



University Management Committee

NWU PROTOCOLS TO BE FOLLOWED WHEN PLANNING EVENTS AND INVITING DIGNITARIES AND POLITICAL PARTIES TO ADDRESS NWU AUDIENCES

During the University Management Committee (UMC) held in June 2019, events and functions management process documents were approved to help manage events in a coordinated manner at our three campuses. Events include special lectures, exhibitions, conferences, symposia, gala dinners, sport activities and other special events hosted at a stadium, venue or along a route or within their respective precincts.

Special events are occasionally organised to mark some of the partnerships between the NWU and other stakeholders where high-ranking officials are invited to attend.

Dignitaries and high-ranking officials are also invited to attend occasions that include the signing of MOUs, project launches, public lectures and classroom lectures.

Dignitaries and high-ranking officials include but are not limited to the following: current and former Heads of States and their deputies, Ministers, Deputy Ministers, Kings, Queens and Chiefs, Premiers, Members of Executive Committees (MECs), Members of Parliament and Members of Provincial Legislatures, Chairs of Portfolio Committees, the Chief Justice of the Constitutional Court and Senior Members of the Judiciary (current and previous), High Commissioners, ambassadors, Heads of Chapter Nine Institutions, Director-Generals of state departments, Vice-Chancellors and Principals of universities as well as speakers from political parties.

There are stakeholder expectations and protocols that need to be addressed and adhered to whenever we host dignitaries and high-ranking officials. Some of these stakeholders insist on certain strict protocols that the NWU needs to respect.

The principle underlying any such event is that the Vice-Chancellor is to be regarded the host of all events at the NWU involving the above-mentioned dignitaries. Therefore, the following work process-flow must be followed in all instances where the above-mentioned individuals would be invited to an event organised by members of staff and students:

- The intention to invite any of the above mentioned high-ranking individuals should first be made known to the line-manager of a staff member (or to the Chairperson of SCC and relevant Director for Student Life in the case of students) who wishes to invite such a dignitary.
- The line-manager or SCC Chairperson and Director for Student Life must ensure that all relevant approvals are obtained up to UMC level, i.e. Deputy Vice-Chancellor/Executive Director level.
- The line manager (referred to above) ensures approval from the relevant UMC member who, in turn, motivates the invitation to the Registrar and Vice-Chancellor for approval.
- Upon approval and sign-off by the Vice-Chancellor, a working team is established within the ranks of the entity hosting the event. For the successful organisation of the event, relevant support departments including the Protection Services, Corporate Relations and Marketing, Technical Services, Space and Facilities and Residences/Catering Services, should be contacted for support and/or advice.

- **NOTE: The outgoing invitation must be issued from the Vice-Chancellor.**
- In the event where a high-ranking official requests to be hosted by the NWU, the Vice-Chancellor usually receives such requests and he has the discretion to delegate to relevant portfolio senior managers for arrangements/facilitation. Whenever this is the case, the delegated senior manager must prepare the relevant documentation for the visit and keep the Vice-Chancellor updated throughout.

The event application form must be completed for all events and forwarded to the Campus Liaison person. The relevant Campus Liaison person will forward the same form to the Campus Events Management Committee for approval.

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