

Protocol on the hosting of intercollegiate committee meetings

1. The Bursars' Committee have been asked to clarify the protocol for the mutual sharing of costs and organisation of intercollegiate meetings. It is now invited to agree the terms of the following protocol.
2. The Colleges endeavour to share good practice in a number of operational areas (in addition to the key intercollegiate committees that exist to develop intercollegiate relations and policies – i.e. the Colleges' Committee, the Admissions Forum, Bursars' Committee and the Senior Tutors' Committee). The Colleges recognise the importance and usefulness of these collaborative networks.
3. Where an intercollegiate committee or network includes the majority of the Cambridge Colleges,¹ the Bursars' Committee agree that the costs of supporting the committee or network in meeting up on a regular basis should be met by the Colleges on the following basis:
 - a. For each meeting, a College is nominated to host a meeting of the committee or network, and shall take responsibility for arranging and paying for the associated hospitality costs;
 - b. The next College to be nominated to host a meeting is confirmed at each meeting of the committee or network and will normally be the next member College in alphabetical order (excluding the Theological Colleges);
 - c. Refreshments for any meeting should be proportionate to the length and timing of the meeting: in most cases, it is expected that tea, coffee, water and other soft drinks accessible by the College will be provide, along with biscuits, should suffice.
4. The Annex overleaf endeavours to list all intercollegiate committees, and indicates to which of these the protocol does **not** apply. Additions to this register should be communicated to the Office of Intercollegiate Services, which will report regularly to the Bursars' Committee on the register.

¹ A meeting including all of the undergraduate Colleges (i.e. excluding the two graduate Colleges and/or the Theological Colleges) would qualify under this protocol. Meetings of smaller consortia of Colleges (for general or specific purposes) would not qualify, but those consortia may choose to adopt these protocols. Meetings of the Sub-Committees of intercollegiate committees would generally not qualify under this protocol.

ANNEX: Register of intercollegiate committees

Those marked with an asterisk do not currently apply the protocol of hosting intercollegiate meetings: in most cases, the meeting is hosted by the University.

Bursars' Committee	
Colleges' Committee	
Senior Tutors' Committee	
Graduate Tutors' Committee	
Admissions Forum	
ANUK – Peer to Peer verification team	
Buildings Committee (Clerk of Works Committee)	
Catering Managers' Committee	
College Communications Group	
College Development Directors Committee/ Cambridge Colleges' Development Group	
College IT Managers Group	
Conference Office Managers Committee	
Fees and Funding Forum	
Health and Safety Forum	
HR Forum	
Head Porters Group	
Housekeepers Group	
Librarians Group	
Nurses Group	

¹ Hosted by the Chair of the Colleges' Committee in his or her College

² Hosted by the University