|  |  |
| --- | --- |
|  |  |

# Commemoration Procedure

## 1. Introduction

This Procedure describes the process through which applications for commemorations by University of Manchester (‘the University’) are considered. The associated policy for this Procedure is the University Commemoration Policy.

## 2. Purpose

This Procedure sets out the process for applying for a commemoration under the University Commemoration Policy. Through this Procedure the University seeks to ensure that commemorations benefit communities inside and outside the University, lead to greater understandings of the past and reflect the contribution and impact of the University and its predecessor institutions and the people associated with them.

## 3. Roles and responsibilities

The University Historian and Head of Heritage is the lead on, and owner of, the University Commemoration Policy and Procedure.

The following individuals and groups have responsibilities for the consideration of applications:

* The University Historian and Head of Heritage
* The University History and Heritage Strategy Group
* The Chair of the University History and Heritage Strategy Group
* The Planning and Resources Committee (and where appropriate, the Board of Governors)
* The Commemorations Advisory Group (membership listed in under ‘stage 2’ below)

The following individuals and groups have roles and responsibilities in considering and approving an appropriate means of commemoration:

* The University Historian and Head of Heritage
* The Director of the Office of the President
* The Director of Estates (where the commemoration impacts the estate)
* Other individuals nominated by the University Historian and Head of Heritage and Director of the Office of the President

## 4. Application and assessment process

Applications for commemoration by the University must be made using the form in Appendix 1.

Applicants are encouraged to contact the University Historian and Head of Heritage before applying to seek advice or clarification they might need in connection with their application.

Applicants should ensure that their completed application form responds to the appropriate considerations in each category set out in section 4 of the Commemorations Policy and provides any relevant evidence in support of their application. It is the responsibility of applicants to make a researched and justified case for commemoration. Applicants should not expect the University to research their proposed subject in order to consider the application.

Applicants should identify their preferred form of commemoration and explain why they consider that to be the most appropriate means of commemorating the subject. The University retains absolute discretion when determining the appropriate form of commemoration for successful applications (see section 5 below). Applicants should be aware that a physical marker might not always be appropriate or the best way to commemorate a person, event or idea.

Applications will be considered through the process below using the assessment guidelines outlined in the University Commemoration Policy. As part of its consideration of applications, the University may, depending on the circumstances, consult and/or seek representations from relevant stakeholders and experts.

Applicants should be aware that the process for considering applications can take considerable time (particularly where representations from stakeholders or experts need to be sought).

Applications may be rejected at any stage. Decisions are final and there is no right of appeal. Applicants will be informed of the outcome of their application, but the University will not engage in further correspondence in relation to the decision or the reasons for it.

If an application is rejected, applicants are not entitled to submit a renewed application for the same subject matter until a period of five years since the date of their original application has lapsed.

**Stage 1 – Initial Review**

An initial review will be conducted by the University Historian and Head of Heritage to determine whether the application falls within the scope of the University’s Commemoration Policy (hereafter, referred to as ‘the policy’) and whether the subject matter of the application has a direct connection with the University. If the University Historian and Head of Heritage determines that the application falls outside the scope of the policy and/or that the subject matter does not have a direct connection with the University (and no exceptional circumstances apply), the University Historian and Head of Heritage will refer the application to the Chair of the University History and Heritage Strategy Group. If both the University Historian and Head of Heritage and Chair are in agreement, the application will be rejected and the applicant will be informed. If the University Historian and Head of Heritage determines that the application falls within the scope of the policy and the subject matter has a direct connection with the University, the application will (subject to the paragraph below) proceed to Stage 2.

If, having completed the initial review, it appears to the University Historian and Head of Heritage that the application discloses an exceptional case for commemoration without any obvious issues which require further consideration, the University Historian and Head of Heritage may, as an alternative to referring the application for further consideration under Stage 2, instead refer it for approval by the Chair of the University History and Heritage Strategy Group (who may approve the application through ‘Chairs action’ or submit it for further consideration under Stage 2).

**Stage 2 – Consideration by Commemorations Advisory Group**

The Commemorations Advisory Group (CAG) will consider the merits of the application based on the assessment guidelines. The Commemorative Advisory Group consists of:

* University Historian and Head of Heritage (chair)
* Director of Estates and Facilities or their nominated alternative
* Director of Development and Alumni Relations or their nominated alternative
* Director of Marketing and Communication or their nominated alternative
* A representative from the Office of the President and Vice-Chancellor
* A representative from an appropriate faculty or PS directorate, where appropriate.

