RHODES UNIVERSITY
Where leaders learn

POLICY relating to HIGH PROFILE GUESTS and POLITICAL ACTIVITY on campus.

1. POLICY PARTICULARS

DATE OF APPROVAL BY RELEVANT COMMITTEE STRUCTURE:
Safety and Events Committee: 21 July 2014
Student Services Council: 20 August 2014
Disciplinary Committee: 25 September 2014

DATE OF APPROVAL BY SENATE: 21 November 2014
DATE OF APPROVAL BY COUNCIL: 4 December 2014

COMMENCEMENT DATE:
REVISION HISTORY:

REVIEW DATE: 3-yearly

POLICY LEVEL: All University students

RESPONSIBILITY:

- IMPLEMENTATION & MONITORING:
* The Executive Director: Infrastructure and Operations will ensure that the various strategies outlined in this policy are implemented in respect of any large-scale events which are held on campus.
* The Division of Student Affairs will ensure that the various strategies outlined in this policy are clearly conveyed to students
 * Specific task-linked responsibility rests at several levels, as follows:
    • Communicating the policy: Registrar's Division; Division of Student Affairs
    • Increasing awareness: Division of Student Affairs, SRC, Proctors

- REVIEW AND REVISION:
The Policy will be reviewed by the Safety and Events Committee every three years.

REPORTING STRUCTURE: Executive Director: Infrastructure and Operations →
Safety and Events Committee → Student Services Council → Student Disciplinary
Committee → Senate → Council

2.   POLICY STATEMENT

In accordance with the Constitution of the Republic of South Africa, Rhodes University recognises the right of all students to basic civil and political rights, including the right to form societies and the right to freedom of association. This right has to be enjoyed in a manner that respects and recognises the similar and equal rights of others. In this context, no discrimination, harassment, intimidation, or coercion will be permissible.

All students and Student Societies are encouraged to engage critically with the national agenda, to debate social and political issues at stake in the country, and to arrange events which will assist the student body to make informed decisions in respect of current social and political issues. In the interests of democracy, the University must ensure that there is free and critical engagement on such issues on campus, and that there is no speech that incites violence or encourages intolerance.

2.1   POLICY DECLARATION:

This policy recognises that Rhodes is an academic institution, and teaching and learning and research are the primary focus of the University. Disruption of the teaching and learning and research programme must be kept to a minimum when planning to set up any event or activity that involves a speaker with a public / political profile onto campus.

2.2   POLICY OBJECTIVES:

This policy aims to avoid the disruption of teaching and learning by ensuring that clear guidelines and procedures are adhered to in the event of planning and executing any event or activity which is likely to attract large audiences.

Specifically, the objectives are to:

   a. remind the University community of the norms of free and fair debate and intellectual engagement
   b. clarify the steps which must be followed when inviting high profile guests to Rhodes University
   c. outline the Code of Conduct at such events at Rhodes University
   d. ensure the safety and security of all University staff, students and visitors

This policy should be understood and implemented in the context of other relevant University policies. One act may be in conflict with more than one University policy or rule, may constitute more than one disciplinary offence and may be dealt with accordingly.

3.   POLICY IMPLEMENTATION

3.1   INVITATIONS TO HIGH PROFILE GUESTS

When planning to invite a speaker with a significant political or public profile onto campus, it is important to remember that due protocol must be observed by the University in the case of certain distinguished guests. The following procedure must be followed:

3.1.1. Before a venue can be booked, the organizers must seek authorisation to invite the guest from a Deputy Vice Chancellor or Vice Chancellor. If authorisation is granted, the organisers need to obtain permission from the Safety/Events Committee (see 3.1.4). Only when the committee have given permission for the event to take place can a venue then be booked through the Facilities Officer (in the Registrar's Division). In certain cases, a special meeting of the Safety/Events Committee can be called to obtain authorisation (this will only be considered in exceptional circumstances).

3.1.2. After adhering to 3.1.1, registered SRC societies must then apply to the SRC for endorsement to hold the event.

3.1.3. After adhering to 3.1.1, outside organisations must apply through the Conferencing and Events Office (Bantu Stephen Biko Building) for endorsement to hold the event and must pay a refundable "damages" deposit of R5500 in advance, in addition to a non-refundable R550 operating cost fee.

