UTSA International Delegation Procedures

1. PURPOSE

1.1 To outline procedures to request support from the Vice Provost Global Initiatives for receiving international delegations

1.2 To ensure all incoming international delegations receive the proper protocols afforded to their position(s) while ensuring all federal regulations and UTSA guidelines are followed

2. RESPONSIBILITIES

2.1 Vice Provost Global Initiatives (VPGI)

a. The Office of the Vice Provost Global Initiatives (VPGI) provides guidance and assistance when hosting visiting international delegations. VPGI leads the planning and execution of senior-level visits and meetings for international dignitaries and delegations.

b. VPGI will assist the requesting office/department/college to ensure all federal regulations and UTSA guidelines are followed

c. Review Delegation Request Form

2.2 UTSA Requesting Office/Department/College

a. Provide VPGI staff with notification of all international visitors/delegations and purpose of visit; VPGI will determine type of assistance they can provide

b. Must Complete and submit Delegation Request Form; normally 60 day prior to arrival of delegation

c. Be prepared to provide all funding to support the visit

d. Be prepared to provide staff/faculty to assist with delegation

e. Must have approval for visit from appropriate VP/Dean

3. APPLICATION OF POLICY

3.1 Definition of “Delegation”

a. Delegation is defined as any group (or group that contains), an official representative of a foreign academic, private, or governmental institution, a delegation may include but is not limited to:
i. Students
ii. Staff members
iii. Faculty members
iv. Government representatives
v. Association members
vi. High-ranking individuals with the capacity to officially represent another institute or group

3.2 Definition of “Visitor”

a. Visitor is defined as any non-US person who does not meet the definitions of a delegation, who is not affiliated with UTSA, and who requires vetting through Visual Compliance

3.3 Purpose of visit and requesting assistance

a. Requesting unit should determine the purpose of the delegation:
   i. Does the purpose of the visit align with UTSA strategic goals?
   ii. Is there an academic, research, or administrative purpose for the visit?
   iii. Will the delegation and institution meet Visual Compliance vetting?
   iv. Does the requesting office/department/college have the administrative and financial resources to support the visit?

b. Contact VPGI for assistance in determining:
   i. Does this visit meet the criteria for a formal meeting with the President of Vice President?
   ii. Has the delegation requested to meet with the Vice Provost for Global Initiatives?
   iii. Does this delegation consist of (or equivalent to a) President, Vice President, Provost, Vice Provost or Dean?
   iv. Did the President, Vice President, Provost, Vice Provost, or Dean invite this delegation to UTSA?
   v. Is there an existing academic institutional agreement with UTSA?
   vi. Has the delegation requested to meet with a specific UTSA college, department, or faculty member?
   vii. Did the delegation request to visit or invite themselves to UTSA?
   viii. Is this delegation comprised mainly of students?

3.4 Determination of hosting unit

a. VPGI will determine, based on the information provided on the Delegation Request Form, if VPGI will serve as the host or if the requesting unit will serve as the host.

4. PREPARATION AND CONDUCT OF THE VISIT

4.1 Planning and Resources

a. For all visits VPGI will in coordination with the requesting unit will:
   i. Contact Visual Compliance for vetting
   ii. Coordinate Cabinet level meetings, presentations, and signing ceremonies, if appropriate
   iii. Determine visa requirements

b. If it is determined VPGI will host the visit, VPGI will in coordination with the requesting office/department/college:
i. Determine appropriate dates and times for visit
ii. Determine visa requirements
iii. Determine itinerary of visit - this includes but is not limited to:
   a.) Arrival time on campus
   b.) Times, locations, and descriptions of all meetings
   c.) Attendees with biographies
   d.) Expected attire
iv. Arrange tour of campus and/or facilities
v. Arrange Cabinet level meet and greet or signing ceremonies as needed
vi. Arrange Cabinet Level briefings, as appropriate
vii. Provide logistical and administrative support
viii. VPGI will serve as the point of contact to coordinate the visit.

   c. If it is determined that the office/department/college will host the visit, the office/department/college will responsible for all items in paragraph 4.1b(i-vii). The requesting unit will serve as the point of contact.

5. CONDUCT OF THE VISIT

   a. In order to ensure the integrity of UTSA and the safety of visiting delegations the following procedures will be followed:
      i. The Vice Provost for Global Initiatives working in conjunction with The Office of Research Integrity will review and approve all international delegation visit requests.
      ii. The International Visitor Request form should be submitted online no sooner than sixty days prior to arrival of the delegation (insert link to form);
      iii. UTSA faculty and staff requesting the international visit must have Chair, Dean or office equivalent approval.
      iv. The International Visitor Request form requires, at a minimum, the full names and titles of all international guests participating in the visit, their institutional affiliations and country of origin, the visit purpose, the proposed locations to be visited during the visit, the timing and duration of the visit, and Chair, Dean or office equivalent approval.
    v. UTSA faculty or staff requesting the visit should complete the International Visitor Request form as thoroughly as possible in order to determine UTSA hosting requirements and to satisfy vetting requirements for The Office of Research Integrity.
      vi. Vice Provost for Global Initiatives in conjunction with The Office of Research Integrity, must approve any exceptions and/or last-minute additions to an approved visit;
      vii. The UTSA faculty or staff member who requests a visit must be present during the visit at all times or designate an office representative in his/her place;
      viii. The UTSA faculty or staff member who requests a visit is responsible for communicating information technology/systems restrictions to the international delegation prior to the visit and for ensuring international visitors adhere to the restrictions during the visit.
    ix. Information technology/systems restrictions include but are not limited to,
        a.) international visitors are not authorized to use any UTSA computing equipment or information systems,
        b.) international visitors are not authorized to attach any device to UTSA computing equipment (e.g., USB drive, external drive, mobile phone, personal computer, etc.),
        c.) international visitors are authorized to use “Air Rowdy Guest” Wi-Fi,
        d.) international visitors are not authorized to use any other UTSA internet services
    x. All members of a visiting delegation must stay with the visit at all times. If the hosting UTSA office, department or college desires separate engagements on campus for
different members of the group, this must be approved and coordinated ahead of time as part of the official itinerary, and the hosting office, department or college must have escorts present with all international guests at all times.