



STANDARD OPERATING PROCEDURE (SOP)

For

Visit and Delegation Handling

Inbound and Outbound



1. Purpose

This SOP defines the standardized process for initiating, reviewing, approving, coordinating, managing, and documenting all inbound visits and delegations to NUML. It ensures institutional oversight, protocol compliance, transparency, and alignment with NUML's strategic objectives.

2. Scope

This SOP applies to all **national and international inbound visits, including:**

- 2.1. Academic and institutional visits
- 2.2. Diplomatic and embassy delegations
- 2.3. Government and regulatory bodies
- 2.4. International organizations, donors, and industry partners
- 2.5. Visits involving MoUs/MoAs, media, or senior leadership

3. Definitions

- 3.1. **Inbound Visit:** Any official visit to NUML by external individuals or delegations.
- 3.2. **Competent Authority:** Rector / **DG** or any authority formally delegated approval powers.
- 3.3. **Host Department:** NUML department/faculty receiving or engaging with the visitors.

4. Roles and Responsibilities

4.1 Rector / DG

- 4.1.1. Grants final approval for high-level, national, international, diplomatic, and strategic inbound visits.
- 4.1.2. Approves meetings involving senior leadership, MoU/MoA signings, and sensitive engagements.
- 4.1.3. Provides strategic direction for engagements of national and international importance.

4.2 Director, National & International Linkages Office (NILO)

- 4.2.1. Reviews and recommends inbound visit requests in alignment with NUML's strategic, academic, and internationalization objectives.
- 4.2.2. Ensures institutional oversight, protocol compliance, and inter-departmental coordination.
- 4.2.3. Liaises with the Rector / DG Office, host departments, and external delegations.
- 4.2.4. Ensures proper documentation, reporting, and post-visit follow-up.

4.3 Manager International and National Linkages, NILO

- 4.3.1. Serves as the single point of contact for the visiting delegation.

- 4.3.2. Coordinates planning, scheduling, documentation, and approvals for inbound visits.
- 4.3.3. Oversees logistics, hospitality, security coordination, and protocol arrangements.
- 4.3.4. Ensures reporting, record maintenance, and archival compliance. Collects documentation and inputs required for post-visit reporting.

4.4 Host Department / Faculty (If Applicable)

- 4.4.1. Acts as the primary academic or administrative host for the visiting delegation.
- 4.4.2. Coordinates with NILO to finalize visit objectives, agenda, and expected outcomes.
- 4.4.3. Nominate focal person(s) to support planning and execution of the visit.
- 4.4.4. Provides academic, technical, or institutional engagement as per the approved agenda.
- 4.4.5. Contributes to post-visit reporting and follow-up actions.

4.5 Visiting Delegation

- 4.6.1. The official visitors to NUML shall comply with institutional protocols, security requirements, and the approved agenda.
- 4.6.2. Participate only in approved meetings and activities.
- 4.6.3. Respect NUML's academic, cultural, and administrative norms.
- 4.6.4. Cooperate in achieving the agreed objectives of the visit.

5. PROCEDURE – STEP-BY-STEP PROCESS

5.1 STEP 1: Initiation of Visit

5.1.1 Description

- 5.1.1.1. All inbound visits to NUML shall be initiated **only through a formal written request or official expression of interest** received by the National University of Modern Languages (NUML).
- 5.1.1.2. No visit shall be considered official unless it is formally documented and routed through the National & International Linkages Office (NILO).
- 5.1.1.3. Informal, verbal, or undocumented requests are **not permitted**.

5.1.2 Authorized Sources of Requests

Inbound visit requests may originate from the following sources, including but not limited to:

- 5.1.2.1. National or international universities and academic institutions
- 5.1.2.2. Embassies, high commissions, and diplomatic missions
- 5.1.2.3. Government departments, regulators, or statutory bodies
- 5.1.2.4. International organizations, donors, and industry partners
- 5.1.2.5. NUML departments formally inviting external delegations

5.1.3 Mandatory Information Required

All requests must include the following minimum information to be processed:

- 5.1.3.1. Purpose and objectives of the visit
- 5.1.3.2. Proposed dates and duration
- 5.1.3.3. Names, designations, and total number of visitors
- 5.1.3.4. Proposed host department at NUML (if identified)
- 5.1.3.5. Expected outcomes (e.g., MoU / MoA discussion, meeting, lecture, seminar)

Requests lacking this information shall not be processed.

