

COUNTY OF VENTURA	2023 ADMINISTRATIVE POLICY MANUAL	GENERAL INFORMATION CHAPTER II
Originating Agency: CEO	Last Issued/Revised 2023	<u>Policy No. Chapter II - 4</u> PROTOCOL FOR RECEIVING FOREIGN DIGNITARIES AND DELEGATIONS
Policy Change Requires:	<input checked="" type="checkbox"/> Board of Supervisors Approval <input type="checkbox"/> CEO Approval	
Forms Change Requires:	<input checked="" type="checkbox"/> CEO Approval	

POLICY

This policy provides County of Ventura staff with guidelines for handling protocol events or visits by a foreign dignitary or delegation.

Protocol events and delegation visits may involve dignitaries, diplomats, high-level domestic and foreign government officials and consular corps who may intend to promote international business, tourism and cultural exchanges to increase international understanding and cultural awareness.

PROCEDURE

Requests to visit any County facility or site will be coordinated through the County Executive Office (CEO) Government Affairs Division, who will collaborate with relevant units to ensure that delegations are handled appropriately and security considerations are taken into account.

When an agency or department has been informed of or contacted by a distinguished official (domestic or foreign) or foreign delegation wishing to visit a County site or County-related site, the agency or department shall advise the County Executive Office Government Affairs as early as possible and provide the following information:

- Name of the group and sponsoring organization
- Country of origin
- Purpose of the request/visit
- Size of the delegation
- Time and date of the visit
- Tentative agenda
- Agency/department contact person
- For foreign delegations: Names, titles, organization(s), dates of birth, and copies of passport/identification of individuals wishing to visit

The County Executive Office Government Affairs Division will evaluate the request with relevant units including Ventura County Information Technology, County Counsel, CEO Risk Management and the Ventura County Sheriff's Office Special Crimes and Intelligence Unit.

The County Executive Office Government Affairs Division will consult with requesting department should there be concerns about the visit. If there are none, the department will be responsible for:

1. Formally accepting invitation in writing on official County of Ventura Letterhead signed by the Department Head, or designee. When applicable, please include language in the letter that the County has a Gift Ban Ordinance and request that no gifts be presented or exchanged.
2. Send out an itinerary and bios of each person in the visiting party or delegation to the County Executive Office Government Affairs Division for dissemination to the Board of Supervisors.
3. Create a blank and manage a sign in sheets for meeting that include any attending individual's name and title.
4. Arrange for a County of Ventura interpreter if there is a need for translation for the meeting.
5. When applicable, notify employees in the area(s) of the site where the visit will be conducted.
6. Review Attachment A for security considerations to prepare for the visit.
7. Notify the County Executive Office Government Affairs Division of any questions, unusual behaviors, and/or last-minute changes in attendees before, during and after the visit.
8. When applicable, do not accept gifts or any materials, but if any gifts or materials were exchanged during the visit, please forward to the County Executive Office Government Affairs Division so they can evaluate and track these items with relevant units.
9. Send a thank you letter to all who were involved in meeting with the dignitary or foreign delegation.

The County Executive Office Government Affairs Division will be responsible for contacting all Board members with an inquiry regarding Board members' interest in meeting and greeting the delegation as well as members' interest in other types of participation in the visit. Any interest expressed will be provided to the agency/department contact person for further coordination with Board members.

In the event no member of the Board of Supervisors is available for meeting and greeting visiting delegations, the County Executive Officer or an Assistant County Executive Officer will formally welcome the group to the County.