

May 2024	Initial Issue	

Head of Strategic Partnerships	University Secretary	Executive Board	15 May 2024

*This Protocol will be reviewed in a year*

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-on-university-premises>

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.