

Appendix A

Guidelines for Harvard Invitations to Heads of State, Heads of Government, and Other High-Level International and American Officials

Harvard University is fortunate to be able to attract distinguished visitors of many different nationalities, backgrounds, and beliefs. The President and Deans of the Faculties with the assistance of the University Marshal encourage schools, departments, centers, and other units to invite a wide range of distinguished guests to Harvard to foster University-wide intellectual and educational enrichment while also honoring the principles of free speech and open inquiry.

Consistent with this open policy and with the overall goals of the University, any Harvard unit that invites a distinguished visitor should act to enhance the academic value of the presence of such visitors. In doing so, the sponsoring unit should cooperate with other relevant units at the University. Distinguished visitors, especially heads of state or government, are expected to address a public audience on campus during some portion of their visit. Systematic coordination of visits is also essential in order to avoid significant conflicts - for example, multiple invitations to the same person from different schools or units of the University; the possible appearance of two major international leaders from the same part of the world on the same day; and invitations to individuals during Commencement week that might overshadow the Harvard Alumni Association's main Commencement Day speaker or honorary degree recipients.

The University Marshal, in consultation with the President's Office and selected faculty members, has established the following guidelines for all schools, departments, centers, and other organizations within the Harvard community:

1. All schools and other sponsoring units are requested to consult with and alert the University Marshal and other relevant units of the University before extending invitations to high-level dignitaries and guests.

The goal of inviting heads of state and others to visit Harvard is to promote intellectual and educational enrichment on a University-wide basis. Therefore, to be as inclusive as possible, it is important for sponsoring units to inform relevant groups or units within the University when an invitation is being considered. For example, if a school proposes to invite the president of a Latin American country, it makes sense to inform and consult with the Rockefeller Center for Latin American Studies. If a center wants to invite the US Attorney General, the Law School should be informed. If sponsoring units are not sure whom to contact, the Marshal's Office can assist. The University Marshal's Office tracks outstanding invitations, and can make sure no prior invitations have been extended by another part of the University. Any outstanding invitations more than a year old may, depending upon the circumstances, be considered "cold," thereby allowing another unit the opportunity to make a new invitation.

2. Harvard policy and the rules of protocol require that invitations to sitting heads of state and government be extended by a letter from the President of Harvard.

A draft letter and explanatory cover note should be e-mailed or faxed to the Marshal's Office. The cover note should include the following information:

- Name of the Harvard unit sponsoring the visit and the contact person
- Occasion or event to which the guest is being invited
- Proposed date(s) for the visit
- List of other relevant Harvard units that have been consulted

- Reason that the invitation is likely to be accepted
- Proposed venue
- Expected costs and funding sources

Once that background information has been received, and the University Marshal has cleared the invitation, the draft of an official letter of invitation will then be sent to the President for approval and signature. Unless other arrangements are made (such as FedEx or fax), the letter will then be mailed via regular US mail and a copy sent to the Marshal as well as to the contact(s) in the sponsoring unit(s).

3. Invitations to other major international or American political leaders should also be coordinated with the Marshal's Office.

While it is sometimes difficult to determine who is and who isn't a "major" political leader, the rule of reason should prevail. For example, when it seems likely that security protection will be required and a large audience will attend, the University Marshal should be consulted. These invitations, if approved, can often be signed by deans, center directors, and department chairs rather than the president. The University Marshal should still be informed before the invitation is sent, and schools and sponsoring units should still be consulted. This information will be used to prevent duplicate letters of invitation to the same major political leader, and will keep the University community informed of upcoming events. Copies of these letters should be sent to the University Marshal for the files. Please note: there are special considerations with regard to inviting to Harvard current and former Presidents and Vice Presidents of the United States, Secretaries General of the United Nations, and current Harvard Overseers. If a school or other unit is considering invitations to people in these categories, it should first contact the Marshal's Office.

4. As a matter of protocol, a visit by a head of state, head of government, or cabinet-level dignitary must be coordinated for a time when the President or Provost, senior member of the faculty, or dean is available.

Schools and other sponsoring units should contact the Marshal's Office *in advance* to arrange: (a) a possible appointment for the visitor with the President and/or Provost; (b) a time for the visitor to sign Harvard's official register, the University guest book; and (c) an occasion for the visitor to receive an official gift from the University.

5. It is important for Harvard to provide the appropriate venue for major speakers.

The President extends invitations to world leaders and other dignitaries on behalf of the entire University, not necessarily on behalf of one school or center or other sponsoring unit. Therefore, in order to promote the broadest accessibility to members of the Harvard community, the President reserves the right to determine the venue of the event in order to accommodate a larger audience. In most cases, venues for Harvard-sponsored guests will be limited to locations within the University.

These guidelines were prepared in consultation with:

Prof. John H. Coatsworth, Director of the David Rockefeller Center for Latin American Studies

Prof. Timothy J. Colton, Director of the Davis Center for Russian and Eurasian Studies

Prof. Jorge I. Domínguez, Director of the Weatherhead Center for International Affairs

Ms. Catherine McLaughlin, Executive Director of the Institute of Politics