Reference: Annexure–A: Inbound Visit Request Form

5.2 STEP 2: Review and Approval

5.2.1 Description

Upon receipt of a complete visit request, NILO shall conduct a preliminary review to determine the suitability and feasibility of the proposed visit.

The review shall assess:

- 5.2.1.1. Alignment with NUML’s academic, research, and internationalization objectives
- 5.2.1.2. Availability of the senior leadership and proposed host department (if applicable)
- 5.2.1.3. Security, protocol, reputational, and diplomatic considerations

Visits involving international delegations, diplomatic entities, senior officials, or strategic agreements shall be referred to the **Rector** for approval.

5.2.2 Approval Authority

Approval shall be granted as per the following matrix:

Type of Visit	Approval Authority
Routine Academic / Institutional	Director-NILO (must be approved and in the knowledge of the Rector / DG)
International / Diplomatic	Rector / DG
MoU / MoA Signing	Rector / DG

No visit shall proceed without written approval.

Reference: Annexure–B: Visit Approval & Authority Matrix

5.3 STEP 3: Pre-Visit Planning and Coordination

5.3.1 Description

Once approval is obtained, NILO shall assume responsibility for **end-to-end coordination** of the visit to ensure professional execution and compliance with institutional protocols.

5.3.2 Activities

NILO shall undertake the following actions:

- 5.3.2.1. Nominate a dedicated **Visit Coordinator**
- 5.3.2.2. Finalize the visit agenda in consultation with stakeholders
- 5.3.2.3. Coordinate with the host department(s)
- 5.3.2.4. Arrange venues, logistics, and hospitality
- 5.3.2.5. Obtain necessary security clearances and access permissions
- 5.3.2.6. Plan protocol arrangements, including reception, seating, and introductions

Reference: Annexure–C: Inbound Visit Planning Checklist

5.4 STEP 4: Documentation and Communication

5.4.1 Description

NILO shall manage all official documentation and institutional communication related to the visit to ensure clarity, consistency, and record-keeping.

5.4.2 Responsibilities

This includes:

- 5.4.2.1. Issuance of official invitation letters (where required)
- 5.4.2.2. Circulation of the finalized agenda to all stakeholders
- 5.4.2.3. Preparation of institutional briefs and talking points for NUML leadership
- 5.4.2.4. Drafting and coordination of MoUs/MoAs, where applicable

Reference: Annexure–D: Official Invitation Letter Template

5.5 STEP 5: Visit Day Management

5.5.1 Description

On the day of the visit, NILO shall ensure **on-ground coordination, protocol compliance, and smooth execution** of all scheduled activities.

5.5.2 Responsibilities

NILO shall be responsible for:

- 5.5.2.1. Receiving and welcoming the visiting delegation
- 5.5.2.2. Escorting visitors throughout the campus
- 5.5.2.3. Managing time and adherence to the approved agenda
- 5.5.2.4. Coordinating meetings with the Rector / DG and senior leadership
- 5.5.2.5. Arranging media coverage and photography, if approved

Reference: Annexure–E: Visit Day Execution & Protocol Checklist

5.6 STEP 6: Post-Visit Reporting and Follow-Up

5.6.1 Description

Following completion of the visit, NILO shall document the outcomes and initiate follow-up actions to ensure continuity and accountability.

5.6.2 Activities

- 5.6.2.1. Preparation of a comprehensive post-visit report
- 5.6.2.2. Circulation of the report to the Rector / DG Office and relevant stakeholders
- 5.6.2.3. Issuance of formal thank-you correspondence
- 5.6.2.4. Entry of visit details into the NILO database
- 5.6.2.5. Monitoring and follow-up of agreed action points

Reference: Annexure–F: Post-Visit Report Template

5.7 STEP 7: Record Management and Archiving

5.7.1 Description

NILO shall maintain a centralized record of all inbound visits to support audits, reporting, and institutional memory.

5.7.2 Records Maintained

- 5.8.2.1. Visit requests and approvals
- 5.8.2.2. Agendas and attendance records
- 5.8.2.3. Visit reports
- 5.8.2.4. Executed MoUs/MoAs
- 5.8.2.5. Media coverage and photographs

Reference: Annexure–G: Visit Record & Archive Register

5.8 STEP 8: Security, Protocol, and Confidentiality

5.8.1 Description

For sensitive, diplomatic, or high-profile visits, enhanced security and confidentiality measures shall be implemented.

