



Office of the President

External Engagement Protocols

Protocol for initiating engagement with Political Representatives, Diplomats and VIPs by University of Limerick staff

Purpose: This document outlines the protocols for initiating engagement with political representatives, ambassadors, senior mission diplomats or their attaché representatives and VIPs for events, centre openings, and official visits at University of Limerick.

All units, divisions, schools, faculties, research groups, and centres must adhere to these protocols to ensure coordinated and respectful interactions.

1. Engagement Requests

All requests to engage with political representatives or VIPs must be submitted to the Office of the President (OoP) for approval and issue from the President.

Requests should include details of the event, the VIP's role, and the desired outcomes of the engagement.

An [Attendance Request Form](#) must be completed and returned to the OoP.

2. Invitations

The OoP will issue all formal invitations to political representatives and VIPs on behalf of the University by the President or nominated officer.

N.B. Invitations must be approved by the President before being issued.

3. Arrival Protocol

The OoP will coordinate the arrival of VIPs through the requesters.

Notification of the expected time of arrival and duration of the visit must be provided to campus security.

Contact numbers for key personnel involved in the visit must be shared with security and relevant parties in OoP.

4. Greeting Parties

The President, or their nominee, will be the lead representative for greeting VIPs.

A designated greeting party, including senior university officials, will welcome the VIP at Plassey House unless otherwise stated and agreed.

The President will greet ambassadors and senior diplomats with the appropriate country flag hoisted.

5. Visit Coordination:

After the initial greeting at Plassey House, the President, or their nominee, will accompany the VIP to the relevant campus location if required.

The OoP will ensure all logistical arrangements are in place for the visit.

6. Security and Logistics:

Campus security must be notified of the visit details, including the VIP's schedule and any special requirements. Details of this coordination must be shared with OoP.

Security will ensure the safety and smooth movement of the VIP on campus.

7. Contact Information:

A list of contact numbers for the OoP, security, and other key personnel will be provided to all involved parties.

Contact details of the designated contact person must also be provided to the OoP.

8. Flag Protocol where appropriate:

For visits involving diplomats, the appropriate country flag will be hoisted at Plassey House and requested by OoP through the necessary channels of Buildings and Estates. Requests to hoist alternate flags will be handled on a case-by-case basis through OoP and Marcomms.

The President will greet the diplomat with the flag in view before proceeding with the visit.

9. Post-visit follow-up:

The OoP will send a thank-you note to the VIP after the visit. Any actionable items will be closed off and followed up by the relevant internal stakeholder at University of Limerick and notification of same will be shared with OoP to ensure there are no outstanding matters.

Feedback on the visit will be collected and reviewed to improve future engagements.

For any questions or further information, please contact the Office of the President Manager, Ms Leah Fennell Leah.Fennell@ul.ie

Document Control

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