3.1.4. In the case of events where an audience of more than 150 is expected, the organisers must submit a detailed proposal **two weeks** before a scheduled Safety/Events Committee meeting, which must meet and confirm that all necessary precautions have been taken.

3.1.5. Organisers are responsible for liaising closely with the CPU and the South African Police Services for all events where an audience of over 150 is anticipated.

3.1.6. After the Safety and Events Committee has met, the Chair will send the organisers a letter listing the requirements which must be met by the organisers.

3.1.7. The organisers must then send the Conference & Events Office copies of letters of endorsement from the VC's Office, the SRC (where relevant), and the Safety and Events Chair, and must liaise closely with them as regards guest lists, invitations, logistics and protocol (see checklist in *Addendum).*

3.2. CODE OF CONDUCT
       Before the event

3.2.1. Handing out of flyers or pamphlets which advertise events on campus is permissible, within the parameters of the Rhodes Policy for Advertising for Students on Campus.

3.2.2. The primary, intended audience for all campus-based events should be staff and students at Rhodes. Only in exceptional circumstances will permission be granted for members of the public to attend.

3.2.3. The press would normally be permitted to attend any event.
3.2.4. No staff or students may be prevented from attending any campus-based meetings.
3.2.5. Door-to-door recruitment of individuals requested to attend the event is strictly forbidden.

At the event

3.2.6. The Organisers must appoint a Chairperson who is accustomed to keeping control in a potentially emotionally charged situation.
3.2.7. The Chair must remind all participants that Rhodes University promotes a culture of tolerance, and that this entails respect for all views, and allowing a platform for these to be expressed without fear or favour.
3.2.8. Protestors may display placards or posters, as long as these do not interfere with visibility of proceedings. Nobody may heckle or shout out abusive remarks, nor may they be disruptive or damage or destroy University property.
3.2.9. Organisers should report individuals who are disruptive to the University Prosecutor for investigation.
3.2.10. Organisers will be held accountable if the necessary precautions as outlined in their proposal to Safety and Events are not followed.
3.2.11. Breaches of the policy will be addressed via the University's Disciplinary Code.

4. <u>REVIEW PROCEDURE</u>

The Division of Student Affairs shall set up a task team at the beginning of 2017 to review the Policy. This committee should include the following people, or their nominees:

- Chair of the Safety and Events Committee
- President and Vice President of the SRC
- A University Prosecutor

The task team will submit the revised policy to the Safety and Events Committee, for onward submission to the Student Services Council, Student Disciplinary Committee Senate and Council for consideration. If revisions are recommended and approved, a copy of the revised policy must be widely distributed and the web version must be updated.

ADDENDUM
Functions and VIP Visitors Checklist

1. Once a student or student formation has decided on an event and its rough details (but **before** issuing an invitation to the High Level person(s)), it is required that the VC's Office and the Communication and Marketing Division be contacted for advice on suitability and strategy moving forward.
2. It is recommended that by the time students contact these offices, they would have applied themselves to the **Safety and Events Protocols**.
3. Once the initial strategy meeting has been concluded and any amendments made, the Chief Organiser must make an appointment with the Facilities Officer to choose a suitable venue and book it, as well as ensure all venue booking requirements are complied with.

