



STANDARD OPERATING PROCEDURE (SOP)

For

ENGAGEMENT WITH EMBASSIES AND DIPLOMATIC MISSIONS



1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a structured and standardized process for engagement with foreign embassies, high commissions, and diplomatic missions in Pakistan. The engagement aims to strengthen NUML’s international cooperation, promote academic collaboration, facilitate cultural exchange, and enhance institutional partnerships.

2. Scope

This SOP applies to:

- 2.1. All interactions between NUML and foreign embassies/high commissions in Pakistan.
- 2.2. Engagement activities coordinated by the National International Linkages Office (NILO).
- 2.3. All faculties, departments, and administrative units involved in embassy-related activities.
- 2.4. Diplomatic visits, academic collaborations, cultural initiatives, and joint programs.

3. Objectives

The embassy engagement process aims to:

- 3.1. Strengthen NUML’s international academic partnerships.
- 3.2. Promote language, cultural, and educational cooperation.
- 3.3. Facilitate MoUs / MoAs with foreign universities through embassy support.
- 3.4. Organize academic seminars, cultural events, and diplomatic engagements.
- 3.5. Enhance opportunities for faculty/student exchanges, scholarships, and research collaboration.
- 3.6. Promote NUML as a national center of excellence in languages and international studies.

4. Responsible Offices & Roles

Office / Stakeholder	Key Responsibilities
Rector NUML	Approves official engagements with ambassadors and diplomatic missions. Provides strategic direction for international collaboration.

National & International Linkages Office (NILO)	Acts as the focal office for embassy engagement. Coordinates communication, diplomatic visits, academic collaborations, and MoU facilitation. Maintains records of embassy interactions.
Administration Office/ Security Office/Media Personal (if applicable)	Coordinates diplomatic protocol, official reception, and logistics for ambassadorial visits.
Dean of Faculty	Identifies academic collaboration opportunities with embassy-supported institutions and cultural programs.
Head of Department (HoD)	Coordinates academic activities such as seminars, language initiatives, or faculty collaboration with embassy-supported institutions.
Embassy / High Commission	Facilitates academic partnerships, scholarship information, cultural programs, and institutional collaboration opportunities.

5. Types of Embassy Engagement

Embassy engagement may include:

5.1. Diplomatic Visits

- 5.1.1. Courtesy calls between ambassadors and university leadership
- 5.1.2. Official embassy visits to NUML campus
- 5.1.3. Cultural and academic delegation visits

5.2 Academic Collaboration

- 5.2.1. Facilitation of partnerships with universities in the embassy's country
- 5.2.2. Support for faculty and student exchange programs
- 5.2.3. Joint academic seminars, conferences, or lectures

5.3 Cultural and Language Promotion

- 5.3.1. Cultural events and festivals
- 5.3.2. Language promotion programs
- 5.3.3. Guest lectures by diplomats or scholars

5.4 Scholarships and Education Opportunities

- 5.4.1. Information sessions on scholarships

5.4.2. Student mobility programs

5.4.3. Research collaboration opportunities

6. Procedure for Embassy Engagement

6.1 Initiation of Engagement

Responsibility: **NILO**

Embassy engagement may be initiated through:

6.1.1. Embassy outreach to NUML

6.1.2. NUML invitation to embassy representatives

6.1.3. Recommendations from Rector's Office

6.1.4. Academic collaboration opportunities identified by NILO

NILO verifies the purpose and alignment of the engagement with NUML's academic priorities.

