

HOSTING INTERNATIONAL VISITORS AT THE IOWA GENERAL ASSEMBLY

The Iowa Legislative Council has adopted a policy that actively involves the Iowa General Assembly in developing relationships with other countries, including educating legislators regarding international relations, welcoming international visitors and assisting them in understanding Iowa's governmental process and traditions, working with the various state agencies and other entities which promote international relations, participating in developing Iowa's trade with other nations, and establishing a budget to accomplish these goals.

In accomplishing these goals, the International Relations Committee recommends that the Legislative Council adopt the following guidelines for the Iowa General Assembly:

Notification

- If a member of the Iowa General Assembly becomes aware that an elected or appointed official or other international visitor will be visiting the greater Des Moines area and the member wishes that official to be introduced to the Iowa General Assembly or hosted by the Iowa General Assembly, the member should notify the legislative protocol officer or one of the chairs of the International Relations Committee of the Iowa Legislative Council.
- If a state official or employee or a representative from an entity which promotes international relations becomes aware that an elected or appointed official or other international visitor will be visiting the greater Des Moines area and the state official or employee wishes that official to be introduced to the Iowa General Assembly or hosted by the Iowa General Assembly, the state official or employee or representative of an entity should follow the same procedure as a member of the General Assembly.
- The individual who has been notified of the visit should provide the state official or employee or representative of an entity with an international visitor form to complete regarding the visitor. The international visitor form shall include information listing the visitor's name, title, position in the visitor's home country, home address, country the visitor is representing, languages spoken, dates the visitor will be in the greater Des Moines area, and other relevant information. Copies of the international visitor form shall be distributed to state agencies and entities that promote international relations in this state.
- The legislative leadership should be informed of the visit.

Introduction of Visitors

- If the General Assembly is in session and the legislative leadership has determined that the international visitor should be introduced, the presiding officer shall determine whether the international visitor should be introduced in front of the well or in the rear of the chamber and whether the international visitor will be invited to speak to the chamber. International visitors who are elected or appointed government officials should be invited to speak to the Senate and the House of Representatives from the area in front of the well. At the discretion of the presiding officer of the chamber, other international visitors may be invited to speak.
- A visitor may be introduced by the chairs of the International Relations Committee or by another member who is hosting the visitor.
- A visitor who is invited to speak should receive information stating the appropriate manner in which to address the chamber. If the visitor is addressing the chamber from in front of the well, the visitor should be provided with a wireless microphone with which to do so.
- If the notice of the visit is not sufficient for completion of the form and other planning has not taken place, the protocol used should be sufficiently flexible to accommodate an introduction of the visitors. In any event, the legislative protocol officer and the chairs of the International Relations Committee should be informed.
- If the chamber is informed sufficiently in advance of the arrival of the international visitors, notice of the introduction of the visitors should be included in the Today in the House or Today in the Senate calendar, as applicable, and a welcome to the visitors should be programmed into the voting machine area in which the bill numbers and amendment numbers are listed.
- During the introduction of international visitors:
Persons in the chamber should abstain from conversations, including telephone conversations.
Persons in the chamber should turn toward the international visitor and listen.
Pages should not deliver messages.
The doors to the chamber should remain closed as they are during the prayer.
- If the visitor will be present in the chamber following the visitor's introduction, the members should have an opportunity to meet and converse with the visitor in an adjacent room reserved for that purpose. The presiding officer shall announce the location of the room.
- Letters of appreciation should be sent to the visitors after their visits.
- Visitors should be provided with names, addresses, and phone numbers of those with whom they are meeting to facilitate follow-up correspondence or thank you notes they may wish to send.

Gifts

- The Legislative Council has approved the allocation of \$10,000 from moneys available pursuant to section 2.12 of the Code for each two-year period beginning July 1, 1998. The money shall be allocated to the Legislative Service Bureau to be used by the Legislative Information Office for the purchase of gifts in various price ranges suitable for use as official gifts. The gifts shall be provided without cost for the following purposes:

For presentation as official gifts to international visitors.

For members of the General Assembly and legislative staff who visit other countries and are representing the Iowa General Assembly.

- The legislative protocol officer, with approval of the Chairs of the International Relations Committee, will determine whether gifts shall be provided without cost and the value of the gifts to be provided based upon the status of the international visitors for gifts presented in Iowa and based upon the specific travel to another country of the member or staff member of the General Assembly. Gifts of the highest value shall be presented to elected or appointed officials hosted by the Iowa General Assembly.
- In addition, gifts may be purchased by representatives of the General Assembly and other Iowa officials to be presented to other international visitors when they are in Iowa and to international nonofficial hosts when the member or staff member visits other countries.