4. The booking of the venue and meeting with the **Facilities Officer** must be done **prior** to issuing the invitation to the High Level Person(s). venuebookings@ru.ac.za; Ext: 8652
   NOTE: The CEC, Eden Grove Dining Room and Gavin Relly must be booked with Conferencing, Ext. 8138.
5. The letter of invitation to the High Level Person(s) must be drafted and e-mailed to the **VC's Office** (vc@ru.ac.za) with a request for an endorsement letter. This must be done well in advance as the VC's Office gets inundated with such requests.
   In some rare instances the VC's Endorsement Letter will not be required but it is still essential that the VC's Office is privy to the contents of the invitation letter.
   Students must understand that this letter is not the VC's Office endorsing the person(s) or the event per se, but rather that the University is aware of the intended visit and will be on hand to extend the requisite courtesies.
6. The event organisers must copy the **Communication and Marketing Office** when sending the letter of invitation to the High Level Person(s). The email address is communications@ru.ac.za
7. The organisers must make an appointment thereafter to meet with the **Events Manager** to discuss invitations, guest lists, logistics, account to be charged and protocol (travel, accommodation and security detail), and the **Media Relations Officer to** discuss the communication and media needs and implications. At this meeting, the **Safety and Events Proposal** must be updated.
8. Once finalised, the document must be sent to the **Chairperson: Safety and Events**, and copied to the **Secretariat** in the Registrar's Division (*secretariat@ru.ac.za*). This must be done at least **two weeks** prior to the date of the event.
9. Once sent to the Secretariat, the Chief Organiser must make sure that the document circulates to the external members, i.e. SAPS (Visible Policing Head).
10. At least five days before the event, final numbers must be confirmed with Functions Kitchen (if catering is required).
11. Confirm the function and final numbers two days prior to the function with Functions Kitchen.
12. The Organisers would also have to work with the Communications and Marketing Office and SAPS to make sure appropriate arrangements to "sweep" and clear the venue ahead of the event are made.
13. A member of the Communications and Marketing staff should attend functions with formal seating.
14. The Media Relations Officer or another representative of the Communication and Marketing Division must be present at the function to ensure media issues that may arise are attended to.

15. Name labels should be made for certain functions (the Communications and Marketing Office will advise).
16. A 'Thank you' gift should be given. If a Minister or higher ranking official, the gift has to be given to SAPS for clearance.

SAFETY AND EVENTS GUIDELINES

In arranging a visit and an event by high profile people, the organisers prepare and provide the following:
1. Detailed description of the event and who the partners/sponsors are (if any)
2. Names of the Organising Committee with titles, i.e. Chief Organiser and method of identification
3. Secured venues and times (for main function and all associated activities, e.g. dinner)
4. Communication and Marketing Plan
    a. Internal
    b. External
    c. Press Releases
5. Venue security (before, during and after the event) for main venue and associated venues
6. Venue layout, i.e. where each category of persons will be seated
7. Proposed Date
    a. Preparation time and securing of venue
    b. Time for spectators to come into the venue
    c. Function Time (start and end time)
8. Description of spectators or patrons
    a. External Guests, ranking and numbers
    b. Students
    c. Staff
9. Selling of tickets
10. Catering and Liquor License
11. Security/ Access control
    a. Inside
    b. Outside
    c. Need and role of SAPS, CPU and Traffic Department
12. Power supply- Fire Hazard-Traffic Control-Parking- First Aid-Toilets
13. Computer Technician
14. Clean up/Litter
15. Any other relevant information for the Committee's consideration

PROCEDURE TO HOST HIGH PROFILE PERSONS

1. Follow the Procedure outlined in the **Functions and VIP Visitors Checklist**

2. Fill in as comprehensively as possible the **Safety and Events Guidelines**
3. Request the Chairperson: Safety and Events Committee to schedule a sitting of the Committee
4. Schedule a meeting with the Events Office to go over event logistics
5. On the Friday preceding the week of the event, if you have not received **written** confirmation from the High Level Person, liaise with SAPS VIP Unit and Events Office to determine likelihood of the person attending
6. If the event is scheduled for a Monday, step 5 must be done by the Wednesday and not the Friday
7. Inform the Chairperson: Safety and Events and the VC's Office of any major changes

VIP VISITORS: ADDENDUM

Names and contact details of event organisers	Name/s: Organisation: Email: Tel: Cellphone:
Name and contact details of guest/s Name :	
Organisation	
Email:	
Tel:	
Cellphone:	
PA (if applicable):	
VC's Office informed?	YES / NO
SRC endorsement?	
Date and time of arrival	
Security arrangements – Contact local VIP Protection Services (if applicable)	
Safety and Events Committee Approval?	
Accommodation arrangements	
Official lunch/dinner	YES / NO
Other meal arrangements	
Receiving party, VC, DVCs etc	
Name and contact details of person/s who will take care of the guest(s) during the visit	
Detailed programme of the visit appended hereto	YES / NO
Date and time of departure	
Farewell party, VC, DVCs etc	