Annexure-B: Embassy Engagement Request Form

6.2 Internal Coordination

Responsibility: **NILO + Relevant Departments**

6.2.1. NILO consults with the relevant faculty/department regarding the proposed engagement.

6.2.2. Identify potential areas of collaboration (language programs, research, exchange programs).

6.2.3. Prepare briefing note for Rector's Office.

6.3 Approval by Competent Authority

Responsibility: **NILO**

6.3.1. For high-level diplomatic engagements, NILO prepares an **official note for approval** including:

- Embassy name

- Purpose of engagement
- Proposed activities
- Participants
- Expected outcomes

6.3.2. Engagement proceeds only after approval by the **Rector NUML**.

6.4 Coordination of Visit / Meeting

Responsibility: **NILO + Administration Office/ Security Office/Media Office + Relevant Departments**

6.4.1. Activities may include:

- i. Scheduling meetings with Rector or university leadership by NILO office
- ii. Preparing briefing documents and talking points by NILO office
- iii. Arranging campus visit or academic sessions in collaboration with all responsible.
- iv. Organizing cultural or academic events in collaboration with all responsible.

Annexure-C: Diplomatic Visit Briefing Template (For Rector)

6.5 Conduct of Engagement

Responsibility: **NILO + University Leadership**

6.5.1. During the visit or meeting:

- i. Diplomatic protocol is observed
- ii. Areas of academic cooperation are discussed
- iii. Potential partnerships or MoU opportunities are explored
- iv. And others

6.6 Documentation and Follow-Up

Responsibility: **NILO**

6.6.1. After the engagement:

- i. Prepare official meeting minutes or visit summary

- ii. Share follow-up communication with the embassy
- iii. Initiate collaboration actions such as:
 - a. MoU development
 - b. Exchange program discussions
 - c. Academic events and others

Annexure-D: Embassy Visit Report Template

6.7 Reporting and Record Maintenance

Responsibility: **NILO**

6.7.1. NILO will maintain:

- i. Database of embassy engagements
- ii. Records of visits and meetings
- iii. Outcomes and collaborations generated

6.7.2. These records will contribute to the annual internationalization report of NUML.

7. Monitoring and Evaluation

NILO evaluates embassy engagements based on:

- i. Number of diplomatic visits
- ii. Academic collaborations initiated
- iii. MoUs signed
- iv. Exchange programs facilitated
- v. Scholarships or opportunities created
- vi. And others

8. Review

This SOP shall be reviewed periodically by **NILO in consultation with the Rector's Office** to ensure alignment with NUML's internationalization strategy.

9. Effective Date

This SOP shall come into effect upon approval by the **Competent Authority of NUML**.

ANNEXURES

Annexure – A

Embassy Engagement Process Flowchart



Annexure – B

Embassy Engagement Request Form

Requesting Department / Office

Department: _____

Contact Person: _____

Designation: _____

Email / Phone: _____

Embassy Details

Embassy / High Commission: _____

Country: _____

Type of Engagement

- Ambassador Courtesy Visit
- Academic Collaboration Meeting
- Cultural Event
- Seminar / Lecture
- Scholarship Session

Other: _____

Purpose of Engagement

Proposed Date

Expected Participants

Department Head/Dean Approval

Name: _____

Signature: _____

Date: _____

Annexure – C

Diplomatic Visit Briefing Template (For Rector)

Embassy / Diplomatic Mission

Country: _____

Ambassador / Representative: _____

Purpose of Visit

Background

Brief overview of the embassy and previous engagements with NUML.

Proposed Discussion Points

1. Academic collaboration
2. Language and cultural programs
3. Student exchange opportunities
4. Scholarships
5. Institutional partnerships
6. And Others

Potential Outcomes

- i. MoU development
- ii. Academic events
- iii. Exchange programs
- iv. Research collaboration
- v. And others

Annexure – D

Embassy Visit Report Template

Embassy Visit Details

Embassy: _____

Country: _____

Date of Visit: _____

Location: _____

Participants

List NUML and embassy representatives.

Summary of Discussions

Outcomes

- i. Potential collaborations
- ii. Academic initiatives

iii. Future engagements

Follow-up Actions

Action	Responsible Office	Timeline

Prepared by

Name: _____

Designation: _____

Office: NILO

Signature: _____

Date: _____