Expenses for Hosting International Visitors

- The Legislative Council has approved the allocation of \$15,000 from moneys available pursuant to section 2.12 of the Code for each two-year period beginning July 1, 1998. The money shall be allocated to the Legislative Service Bureau to be used by the Legislative Information Office for costs associated with the expenses of hosting official international delegations, for which a request to host has been made to the General Assembly or the Committee. If appropriate, moneys may be used to reimburse expenses of international visitors and members of the General Assembly who act as hosts, including but not limited to, expenses associated with meals and accommodations, within limitations established by the International Relations Committee and with the approval of the Chairs of the International Relations Committee.

Report of Member or Staff Member representing the Iowa General Assembly

- A member or staff member of the General Assembly who travels internationally representing the Iowa General Assembly shall either file a written report with the International Relations Committee or make an oral report to the International Relations Committee. The report shall list the dates of the official travel, the purpose of the international travel, and persons present at official meetings.

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- The legislative protocol officer, with approval of the Chairs of the International Relations Committee, will determine whether gifts shall be provided without cost and the value of the gifts to be provided based upon the status of the international visitors for gifts presented in Iowa and based upon the specific travel to another country of the member or staff member of the General Assembly. Gifts of the highest value shall be presented to elected or appointed officials hosted by the Iowa General Assembly.
- In addition, gifts may be purchased by representatives of the General Assembly and other Iowa officials to be presented to other international visitors when they are in Iowa and to international nonofficial hosts when the member or staff member visits other countries.

Expenses for Hosting International Visitors

- The Legislative Council has approved the allocation of \$15,000 from moneys available pursuant to section 2.12 of the Code for each two-year period beginning July 1, 1998. The money shall be allocated to the Legislative Service Bureau to be used by the Legislative Information Office for costs associated with the expenses of hosting official international delegations, for which a request to host has been made to the General Assembly or the Committee. If appropriate, moneys may be used to reimburse expenses of international visitors and members of the General Assembly who act as hosts, including but not limited to, expenses associated with meals and accommodations, within limitations established by the International Relations Committee and with the approval of the Chairs of the International Relations Committee.

SUMMARY OF PROTOCOL MATERIALS

From NCSL Legislative Staff Coordinating Committee Task Force on International Legislative Assistance and Cooperation Guide (1991):

Reasons for delegation visits:

- To evaluate increased state involvement in foreign policy and international trade.
- To promote investments.
- To assess how the states work together within the system.
- To study state-federal relations.

Miscellaneous program suggestions:

- Packets containing information on the legislature, state, and city should be provided to the delegation.
- Token gifts (ceremonial resolution, state flag pins, photographs taken during the visit) may be provided.
- When possible, high-ranking delegations should be introduced in chambers, and have reserved seating to observe the session.
- Provide delegation with names, addresses, and phone numbers of those with whom they are meeting to facilitate follow-up correspondence or thank you notes they may wish to send.
- Fulfill any special requests for follow-up information or materials requested during visit.
- Send letters of appreciation to delegation after program concludes.
- International visitor programs should benefit legislators as well as visiting delegations.
- Notice of impending visits should be sent to legislators so they have an opportunity to request meetings with delegations.
- If the media are to be contacted about a delegation's visit, prepare a short fact sheet that describes the delegation and its program.

From "Simple Steps to Develop World Trade":

- Survey all existing business, trade, and other international activities of your state--- exports include not only commercial products but professional services, technical assistance etc.
- Develop specific targets built around the state's current products and potential products--- including nontraditional products such as service, education, technical assistance.
- Change your behavior at home--make trade and international activities nonpartisan--- present a united front to foreign visitors and associates.
- There is a world trade development role for everyone---Governor, Lieutenant Governor, Secretary of State, Legislators---cooperative projects pay off in future contacts and business for the state.

- Show that your state cares about international representatives in the area.
 - Invite consuls general to the opening of the legislative session.
 - Issue license plates to consular corps members upon request.
 - Erect third flagpole in front of Capitol to fly the flag of the international delegation.
 - Provide special parking for consular vehicles at Capitol and in major cities.
 - Don't develop too many sister states but do well with those you have.
 - Print business cards in the language of the country you visit/country that is visiting---do translation correctly.
- Establish a protocol officer---if state does more than \$1 billion in trade--fund trade office well.
- Develop international visitors' materials, policies and programs for Capitol---take care of international visitors, treat them with respect, speak highly of their countries.
- Develop an international database---remember international visitors and keep track of them.
- Diversity is important---kindness, courtesy and respect for other people and other cultures are very valuable attributes.