The CAG may:

* Reject the application if, in its view having assessed the application against the guidelines, it does not merit commemoration under the policy; or
* Submit the application (and any observations and/or recommendations which it chooses to make) to the University History and Heritage Strategy Group (UHHSG) for approval and (if approved by the UHHSG) to the Planning and Resources Committee (PRC) for final approval.

**Stage 3 – Approval**

The UHHSG will consider the application together with any observations and/or recommendations made by the CAG and may:

* Reject the application on the basis that it does not merit commemoration under the policy; or
* Submit the application to the Planning and Resources Committee (PRC) for final approval.

Having considered an application referred by the UHHSG, the PRC may:

* Reject the application on the basis that it does not merit commemoration under the policy;
* Approve the application and refer the application to the University Historian and Head of Heritage to take forward to determine the appropriate form of commemoration using the commemoration guidelines below. In doing so, the PRC may (but is not required to) express its observations and/or recommendations in relation to the form of commemoration; or
* Direct that further steps are taken prior to a final decision being made by the PRC.

The PRC may, depending on the circumstances, consult the Board of Governors where it considers that to be appropriate.

## 5. Determining the appropriate form of commemoration

Where an application for commemoration is approved, the University will determine the most appropriate form of commemoration. This process will be discussed and agreed by:

* The University Historian and Head of Heritage
* The Director of the Office of the President
* The Director of Estates (where the commemoration impacts the estate)
* Individuals nominated by the University Historian and Head of Heritage and Director of the Office of the President

In doing so, the University will consider any preference identified by the applicant including any reasons put forward for that preference. The University may, at this stage, seek further input from the applicant and, where appropriate, other stakeholders or experts, in relation to the form of commemoration.

The University retains absolute discretion when determining the appropriate form of commemoration for successful applications. A list of indicative factors which are likely to be considered as part of the process of determining the most appropriate form of commemoration includes, but is not limited to:

* Ensuring that the subject matter is commemorated in the most appropriate and effective way (including by having regard to the need to ensure that the commemoration is of benefit to communities and multiple audiences).
* Estates matters, including the existence of appropriate buildings for fixed commemoration and suitability of physical markers for locations and buildings.
* Any adverse impact of the commemoration on individuals and buildings.
* Any initial and ongoing time and costs associated with the commemoration (including installation and maintenance).
* The availability and cost of insurance cover.

Many forms of commemoration entail large amounts of planning and resource and applicants should be aware that there is often a significant period of time required between approval and the commemoration.

## 6. Commemorations not commissioned by the University

Where an application has been approved for a commemoration to be sited on the University’s estate which has not been commissioned by the University, a post-approval assessment will be made of the commemoration to ensure that it is as anticipated and would not be to the detriment of the University’s estate. The University reserves the right to reject a commemoration and revoke the approval of the commemoration if it is not as anticipated or other concerns exist.

Physical commemorations placed on the University’s estate must be donated to the University and will be the property of the University.

## 7. Costs

Applicants should be aware that any commemoration resulting from their application may require funding. Applicants are advised to contact the University History and Heritage Office to discuss their ideas in advance of submitting an application.

|  |
| --- |
| **Version amendment history** |
| Version | Date | Reason for change |
|  1.0 | July 2019 | Original document |
|   |   |   |
|   |   |   |

|  |
| --- |
| **Document control box** |
| Policy / Procedure title: |  Commemoration Procedure |
| Lead contact email |  james.hopkins@manchester.ac.uk |
| Date updated: | July 2019 |
| Approving body: | Planning and Resources Committee |
| Version: | 1.0 |
| Supersedes: | Commemorative Plaques Policy |
| Previous review dates: | n/a |
| Next review date: | July 2021 |
| Equality impact outcome: | n/a |
| Related Statutes, Ordinances, General Regulations: | None |
| Related policies/procedures/guidance etc | University Commemoration Policy |
| Policy owner: | Dr. James Hopkins, University Historian and Head of Heritage |
| Lead contact: | Dr. James Hopkins, University Historian and Head of Heritage |

**END**