the offices of the dignitary and the official invitation to be issued by the President's Office.

Information on the event/function to be submitted to the Office of the President, in writing, as soon as possible but no later than one month prior to the event. The information to include:

- a) Draft letter of invitation to include a brief description of the event/function

- b) Duration and proposed venue for the event/function
- c) Any other information e.g. background to the event/function, contact person / organiser of function, contact number, date, time, expected duration and venue of the event
- d) Details of the Dignitary's role
- e) Details of the MTU President role
- f) Remainder of invitations to be issued from the relevant Faculty/College/School/ Department/Unit/Centre unless requested otherwise by the President.
- g) A finalised and accurate invitation list to be forwarded to the President's Office in order to provide overview of the proposed guests to the President. The President's Office will advise if additional guests are to be included.

It is important to ensure that sufficient time is allowed for advising the Office of the President and issuing the letter to the Dignitary in order to accommodate the dignitary's diary and secure the dignitary's agreement to attend or officiate at an event. A minimum of 3 months is a suitable guide.

A letter of invitation to the dignitary is drafted by the host campus/school/department/unit/centre and forwarded to the Office of the President for approval/comment and issue. The Office of the President will liaise with the host campus/school/department/unit/centre once an official response has been received.

At least two weeks prior to the event, a written, detailed event brief providing the following information should be forwarded to the Office of the President by the host campus/school/department/centre/unit:

- a) Start and finish time of the event
- b) Running order of the event and order of speakers
- c) Details of the key speakers and guests
- d) Background information on the project and people involved
- e) If the event is followed by a reception/meal/refreshments, details of venue and time
- f) Contact details for the event key organiser within the host campus/school/department

Any visit by a Dignitary to MTU should begin with the President of MTU meeting the visiting Dignitary at their car and walking them to the venue. The Dignitary will have an opportunity to sign the Visitors' Book and have their photo taken with the MTU President on their first visit to MTU. This is especially important if the Minister is visiting the campus in an official capacity for the first time.

The Protocol requires that the dignitary is met by the President and on occasion the Chairperson of the Governing Body.

If the President is unavailable on a suggested date, a Vice President may be requested to officiate in the President's place but please note that certain high-profile, strategic

visits/events may need to be rescheduled to ensure the President's availability and participation.

The following protocol applies when inviting all dignitaries to the university (all campuses):

- 4.1 The President's Office will keep the organiser informed in relation to the availability of the dignitary.

No less than one week prior to the visit/event, a written, detailed event brief providing the following information should be forwarded by email to the President's Office by the organisers:

- a) Visit/event's start and finish time
- b) Running order of event and order of speakers
- c) Arrival and departure time of VIP
- d) Details of who will meet the VIP on arrival and where
- e) Prepared draft speech/speaking notes for the President to deliver
- f) Contact details for the visit/event host
- g) Details of the key speakers and guests
- h) Background information on the project and people involved
- i) The full invitation list indicating attendees

- 4.2 Where the Lord Mayor and/or County Mayor are invited to attend events/functions, please note that protocols for their respective offices must be adhered to.

Please note that within the city bounds, the Lord Mayor of Cork takes precedence over all others, with the exception of the President of Ireland. However, if the visit/event is taking place beyond the city bounds, the County Mayor of Cork takes precedence.

- 4.3 The organiser of the function will be required to forward no later than 2 weeks in advance:

- Draft speaking notes for dignitary
- Draft speaking notes for President and/or the Chairperson
- Running order for the event/function

- 4.4 Fly the Irish, EU and the relevant appropriate flag of the Dignitary's home country on the day of the event/function.

- 4.5 Any changes to the running order or additions to the invitation list for the event must be notified to the Office of the President as soon as possible.

5. Compliance

This protocol applies to and should be adhered by all campuses, faculties, schools, departments, and units within MTU.

Advice and guidance in relation to this protocol is available from the Office of the President.

Document Control

A. Document Details

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Author(s):	Office of the President
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Important Note: If the 'Status' of this document reads 'Draft', it has not been finalised and should not be relied upon. An existing approved policy is deemed relevant until such time as an updated policy has been approved by the relevant approval authority and becomes the new binding policy.

B. Revision History

Version Number	Revision Date	Summary of Changes	Changes tracked?	Proposed Revision Date
0.1	18/03/2020	First Draft		
0.2	25/11/2020	Consultation with the Offices of the Presidents	Yes	01/2022

C. Relevant/Related Existing Internal/External Documents

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D. Consultation History

This document has been prepared in consultation with the following bodies:

Offices of the Presidents in Cork Institute of Technology and IT Tralee.
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E. Approvals

This document requires following approvals (in order where applicable):

Name	Date	Details of Approval Required
Governing Body	22/01/2021	

F. Responsible for Communication and Implementation

The Manager/Functional Area responsible for communication and implementation of the protocol:

Title	Functional Area	Date Implemented
President	Office of the President	29/01/2021