

From: Beeson, Patricia

Sent: Wednesday, August 27, 2014 3:52 PM

Subject: Visitors to Campus

Dear Deans and Department Chairs:

Over the last few weeks I have received several questions and concerns about university policies and practices related to visitors to campus which have been prompted by the new website that aggregates existing information regarding visitors. Ironically, this website was intended to simplify your work by creating a single location where you could find this information; perhaps not surprisingly, making the information more visible also raised questions, concerns, and confusion. We have been considering questions and as a result have made several changes and clarifications:

1. **Speaker Agreement:** The Speaker Agreement is being discontinued. Note, however, that appropriate forms are still required for reimbursement/honoraria, permission must be secured if you intend to record the lecture (using a simplified form under development), and there is a special process for foreign nationals (see point 3 below).
2. **Visitor Agreement:** While we review the procedures and content of the visitor's website, the visitor agreement process will be suspended, and we will return temporarily to the previous process in which departments verify that visitors have signed the appropriate agreements. Please note that this is not a suspension of policy, but rather a suspension of the new process.
3. **Export Control:**
 - a. **Restricted Party Screening and Export Control.** With few exceptions, the only export-control-related requirement for visitors is that Departments perform a Restricted Party Screening (RPS) on all foreign national visitors and their sponsors, using the RPS software (see <http://www.research.pitt.edu/exco-restricted-parties>). This is required only for foreign national visitors and is not required for students or job applicants. The RPS software is simple to use and identifies individuals on government restricted party lists. If the foreign national visitor or sponsor is flagged, Departments need to contact our export control office. If the foreign national visitor or sponsor is not flagged, no further action is needed.
 - b. **Embargoed Countries:** If a Department has a visitor coming from an embargoed or sanctioned country (Iran, Cuba, North Korea, Sudan or Syria), Departments should contact the export control office to discuss required steps.

- c. **International Travel:** With the exception of travel to embargoed or restricted countries, most of the information on foreign travel on the export control website is advisory. For example, taking a basic laptop with familiar software (Microsoft Office for instance) and/or a flash drive with you while traveling is usually allowable without any export controls license, but there are some best practices and advice that the export control office provides. We are in the process of updating and clarifying the information on the Export Control website.

I would like to thank everyone who expressed concerns and provided suggestions for improvement; and emphasize that collaboration is central to our mission and we are committed to working together to make sure that we facilitate collaboration and interactions while meeting any requirements under the law.

Sincerely,

Patricia Beeson

Provost and Senior Vice Chancellor