

	Division of the President		
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PROCEDURAL GUIDELINES

Name:	Government Relations Event Protocol
Office/Division:	Division of the President

Background:

York University's Offices of Government Relations and Institutional Events work collaboratively when planning for visiting dignitaries. This document provides the guidelines by which to abide in these instances.

Any York University event that includes government officials must engage the offices of Government Relations and Institutional Events so that the appropriate procedure can be followed. Government officials include elected officials such as the Prime Minister, Premier, Ministers, Parliamentary Assistants/Secretary, MPs, MPPs, Mayors, Councillors, as well as non-elected officials such as Senators, Deputy Ministers (DM), Assistant Deputy Ministers (ADM), City Managers/CAO, Lieutenant Governor, and/or the Governor General.

Process:

1) Government-initiated event

- Upon learning of a government-initiated event, the Director of Government Relations and Senior Manager of OIE (GROIE) are informed immediately. Key pieces of information to share are information to date, key players, timing, location, agenda, etc.
- GROIE schedule a meeting as early as possible with the government office leading the event to further discuss the event and expectations.
- GROIE then convene a meeting with relevant University stakeholders (e.g. Security, Parking, C&PA, etc.) to discuss the details.
- GROIE continue to meet and communicate regularly with the government office to address any changes and updates.
- Based on the government's plan, the GROIE arranges the event with other internal University stakeholders.

- The event is executed per the government's desire. GROIE will play the lead role in the event planning on behalf of the university.

2) York U initiated event

- Upon initiating or becoming involved in an event at which there is a desire for government officials to be involved, York community members are required to follow the [Protocol for Contacting Government Officials](#):
 - This includes completing the form for [Contacting Government Officials](#).
- GROIE are informed and a meeting is planned to discuss the event in a high-level.
- GROIE determines how impactful the event is to the University and how involved the Government Relations and Office of Institutional Events needs to be.
- If the event is deemed highly impactful to the University, then:
 - Government Relations will be the conduit to any government representative (e.g. inviting, communicating, meeting). GR will play the lead role in the event planning (coordination meetings that include external partners and govt), and liaise with government and external partners. They will arrange for the invitation to the government official to be sent from the Office of the President.
 - Office of Institutional Events will take the lead in event planning (e.g. invitations, RSVPs, ensuring proper venue arrangements are made), and OIE will be the lead in event logistics on behalf of the university.
- The event is executed per the University's event standards and expectations with support of GROIE and the University.

Considerations:

Certain aspects must be considered when planning an event with a government official, including but not limited to:

- **Advance Planning:** GR will coordinate with the dignitary's office to confirm the visit details, including date, time, and specific requirements.
- **Security Arrangements:** GROIE will collaborate with campus security and local law enforcement to ensure the safety of the dignitary and manage crowd control.
- **Itinerary Development:** OIE will create a detailed itinerary that includes meetings, tours, speeches, and any other planned activities. Ensure it aligns with the dignitary's interests and the university's goals.

- **Protocol and Etiquette:** GROIE will familiarize colleagues and stakeholders with the appropriate protocol and etiquette for hosting the dignitary, including greetings, titles, and cultural considerations.
- **Communication Plan:** C&PA and PO Comms (if the President is attending) will, if appropriate, develop a communication plan to inform the university community about the visit, including any potential disruptions and opportunities for engagement.
- **Logistics Coordination:** GROIE will discuss any inter-campus transportation, accommodation, and any special requirements the dignitary may have. Ensure all logistical details are confirmed well in advance.
- **Media Management:** C&PA, if applicable, will coordinate with the government office's media relations team to manage press coverage, including press releases, interviews, and photo opportunities.
- **Engagement Opportunities:** GROIE will identify potential opportunities for the dignitary to engage with students, faculty, and staff, including but not limited to Q&A sessions, roundtable discussions, or informal meet-and-greets.

Reference Information:

- The website for the [Office of Government Relations](#) provides excellent information and advice.
- The website for the [Office of Institutional Events](#) also provides excellent information, resources, and advice.
- Information about contacting government officials can be found on the [York University Protocol for Contacting Government Officials](#) webpage.
- To extend an invitation to a government official, the [Contacting Government Officials](#) form must be completed.

<i>Prepared by:</i>	<i>Office of Institutional Events Office of Government Relations</i>
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