Other suggestions:

- ✓ Learn to listen---go, learn and listen.
- ✓ Respect elders and senior statespersons.
- ✓ Respect new ways of doing business.
- ✓ Build long term relationships---keep track of visitors/ contacts, send follow-up letters.
- ✓ Identify new frontiers.
- ✓ Respect government officials and professors---send them to visit other countries.
Also tremendous potential in utilizing young people in developing world trade---send college students.
- ✓ Keep going back.

From "Hosting Foreign Visitors"---involving members/hosting:

- Send a memo to members of legislature explaining who will be visiting, when, planned activities, and ask for volunteer hosts.
- Discuss the visit in a caucus of members.
- Plan meals and activities that can involve members.
- Draft resolution to be adopted while visitors are visiting.
- Ask members to host visitors if over a weekend.
- Visitors should meet members and be made to feel welcome.
- Have interpreters available.
- Schedule introduction of visitors while in session---officially welcome and present with gift.

From "Protocol--A Handbook for Legislative Staff"---hosting international visitors:

- Consideration, kindness and empathy will always endear you to others.
- Send someone of rank to greet visitors and make them feel welcome.
- Always set up a visit schedule that takes into consideration personal interests of visitors.
- Get to know the culture and personal biography of visitors prior to visit.
- Be polite, friendly, helpful and maintain formal attitude out of respect.
- See materials regarding gestures, language, customs, etc.

REPORT OF THE INTERNATIONAL RELATIONS COMMITTEE TO THE LEGISLATIVE COUNCIL

June 23, 1998

The members of the International Relations Committee of the Legislative Council met on June 23, 1998. The meeting was called to order by Senator Nancy Boettger, Chairperson, at 10:10 a.m. in Room 118 of the Statehouse.

The International Relations Committee respectfully submits to the Legislative Council the following report and recommendations for approval:

1. That the International Relations Committee reaffirms the charge of the Committee to:
 - ◆ Develop goals and procedures that will facilitate communication between the Iowa General Assembly and international governments on several levels, including but not limited to interpersonal interaction between state legislators and legislative staff and international visitors, instruction about state and local democratic institutions, and the development of trade in international markets.
2. That the International Relations Committee intends to become more involved in the various aspects of international relations, including the greeting and hosting of international visitors, and that the International Relations Committee requests that the leadership of the General Assembly include the Committee in planning for and hosting of international visitors.
3. That the International Relations Committee reaffirms the approved 1996 report of the International Relations Committee to the Legislative Council, attached to this report, with the following amendments to items #4 and #9:
 - ◆ #4 . That the Legislative Council allocates, from moneys available pursuant to section 2.12 of the Code, the amount of \$10,000 for each two-year period beginning July 1, 1998, to the Legislative Service Bureau to be used by the Legislative Information Office for the purchase of official gifts for presentation to official international visitors, and for use by representatives of the Iowa General Assembly on official visits to other countries.
 - ◆ #9. That the Legislative Council allocates, from moneys available pursuant to section 2.12 of the Code, the amount of \$15,000, to be used by the Iowa General Assembly to pay expenses of hosting official international delegations, for whom a request to host has been made to the General Assembly or the Committee, during each two-year period beginning July 1, 1998. The moneys allocated may also be used to host other official international visitors. If appropriate, moneys may be used to reimburse expenses of international visitors and members of the General Assembly who act as hosts, including but not limited to expenses associated with meals and accommodations, within limitations established by the International Relations Committee. Expenditures under this provision must be approved by the Chairperson and Vice-Chairperson of the Committee.
4. That the International Relations Committee will explore means of developing an international relations agenda which coordinates the efforts of the Committee with state agencies, state universities, and members of the Iowa congressional delegation.
5. That the director of each nonpartisan and caucus staff of the General Assembly be directed to designate a contact person who may be called upon by the Legislative Information Office to assist in international relations efforts, including planning for and the hosting of international visitors.

