**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. |