

Embassy Relations Policy

G-XX

LONG TITLE	A Policy Outlining CUSA's Relationship with Foreign Embassies	DATE OF ENACTMENT	30 June 2025
		LAST AMENDED	30 June 2025
REFERENCE No.	G-XX	NEXT REVIEW	June 2027
CATEGORY	Governance	COMPETENT CHAMBER	Council, Board

MANDATE

To outline the mandate of CUSA's external collaboration with embassies and diplomatic missions.

INTERPRETATION

1. This Policy may be called the *Embassy Relations Policy*.
2. In this Policy, the following definitions shall apply:
 - a) **Embassy:** refers to official diplomatic missions sent on behalf of the host country to Canada
 - b) **Memorandum of Understanding (MoU):** refers to the legal framework which governs the objectives, scope, confidentiality, and coordination of collaboration opportunities between CUSA and the respective Embassy
 - c) **Opportunity Hub:** refers to the section of CUSA's website dedicated to posting about external opportunities open to undergraduate students
 - d) **Participants:** refers to the Embassy staff, student participants in programs, and CUSA
 - e) **Non-Pecuniary** refers to any collaboration between parties with the explicit intent of requiring no exchange of funds or capital

POLICY ADMINISTRATION

3. The President and Vice President, Student Issues carry the responsibility for the administration and implementation of this policy.

PURPOSE

4. CUSA engages in partnerships with Embassies for the explicit purpose of:
 - a. Fostering volunteer and job opportunities for students in the wider community;
 - b. Providing students with valuable experience in international relations, culture, and diplomacy;

- c. Promoting the culture and traditions of the host country on Carleton's campus;
- d. Creating opportunities for further collaboration between CUSA and the wider Ottawa community.

ADMINISTRATION

- 5.** All formal partnerships with a respective Embassy must be clearly outlined through a Memorandum of Understanding (MoU), the template of which is provided in APPENDIX I and should be used for all future MoUs
- 6.** Any MoU must provide a clear outline of the organization's scope, objectives, monitoring, and outcomes of collaboration between partners.
- 7.** MoUs shall remain in effect for up to one calendar year, after which the Memorandum shall be renewed by mutual agreement or otherwise terminated subject to two months notice
 - a. Students shall be permitted to keep their volunteer or job placement past the termination date
- 8.** The President and the Vice President Student Issues shall be the primary signatories on behalf of CUSA
- 9.** Any MoU does not imply an explicit commitment of funds on behalf of Participants, and all partnerships shall be non-pecuniary in nature
- 10.** Any MoU commits Participants to negotiate in good faith should any dispute arise
- 11.** An internal review committee, composed of the President, the Vice President Student Issues, and staff shall review existing MoUs on an annual basis
- 12.** Any volunteer or job posting provided as part of the MoU shall be made available on CUSA's Opportunity Hub and CUSA's social media pages

Appendix I: Sample Memorandum

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION (CUSA)
OTTAWA, ONTARIO
AND
THE EMBASSY OF _____ IN CANADA
OTTAWA, ONTARIO

This Memorandum of Understanding ("MoU") is entered into and becomes effective as of this ___ day of ____ 202_ ("Effective Date") between the Carleton University Students' Association (hereinafter referred to as "CUSA") and the Embassy of _____ in Canada (hereinafter referred to as "the Embassy") collectively referred to as "the Participants."

WHEREAS CUSA is a duly constituted Not-For-Profit Corporation and the Embassy is a diplomatic representation of the Government of _____ responsible, among other functions, for promoting friendly relations between the _____ and Canada as well as developing their academic, economic, cultural, and scientific relations;

INTERESTED in establishing and promoting cooperation, community service learning, and the development of educational projects within the respective competencies of the Participants;

CONSIDERING that the _____ of the Embassy of the _____ prioritizes establishing and promoting educational cooperation relations;

CONSIDERING that CUSA is a Not-For-Profit Corporation focused on the training and development of individuals;

CONSIDERING that the Participants recognize the importance of continuous collaboration in community development and learning through volunteer work;

THEREFORE, the Participants intend to:

CLAUSE I

Objective

The objective of this MoU is to establish a framework of collaboration between the Participants to create a cooperative relationship between the _____ and CUSA. This cooperation aims to facilitate a volunteer program in which students will volunteer at the Embassy. The program is designed to provide participating students with practical experience in international relations, cultural and diplomacy.