June 1996

**REPORT
ON BEHALF OF THE
INTERNATIONAL RELATIONS COMMITTEE
TO THE
LEGISLATIVE COUNCIL**

The International Relations Committee met on October 10, 1995 and April 15, 1996, Chairperson Churchill and Senator Szymoniak reviewed draft documents relating to the recommendations made at those meetings during the week beginning June 17, and they make the following report to the Legislative Council on behalf of the Committee:

1. That the Legislative Council adopt a policy that actively involves the General Assembly in developing relationships with other countries, including educating legislators regarding international relations, welcoming visitors from other countries and assisting them in understanding Iowa's governmental process and traditions, working with the various state agencies and other entities which promote international relations, participating in developing Iowa's trade with other nations, and establishing a budget to accomplish these goals.
2. That the Legislative Council adopt a policy that visits by officials from other countries, for which the Legislative Council provides financial support, be approved by legislative leadership in advance of the arrival of the visitors.
3. That the following be adopted as the protocol for introduction of individuals from other countries visiting the Iowa General Assembly:

The Majority Leader of the Senate or the Speaker of the House of Representatives will determine who will introduce the visitor. The visitor may be introduced by the Majority Leader of the Senate, the Speaker of the House of Representatives, the Chairperson of the International Relations Committee, a member of the International Relations Committee, or a member of the chamber.

A visitor from another country who is not an elected or appointed official should be introduced from the rear area of the chamber. The visitor will be asked to make remarks to the chamber only under extraordinary circumstances.

A visitor from another country who is an elected or appointed official should be escorted to the front of the well for introduction and at the discretion of the Majority Leader of the Senate or the Speaker of the House of Representatives may be asked to address the chamber.

4. That the Legislative Council allocate from moneys available pursuant to section 2.12 of the Code, the amount of \$10,000 to the Legislative Service Bureau to be used by the Legislative Information Office during the period beginning July 1, 1996, and ending June 30, 1998, for the purchase of gifts for presentation to individuals from other countries visiting Iowa, and for use by representatives from the Iowa General Assembly who may be traveling to other countries and visiting their governments. A listing of examples of items that might be purchased as gifts and their attendant costs is attached to this report. In addition, the Legislative Service Bureau may

acquire gifts to be purchased by representatives of the Iowa General Assembly and other Iowa officials for presentation to visitors and hosts in accordance with recommendation 6.

5. That the Legislative Council adopt a policy that gifts shall be provided, without cost, for presentation to individuals who are being introduced to the Iowa General Assembly and for use by representatives of the Iowa General Assembly who are traveling to other countries as official representatives of the Iowa General Assembly. A subcommittee of the International Relations Committee shall review and approve requests for provision of gifts, without cost, in advance. If a request is denied, the decision may be appealed to the Legislative Council for a final determination.

6. That the Legislative Council adopt a policy that gifts may be purchased by representatives of the Iowa General Assembly and other Iowa officials to be presented to visitors from other countries when they are in Iowa and to be presented to international hosts during Iowa officials' travels to other countries.

7. That the International Relations Committee establish the value or types of gifts that may be presented to elected or appointed officials from other countries with the highest value gifts presented to officials hosted by the Iowa General Assembly, the next highest value gifts presented to officials hosted by representatives of the executive branch, the next highest value gifts presented to officials hosted by the federal government who are visiting Iowa, and the lowest value of gifts presented to officials sent by another country to visit Iowa.

8. That the International Relations Committee establish the value or types of gifts that may be presented to visitors from other countries who are not elected or appointed officials with the highest value gifts presented to visitors hosted by the Iowa General Assembly, the next highest value gifts presented to visitors hosted by representatives of the executive branch, the next highest value gifts presented to visitors hosted by the federal government who are visiting Iowa, the next highest value gifts presented to officials sent by another country to visit Iowa, and the lowest value gifts presented to visitors who are not officially representing their countries who are introduced by a member of the Iowa General Assembly.

9. That the Legislative Council allocate \$15,000 from moneys available pursuant to section 2.12 of the Code, to be used by the Iowa General Assembly to pay the costs of hosting official delegations of visitors from other countries, for whom a request to host has been made to the General Assembly and approved by legislative leadership, during the period beginning July 1, 1996, and ending June 30, 1998. The leadership of the Iowa General Assembly shall designate members to host official delegations of visitors from other countries with equal representation from both political parties and both chambers. The moneys allocated may also be used to host other official visitors from other countries, as necessary, if the purpose of the visit is promotion of international relations, including education of visitors regarding representative government or economic development.

10. That the International Relations Committee has not reached agreement regarding allocation of funding to pay for official visits by members of the Iowa General Assembly to other countries.