

## **Aberystwyth University Notifiable Meeting / Event Notification Form Guidance Notes**

The notifiable meeting / event notification form should be completed as soon as a meeting or event involving external speakers has been determined by the Event Organiser to be notifiable, and where possible, **at least 30 days** in advance of the meeting or event date. The form should be completed for any meetings and/or events involving external speaker(s) (i.e. any person who is not a student or member of staff of the University or Students' Union) which have been determined by Event Organisers to be "notifiable events" in accordance with the definitions given by the [Code of Practice on Freedom of Speech](#). It is also the intention that events held off site but organised by or in the name of the University be included within the remit of this guidance.

A meeting or event may be considered notifiable if a 'Yes' response is elicited for any of the following five questions. The following guidance provides colleagues with examples of the types of meetings or events which may elicit a 'Yes' response from any of the following questions. This list is not exhaustive, and colleagues requiring any further clarification should contact the Health, Safety and Environment Department at [hasstaff@aber.ac.uk](mailto:hasstaff@aber.ac.uk).

The majority of this due diligence work can be conducted by means of open source checks (e.g. Google searches) of speaker(s) and the organisation(s) that they may represent.

**1. *Is there a likelihood that the speaker(s) may not be able to enter or leave the meeting or event safely and/or require specific security arrangements?***

This section may be relevant to examples which include but may not be limited to:

- Previous events attended by the speaker(s) which have been subject to significant disruption (e.g. protests, violence, heckling, etc.).
- Events involving speakers which may be subject to significant press and/or external interest.
- High profile public figures, the presence of which are likely to elicit a large attendance both inside and outside the event, and/or require an element of crowd control.

**2. *Is the Organiser aware of any other meetings or events being proposed of a conflicting nature, any practical matters relating to health and safety and/or any impact on the availability of resources?***

This section may be relevant when Institutes or Professional Service Departments are aware of external factors which may impact the ability of the University to safely host a meeting or event. This may include but may not be limited to instances where colleagues are aware of:

- Other events or meetings or events of a conflicting nature to take place on similar dates or hours, which will include consideration of conflicting topics, or which are likely to attract attendees of contrasting views or ideology.
- Issues relating to practical health and safety matters, such as limited location capacities, insufficient control measures identified in the appropriate risk assessment, and/or emergency planning.
- Reasons for the limited availability of resources, such as coinciding with Open or Visiting Days, or events which are to be hosted outside of the University's core business hours.

Colleagues should determine whether a lack of available resources is likely to negatively impact the University's ability to safely host the meeting or event.

**3. *Is the Organiser aware of any threats of disruption to the proposed meeting or event, which may occur either inside or outside the event?***

This section may be relevant to examples which include but may not be limited to:

- Instances where the event Organiser(s) have received, directly or indirectly, a threat of disruption to the meeting or event;
- Threats may have been received by an intermediary, communicated verbally, in person, online, in writing, etc., which may involve action inside or outside the event.

The event Organiser should not themselves determine whether a threat should be considered credible, and will be expected to provide information relating to all threats, however minor considered to be.

**4. *Is the Organiser aware of any threats to the University's ability to ensure that freedom of speech within the law is secured for the speaker(s)?***

The Education Act (No.2) 1986 provides that "persons concerned in the government of any establishment....shall take such steps as are reasonably practicable to ensure that freedom of speech within the law is secured for members, students and employees of the establishment and for visiting speakers."

Colleagues must take steps to ensure that this right is protected for all speakers, whilst also balancing this requirement with that of the Prevent Duty, considered by question 6. Both requirements should be considered equally, with any meeting or event taking place should satisfy the requirement of both legislations.

**5. *Is the Organiser aware of any threats to the University's ability to ensure that "speakers with extremist views that could draw people into terrorism" are challenged as part of that same event, in accordance with the HM Government Prevent Duty Guidance for Higher Education institutions in England and Wales?***

A minority of speakers condone, justify or praise the ideologies and views of terrorist and extremist groups. Where those individuals are allowed an unchallenged platform for their extremist views they can mistakenly be given unwarranted credibility and status and the risk of drawing vulnerable people into their ideology. Their views often involve the victimisation and abuse of minority groups or others who dare to disagree with their ideology.

Methods of achieving such "challenge" can include:

- Inviting individuals or groups to the event who represent opposing views to the speaker;
- Allowing or promoting questions of the speaker by individuals or groups with opposing views;
- Providing an additional panel member at the event who will present an alternative view.