



**DEPARTMENT OF ENVIRONMENTAL QUALITY
POLICY AND PROCEDURES**

SUBJECT: SPEAKING AT CONFERENCES

Number: 01-002

Date: September 16, 1996

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ISSUE:

Department employees receive many invitations to speak at conferences related to their program areas. Such presentations by Department employees have the potential to serve as significant education, outreach, or communication tools for the Department.

However, such presentations may also require significant amounts of employee time and divert employee efforts away from other priorities. In addition, some conferences at which employees are asked to speak may be profit-making activities for the sponsor(s) or appear to be planned primarily as a client-development event for the sponsor(s).

DEFINITIONS:

None.

POLICY:

The Department supports making appropriate use of employee opportunities to speak at program-related conferences. The Department's interest in education, outreach, and communication must be balanced with the Department's need to manage other priorities and to avoid state employee participation in events sponsored for profit. In recognition of this, Department policy regarding employees speaking at conferences is as follows:

1. Employee participation as a conference speaker, panelist, or planner is limited to those events sponsored by non-profit entities except as noted in Items 3 and 4. Examples of non-profit entities may include:
 - A. trade associations;
 - B. professional associations;
 - C. local government associations;
 - D. service clubs;
 - E. non-profit organizations, including environmental groups.
2. An employee is not permitted to participate as a speaker, panelist, or planner at a conference sponsored by private, for-profit entities (cf. memorandum from Lucille Taylor, Governor's Legal Counsel, dated 4/25/94). An exception to this policy may be granted only by the Governor's Deputy Chief of Staff.
3. An employee is not permitted to participate as a speaker, panelist, or planner at a conference sponsored by a non-profit entity such as the ones described in Item 1 which appears to be primarily for the purpose of client or member development. An exception to this policy may be granted by the Deputy Director for Operations in an instance where employee participation in the event will provide the Department with valuable information that cannot be obtained in another manner.

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POLICY:, cont.

4. An employee is not permitted to participate as a speaker, panelist, or planner at a conference sponsored by a non-profit entity such as the ones described in Item 1 which appears to be for the primary purpose of fund-raising (e.g., the registration and materials fees appear to significantly exceed the cost associated with conducting the meeting). An exception to this policy may be granted by the Deputy Director for Operations in an instance where employee participation in the event will provide the Department with valuable information that cannot be obtained in another manner.

PROCEDURE:

Responsibility

Action

Division Chief

1. Approves employee participation in conferences meeting Item 1 in the policy criteria, or establishes division procedure for management review and approval of employee participation.
2. Forwards requests for exceptions in Items 2 - 4 in the policy criteria to Deputy Director for Operations, as appropriate, along with a written explanation of why the exception is necessary.

Deputy Director for Operations
Operations

3. Makes decision on requests for exceptions to Items 3 and 4 in the policy criteria.
4. Evaluates and forwards requests for exceptions to Item 2 in the policy criteria to Governor's Deputy Chief of Staff, as appropriate.

Approved: _____ Date: _____