5.8.2 Measures

- 5.8.2.1. Security clearance and controlled access
- 5.8.2.2. Confidential handling of documents and information
- 5.8.2.3. Compliance with diplomatic, cultural, and protocol norms

5.9 STEP 9: Review and Continuous Improvement

5.9.1 Description

This SOP shall be reviewed periodically by NILO to:

- 5.9.1.1 Incorporate institutional or policy changes
- 5.9.1.2 Align with HEC and Government of Pakistan guidelines
- 5.9.1.3 Improve efficiency and effectiveness of visit management processes

ANNEXURES

ANNEXURE – A

Inbound Visit Request Form

1. Visiting Institution / Organization

Name: _____

Country: _____

Address: _____

Website: _____

2. Purpose of Visit

(Brief description of objectives)

3. Proposed Dates & Duration

Proposed Date(s): _____

Duration: _____

4. Delegation Details

Sr. No.	Name	Designation	Organization	Nationality
1				
2				
3				

5. Proposed Host Department at NUML

Department / Faculty: _____

Contact Person: _____

6. Expected Outcomes

(✓ as applicable)

Courtesy Call

Academic / Research Discussion

MoU / MoA Discussion

Lecture / Seminar

Training / Workshop

Other (Specify): _____

7. Special Requirements (if any)

(✓ as applicable)

Security

Protocol

Media Coverage

- Campus Tour
- Interpretation / Translation

Submitted By:

- **Name:** _____
- **Designation:** _____
- **Email / Contact:** _____
- **Date:** _____

ANNEXURE – B

Visit Approval & Authority Matrix

Type of Visit	Approval Authority
Routine Academic / Institutional	Director, NILO (must be approved and in the knowledge of the Rector / DG)
National High-Level Delegation	Rector / DG
International Delegation	Rector / DG
Diplomatic / Embassy Visit	Rector / DG
MoU / MoA Signing	Rector / DG
Media-Covered Visit	Rector / DG

Note: No visit shall be treated as official without **written approval** from the competent authority.

ANNEXURE – C

Inbound Visit Planning Checklist

Pre-Visit Coordination (✓ as applicable)

- Visit request received
- Approval obtained
- Visit Coordinator assigned
- Agenda finalized
- Host department informed
- Rector / DG Office briefed

- Venue booked
- Security clearance obtained
- Invitation letter issued
- Presentation / briefing material prepared
- MoU / MoA draft prepared (if applicable)
- Media coordination completed (if approved)

Annexure–D: Official Invitation Letter Template

[Institution Letterhead / Logo]

Ref. No.: _____

Date: _____

To

[Name of Invitee]

[Designation]

[Organization / Institution]

[Address]

Subject: *Official Invitation for [Purpose of Visit]*

Dear [Title and Name],

On behalf of **National University of Modern Languages (NUML)**, we are pleased to extend this official invitation to [invitee name(s)] to visit NUML for [purpose of visit – e.g., academic collaboration, meeting, conference, MoU discussion, lecture, etc.].

The proposed visit is scheduled to take place from [dates] at [location / campus]. The visit aims to [brief description of objectives, expected outcomes, and institutional relevance].

The **National & International Linkages Office (NILO)** shall serve as the focal point for coordinating all documentation, communication, and logistical arrangements related to the visit. A detailed agenda will be shared in due course with all relevant stakeholders.

Where applicable, NUML also looks forward to exploring opportunities for **institutional collaboration**, including the drafting and coordination of **Memoranda of Understanding (MoUs) / Memoranda of Agreement (MoAs)**.

We would be honored by your acceptance of this invitation. Kindly confirm your availability and any specific requirements at your earliest convenience.

For further information or coordination, please feel free to contact **NILO** at [email / contact number].

We look forward to welcoming you to NUML.

