



POLICY NUMBER:	2011-05-POL
TITLE OF THE POLICY:	Policy on Visiting Dignitaries and Distinguished Persons
DATE OF ADOPTION:	November 9 th , 2011
COUNCIL RESOLUTION NUMBER:	2011-05-POL
SUPERSEDES	Not applicable
DATE OF IMPLEMENTATION:	November 9 th , 2011
PROJECTED DATE OF REVISION:	May 2013
PURPOSE OF THE POLICY	This policy establishes standards to ensure that visits by national and international dignitaries and distinguished persons to The College of The Bahamas are well coordinated, and that the value of the presence of such visitors is enhanced.
REVISION NUMBER	New/Not applicable
ACCOUNTABILITY	Associate Vice President (AVP), External Affairs
ASSOCIATED PROCEDURES	None
HISTORY	New

1. Authority

The College of The Bahamas Act assigns the power to the Council to “to provide for the welfare of the students of the College; to control and superintend the property and policies of the College and to fix fees and charges for courses of study, facilities and other services provided by the College and to reduce, waive or refund fees and charges so fixed, generally or in any particular case or class of case”.¹

2. Scope

- 2.1. This policy delegates administrative responsibility for dignitary and distinguished person visits to the Office of External Affairs.
- 2.2. This policy further delegates the Office of The College Council as the campus resource for protocol services.

1 (Article 8. of The College of The Bahamas Act, 1995)

3. Dignitaries and Distinguished Persons

3.1 Dignitaries and distinguished persons include, although are not necessarily limited to, persons falling in the following categories:

- a. Current or former Governors General, or their spouses
- b. Current or former Prime Ministers
- c. Current or former heads of state
- d. Sitting Cabinet Ministers
- e. Sitting Members of Parliament
- f. Sitting Senators
- g. Honorary British Knights and Dames
- h. Presidents of national and international colleges and universities
- i. High ranking members of foreign governments, including members of the diplomatic corps
- j. High ranking members of key multilateral organisations

4. Inviting Dignitaries and Distinguished Persons to Campus

4.1 All schools, departments and other sponsoring units shall collaborate with the AVP, External Affairs before extending invitations to dignitaries and distinguished persons, no less than six (6) weeks prior to the proposed date of the anticipated visit or as soon as they are informed, in instances where external requests are received within the stated six (6) week time frame. The purpose of this collaboration would be primarily to:

- a. Determine whether the proposed visitor is a strategic partner or donor of The College or a prospective strategic partner or donor. If either of the two is determined the case, to ensure that such a visit is aligned with The College's strategic purposes.
- b. Ensure that the proposed visit does not conflict with any other planned College event(s) or initiative(s).
- c. Identify other College departments or College partners that might be of value to the planning and coordination of the proposed visit.
- d. Identify other College departments or College partners that might also benefit from the proposed visit.
- e. Identify any unique challenges that may be associated with the proposed visit.

4.2 Prior to such collaboration with the the AVP, External Affairs, the following protocol shall be followed by the initiating person(s) or department:

- a. A faculty member shall inform his/her School Chair in the case of instructional faculty or Director for non-instructional faculty, with further follow up with the respective Dean and the Vice President for Academic Affairs or the Vice President of Student Affairs for the relevant non-instructional faculty departments
- b. A non-faculty staff member shall inform his/her Director or equivalent with further follow up with the respective Vice President
- c. Student organisations shall inform the Vice President for Student Affairs

4.3 To facilitate this collaboration, sponsoring units shall provide the following information:

- a. Name of the unit sponsoring the visit and name of the relevant contact person in that unit
- b. Description of occasion or event to which the proposed guest is to be invited, including a draft programme or order of events/activities
- c. Proposed date(s) for the visit
- d. List of other relevant College units that have been consulted and/or are involved in coordination of the occasion or event
- e. Reason or rationale for inviting the proposed guest
- f. Proposed venue
- g. Confirmation that the sponsoring unit is able to meet costs associated with executing the occasion or event

4.4 The Office of External Affairs shall alert the Office of The College Council and the Security Department, once issue of invitations to dignitaries and distinguished persons has been confirmed.

5. The Role of The President

5.1 The AVP, External Affairs shall consult with The College President to determine the President's involvement, including but not limited to the President extending the invitation personally and the President's participation in the visit.

5.2 The President reserves the right to fulfil any or all of the following roles:

- a. Personally extending invitation letters to dignitaries and distinguished persons
- b. Including name as host/co-host on any printed invitations
- c. Greeting dignitaries, distinguished persons and their delegations upon arrival
- d. Providing welcome remarks and introducing the dignitary or distinguished person at the respective event(s) or occasion(s)
- e. Presenting any honours to be bestowed upon the dignitary or distinguished person
- f. Presenting an official College gift

6. Expenses

6.1 Costs associated with facilitating a dignitary or distinguished person visit shall be borne by the sponsoring unit.

6.2 Costs may include, although not necessarily be limited to:

- a. Security
- b. Transportation
- c. Receptions, lunches or dinners
- d. Gifts