

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	<ul style="list-style-type: none">• approves procedures for the [issue] in accordance with this policy and the universities [code / expectation / procedure].
Chief Operating Officer	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">• are responsible for identifying and reporting, and where appropriate managing [issue] within their duties and responsibilities at the university.