Yours sincerely,

[Name of Rector / Director General]

[Designation]

National University of Modern Languages (NUML)

Cc:

- National & International Linkages Office (NILO)
- Concerned Faculty / Department
- Relevant Stakeholders

ANNEXURE – E

Visit Day Execution & Protocol Checklist

- Delegation received on arrival
- Welcome arrangements completed
- Agenda followed as approved
- Escort provided throughout visit
- Meeting venues prepared
- Rector / DG coordination
- Media coverage managed (if approved)
- Refreshments arranged
- Departure coordinated

Visit Coordinator:

- **Name:** _____
- **Signature:** _____
- **Date:** _____

ANNEXURE – F

Post-Visit Report Template

Inbound Visit Report

1. **Visiting Institution / Delegation:**

2. **Date(s) of Visit:**

3. **Purpose of Visit:**

4. **Key Activities Conducted:**

5. **Outcomes Achieved:**

6. **Agreements / Understandings Reached:**

7. **Follow-Up Actions Required:**

8. **Recommendations:**

Prepared By:

- **Name:** _____
- **Designation:** _____
- **Date:** _____

ANNEXURE – G

Visit Record & Archive Register

Sr. No.	Date	Visiting Institution	Purpose of Visit	Approval Authority	Report Submitted (Y/N)

Outbound Visits and Delegation Handling

1. Purpose

The purpose of this SOP is to establish a **standardized mechanism** for planning, approval, coordination, execution, and reporting of **official outbound visits and delegations from NUML**. It ensures:

- 1.1. Institutional representation
- 1.2. Alignment with NUML's strategic objectives
- 1.3. Accountability, transparency, and compliance with national and international protocols

2. Scope

This SOP applies to:

- 2.1. All official outbound visits originating from NUML
- 2.2. National and international engagements including:
 - 2.2.1. Academic collaborations and partnerships
 - 2.2.2. MoU / MoA negotiations and signings
 - 2.2.3. Conferences, workshops, and seminars
 - 2.2.4. Study visits and benchmarking
 - 2.2.5. Government, embassy, and donor engagements
 - 2.2.6. Industry and corporate outreach
 - 2.2.7. NUML faculty, officers, and officials traveling on official assignment

3. Definitions

- 3.1. **Outbound Visit:** Any official trip undertaken by NUML representatives to an external institution or organization.
- 3.2. **Delegation:** A formally approved group representing NUML.
- 3.3. **Host Institution:** The receiving university or organization.
- 3.4. **NILO:** National & International Linkages Office, NUML, responsible for coordination and facilitation of outbound visits.

4. Roles and Responsibilities

4.1 Rector / DG

- 4.1.1. Final approval of high-level national and international visits
- 4.1.2. Approval of delegation composition

4.2 Director, NILO

- 4.2.1. Recommends outbound visits aligned with NUML strategy
- 4.2.2. Ensures institutional coordination and compliance
- 4.2.3. Liaises with Rector / DG Office and external partners

4.3 Manager International Linkages & Manager Coordination, NILO

- 4.3.1. Coordinates planning, documentation, and approvals
- 4.3.2. Oversee travel logistics and compliance
- 4.3.3. Ensures reporting and follow-up

4.4 Delegation Members

- 4.4.1. The official representatives of NUML during the visit ensure discipline, follow protocol, and work toward achieving the set objectives.
- 4.4.2. Participate in approved activities only
- 4.4.3. Support achievement of visit objectives and follow-up actions
- 4.4.4. After the visit, a report will be submitted to NILO.

5. Categories of Outbound Visits

- 5.1. National Academic & Institutional Visits
- 5.2. International Academic & Research Visits
- 5.3. MoU / MoA Negotiation & Signing Visits
- 5.4. Conference / Seminar / Workshop Participation
- 5.5. Government / Embassy Engagements
- 5.6. Industry & Corporate Outreach Visits
- 5.7. Benchmarking & Capacity-Building Visits

6. Procedure

6.1 STEP 1: Initiation of Visit

6.1.1. Outbound visits may be initiated through:

- 6.1.1.1. NILO proposal
- 6.1.1.2. Invitation from host institution
- 6.1.1.3. Academic department request
- 6.1.1.4. Direction from Rector / DG / Pro-Rector

6.1.2. Mandatory Information Required:

- 6.1.2.1. Purpose and objectives
- 6.1.2.2. Proposed destination(s) and host institution(s)

- 6.1.2.3. Proposed dates and duration
- 6.1.2.4. Delegation members (names, designations, roles)
- 6.1.2.5. Expected outcomes and benefits to NUML
- 6.1.2.6. Estimated budget and funding source

Reference: Annexure–A: Outbound Visit Request Form

6.2 STEP 2: Submission & Approval

6.2.1. All outbound visit requests are submitted to NILO for evaluation of:

- 6.2.1.1. Strategic relevance: Alignment of the proposed visit with institutional goals and strategic priorities.
- 6.2.1.2. Budget availability: Verification of available funds to support the proposed visit without affecting other financial commitments.
- 6.2.1.3. Institutional impact: Assessment of the potential benefits and outcomes of the visit for the institution.