CLAUSE II

Scope of Collaboration

To achieve the purpose defined in Clause I, the Participants, to the best of their abilities and at their sole discretion, intend to:

1. The Embassy will provide volunteer opportunities in various departments, allowing students to gain experience in areas such as educational affairs, cultural promotion, administration, economic affairs, and consular services.
2. The Embassy and CUSA will provide further opportunities to collaborate on events, with a particular focus on highlighting the cultures and traditions of the student community, and that country of which the Embassy represents.
3. CUSA will coordinate with the Embassy to recruit suitable candidates for the program.
4. The Embassy will provide an orientation session and training on expectations and responsibilities for all volunteers before the start of their duties.
5. The volunteer period will be defined based on the Embassy's needs and students' availability, generally ranging from three to six months.

CLAUSE III

Confidentiality

The Participants commit to respecting the confidentiality of all personally identifiable information ("Personal Information") that may be shared or accessed as a result of activities under this MoU and will take all necessary measures to protect such information against unauthorized access, use, disclosure, or destruction.

Personal Information that may be collected, accessed, shared, and used by CUSA during the volunteer work will be subject to applicable national research ethics processes and requirements.

The Embassy agrees and understands that information related to student evaluation is personal in nature and commits to maintaining the confidentiality of such information.

CLAUSE IV

Notifications and Contact Information

For the purposes of this MoU, the Embassy designates its address as:

CUSA designates its address as: 401 Nideyinàn, 1125 Colonel By Drive, Ottawa, ON K1S 5B6. Email: cusa@cusaonline.ca Phone: (613) 520-6688

Each Party will notify the other within five calendar days of any address, phone number, or email change.

CLAUSE V

Coordination and Monitoring Mechanism

To achieve the objective of this MoU, each Participant may designate a responsible representative. The representatives may meet as deemed appropriate to discuss any aspect of the work performed under this instrument.

The Embassy designates the _____.

CUSA designates the CUSA Vice President Student Issues as coordinator of this instrument.

CLAUSE VI

Privileges and Immunities

Nothing in this MoU constitutes or shall be construed as an explicit or implicit waiver of the rights, privileges, and immunities granted to the Embassy, its properties, archives, and diplomatic officials under the Vienna Convention on Diplomatic Relations, bilateral treaties binding the _____ and Canada, and national laws; nor does it imply under any circumstances the existence of an employment relationship between the Embassy and/or its employees and CUSA and/or its employees. To the extent that the provisions of this Agreement conflict with the provisions of the Convention, the terms of

the Convention shall prevail and nullify any contrary stipulation. This MoU does not constitute a commitment of funds by either CUSA or the Embassy.

CLAUSE VII

Dispute Resolution

The Participants will negotiate in good faith to resolve and settle any disputes arising from the interpretation or application of this MoU by mutual written agreement.

CLAUSE VIII

Final Provisions

This MoU will be applicable from the date of its signature and will remain in effect until April 30th, 2025 or until one of the Participants decides to terminate the MoU by providing no less than two (2) months written notice. If any student is participating in volunteer work that is to continue after the termination date, the Embassy commits to allowing the students to complete the volunteer work subject to the conditions of this Agreement, which will remain in effect until the completion of such Practicum.

This MoU may be modified by mutual written agreement specifying the effective date.

The duly authorized Participants have executed this instrument in its English and _____ versions, both texts being equally valid.

Ottawa, Ontario this ___ day of ____ 202_.

FOR THE EMBASSY OF THE _____ IN CANADA _____ Ambassador	FOR THE CARLETON UNIVERSITY STUDENTS' ASSOCIATION _____ Vice President Student Issues
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