**Reporting and resolving foreign interference (responsibility matrix)**

Universities may wish to set out where responsibilities sit for policy development and implementation.

Below provides an example of a responsibility matrix, setting out who is responsible for reporting and resolving concerns of foreign interference:

|  |  |
| --- | --- |
| Position | Responsibility |

|  |  |
| --- | --- |
| **Deputy Vice-Chancellor** | * approves procedures for the [issue] in accordance with this policy and the universities [code / expectation / procedure].
 |
| **Chief Operating Officer** | * oversees management of [issue, e.g. concerns of foreign interference or conflict of interest] processes within the University.
* approves universities procedures for the disclosure and management of [issue reported, for example, concern of intimidation or conflict of interest or other].
 |
| **Director, Governance, Legal and Performance** | * implements procedures for University level [issue].
* provides advice to staff members, and to managers and supervisors, on [issue].
* reports to University committees regularly on [issue], and to the Vice-Chancellor and President annually.
 |
| **Managers and supervisors** | * ensure that staff members are aware of the University's requirement for [issue].
* record and monitor any [issue] made by their staff in accordance with this policy.
 |
| **All University staff members** | * are responsible for identifying and reporting, and where appropriate managing [issue] within their duties and responsibilities at the university.
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