6.2.2. Approval Process:

- 6.2.2.1. All outbound visits require approval from Rector
- 6.2.2.2. Written approval must be obtained before any travel commitment

Reference: Annexure–B: Outbound Visit Approval & Authority

6.3 STEP 3: Pre-Visit Planning & Coordination

Once approved, NILO coordinates all logistical, academic, and protocol arrangements.

6.3.1. Activities Include:

- 6.3.1.1. Issuance of official nomination / authorization letters
- 6.3.1.2. Coordination with host institution for agenda, meetings, and MoU/MoA signing.
- 6.3.1.3. Visa support and travel/accommodation arrangements
- 6.3.1.4. Preparation of institutional briefs, talking points, and draft agreements
- 6.3.1.5. Ensuring compliance with NUML travel rules and HEC / government guidelines

Reference: Annexure–C: Pre-Visit Planning Checklist

6.4 STEP 4: Financial & Administrative Arrangements

Financial and administrative arrangements are handled according to NUML rules.

6.4.1. Activities Include:

- 6.4.1.1. Identification of funding source
- 6.4.1.2. Travel advances and Daily Allowance (DA/TA) processing
- 6.4.1.3. Insurance and medical clearance (if applicable)

Reference: Annexure–D: Financial & Administrative Authorization Form

6.5 STEP 5: Conduct During Visit

Delegation members are expected to represent NUML professionally and follow protocol.

6.5.1. Key Responsibilities:

- 6.5.1.1. Represent NUML professionally, ethically, and diplomatically.
- 6.5.1.2. Follow the approved agenda strictly.
- 6.5.1.3. Respect host country/institution laws and cultural norms.
- 6.5.1.4. Avoid commitments or agreements beyond approved mandate without prior written approval.
- 6.5.1.5. Maintain records and documentation of meetings, agreements, or discussions.

6.6 STEP 6: Post-Visit Reporting & Follow-Up

Within **7 working days**, a report to NILO should be submitted documenting outcomes and recommendations.

6.6.1. NILO Responsibilities:

- 6.6.1.1. Share report with Rector / DG Office and stakeholders
- 6.6.1.2. Initiate follow-up actions
- 6.6.1.3. Update records and databases

Reference: Annexure–E: Post-Visit Report Template

6.8 STEP 8: Records & Documentation

NILO maintains centralized records for institutional memory, audits, and reporting.

6.8.1. Records Maintained:

- 6.8.1.1. Approved visit requests
- 6.8.1.2. Nomination/authorization letters
- 6.8.1.3. Travel documents and receipts
- 6.8.1.4. Visit reports
- 6.8.1.5. Financial settlements
- 6.8.1.6. MoUs/MoAs and correspondence

Reference: Annexure–F: Outbound Visit Record & Archive Register

6.9 STEP 9: Confidentiality & Ethics

Sensitive or high-level visits require strict confidentiality and adherence to ethical standards.

6.9.1. Delegation Members Must:

- 6.9.1.1.Maintain confidentiality of all sensitive information
- 6.9.1.2.Avoid conflict of interest
- 6.9.1.3.Represent NUML professionally and ethically

Reference: Annexure -G: Confidentiality & Ethics Undertaking

6.10 STEP 10: Review & Continuous Improvement

The SOP shall be reviewed every **2 years** or earlier if policy changes occur.

- Updates will align with HEC and Government guidelines
- SOP improvements will be implemented based on lessons learned from previous visits

7. Effective Date

This SOP is effective from the date of approval by the **competent authority of NUML.**

Annexures:

Annexure–A: Outbound Visit Request Form

1. Visiting Delegation / Department:

- Name of Delegation Leader:
- Designation:
- Department / Office:
- Email / Contact:

2. Purpose of Visit (Brief Description):

3. Proposed Destination(s) & Host Institution(s):

- Country / City:
- Institution / Organization:
- Contact Person / Email / Phone:

4. Proposed Dates & Duration:

- Start Date:
- End Date:
- Total Duration:

5. Delegation Members (Including Leader):

Sr. No.	Name	Designation	Department / Office	Role in Visit	Nationality
1					
2					

6. Expected Outcomes:

- Academic Discussion
 MoU / MoA Signing
 Conference Participation
 Benchmarking
 Industry Engagement
 Other: _____

7. Estimated Budget & Funding Source:

- Total Estimated Cost:
- Funding Source:

8. Special Requirements (If Any):

- Visa Support
 Travel / Accommodation
 Security Clearance
 Media Coverage
 Other: _____

Submitted By:

Name: _____

Designation: _____

Date: _____

Annexure–B: Outbound Visit Approval & Authority

Section A – Applicant Details

Field	Details
Name of Applicant	
Department / Unit	
Position / Designation	
Contact Information	
Proposed Travel Dates	
Destination / Institution	
Purpose of Visit	

Section B – Request Details

Field	Description
Strategic Relevance	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Comments:
Budget Availability	<input type="checkbox"/> Available <input type="checkbox"/> Not Available Comments:
Institutional Impact	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low Comments:

Section C – NILO Evaluation

Field	Evaluation / Comments	Recommendation
Strategic Alignment		<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend
Budget Feasibility		<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend
Institutional Benefit		<input type="checkbox"/> Recommend <input type="checkbox"/> Do Not Recommend
Overall Recommendation		<input type="checkbox"/> Approve <input type="checkbox"/> Reject

Evaluator Name & Signature: _____

Date: _____

Section D – Approval by Rector

Field	Decision / Comments
Approved / Rejected	<input type="checkbox"/> Approved <input type="checkbox"/> Rejected
Conditions / Remarks	
Approval Authority Name & Signature	
Date	

Section E – Confirmation by Applicant

I confirm that I will proceed with the travel only after receiving written approval and will comply with all institutional policies.

Applicant Signature: _____

Date: _____

Note: No outbound visit shall proceed without written approval.

Annexure–C: Pre-Visit Planning Checklist

Task	Completed (✓)
Outbound Visit request submitted	
Approval obtained from Competent Authority	
Delegation leader and members nominated	
Official nomination / authorization letters issued	
Host institution / organization contacted	
Visit agenda finalized	
Meetings, MoU / MoA signings coordinated	
Visa / travel support arranged (if applicable)	
Accommodation booked (if applicable)	
Institutional briefs and talking points prepared	
Draft MoUs / MoAs prepared (if applicable)	
Compliance with NUML travel and HEC guidelines ensured	

Annexure–D: Financial & Administrative Authorization Form

Item	Details / Amount	Approved By
Estimated Travel Cost	Rs. _____	Rector
Accommodation & Meals	Rs. _____	Rector
Daily Allowance (DA/TA)	Rs. _____	Rector
Visa / Insurance (if applicable)	Rs. _____	Rector

Total Estimated Cost	Rs. _____	Rector
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Annexure–E: Post-Visit Report Template

NUML Outbound Visit Report

1. Delegation / Department: _____
2. Visit Dates & Duration: _____
3. Destination(s) & Host Institution(s): _____
4. Delegation Members (Names & Designations): _____
5. Purpose & Objectives of Visit: _____
6. Activities Conducted:

7. Outcomes Achieved (Agreements, MoUs, Learnings):

8. Recommendations / Next Steps:

9. Challenges / Issues Faced:

Prepared By: _____

Designation: _____

Date: _____

Annexure–F: Outbound Visit Record & Archive Register

Sr. No.	Date of Approval	Delegation Leader	Destination / Host	Type of Visit	Approval Authority	Report Submitted (Y/N)	Follow-Up Completed (Y/N)

Annexure–G: Confidentiality & Ethics Undertaking

I, _____, as a member of the NUML outbound delegation, acknowledge that during the visit I may have access to sensitive or confidential information. I undertake to:

1. Maintain confidentiality of all information accessed during the visit.
2. Follow NUML, host institution, and government protocols.
3. Avoid conflict of interest and unauthorized commitments.
4. Represent NUML professionally and ethically at all times.

Name: _____

Designation: _____

Signature: _____

Date: _____