**The Institute of Ismaili Studies**

Policy on Inviting External Scholars

Background

# Section 26 of the Counter-Terrorism and Security Act 2015 places a duty on certain bodies, in the exercise of their functions, to have “due regard to the need to prevent people from being drawn into terrorism”. In this context, the IIS needs to have a policy and process to ensure that we are compliant with the requirement and, more importantly, minimise the risk of inadvertently inviting a scholar who may express views that may be deemed inappropriate from a PREVENT perspective or one who has affiliations with organisations known to promote or justify extremist ideologies.

# Policy

The Institute of Ismaili Studies will monitor the use of its premises by internal and external users, carefully balancing its duties in respect of protecting students and staff with individual freedom of expression. Visiting speakers will be monitored and appropriate checks will be made as to their background and the content of their papers and presentations as well as their intended presentation at the event. When organising events which could involve individuals with strong views or content that might elicit strong views from the audience, careful consideration will be given as to whether individual speakers are appropriate, and care will be taken to ensure a balanced representation of views is presented.

# Risk Assessment

The following steps will be taken by persons responsible before inviting external speakers to speak at IIS programmes:

* Review online CVs, blogs, video recordings of the relevant speaker, paying careful attention to the themes of their publications, presentations/lectures, and venues where they have spoken in the past to ascertain if there are any indications of their views or affiliations that might be problematic from a PREVENT perspective.
* Consult at least two internal/external scholars/personnel who may know the invited speaker sufficiently well to seek views and assurances about their suitability.
* Submit a request to the Director with a note on the background of the invited speaker and the checks undertaken to seek his consent before extending the invitation.

# Responsibility

The Educational Programmes Manager has the responsibility in the Department of Community Relations to ensure implementation of this policy.

**For all employees at the Aga Khan Centre**

All events held at the AKC premises **to which IIS students are invited or will have access**, including those using online platforms or IIS branding must be conducted in accordance with the IIS Freedom of Speech policy and Academic Freedom policy.

For any such event which involves an external speaker, the risk assessment form, overleaf, **must** be completed and emailed toqa@iis.ac.uk**.**

You **must** complete the following risk assessment form if you answer “Yes” to either of the following two questions. Please keep a copy locally for one calendar year as this may be required for auditing purposes.

1. Does the intended audience for the event include IIS students? Yes/No
2. Will IIS students have access to either the venue for the event or the link to an online event? Yes/No

If you have answered “No” to both of the following questions you do not need to complete the risk assessment on the following page as long as the circumstances resulting in these answers do not change.

In such cases, however, please keep a copy of the above answers locally for one calendar year as this may be required for auditing purposes.

If you have any questions about the above, or if you would like to have a version of the risk assessment form in Word (docx), please contact qa@iis.ac.uk

External Speaker Risk Assessment Forms

Section 1

|  |
| --- |
| Risk Assessment Details  |
| Date of Form Completion |  |
| Person completing risk assessment: Name, Role and Contact Details  |  |
| Event Details  |
| Who is organising the event?e.g., The organisation, department, faculty, staff member |  |
| Contact for the event: Name, Role and Contact Details  |  |
| Planned date of the Event  |  |
| Duration and Timings |  |
| What room at the AKC, other venue, or online platform will the event be held on? |  |
| Topic of the Event  |  |
| Who is the intended audience for the event?(e.g. IIS students, IIS (or other) staff, members of public) |  |
| Where is the event going to be advertised?  |  |

Section 2

For each external speaker at the event, please copy and paste and complete the section below.

|  |  |
| --- | --- |
| Name of the External Speaker |  |
| Please provide any further details about the external speaker which may be relevant to the event. (For example, their job title, their organisation or institution, any associated groups that they are part of (if applicable) and their contribution to the event such as their topic or agenda item) |  |
| Please provide the external speaker's contact details |  |
| Risk Assessment Questions |  |
| 1. Outline any previous events attended by the external speaker that may be a cause for concern. Details should include, content of speeches, sponsors, affiliations and co-hosts of/associated with this person/group?  |  |
| 2. Are you concerned that the external speaker has any connections to threatening, abusive or insulting behaviour? |  |
| 3. Are you concerned that the External Speakers comments during your event may breach the Equality Act 2010? <https://www.gov.uk/guidance/equality-act-2010-guidance>  |  |
| 4. Are you concerned that the external speaker may have previously engaged in or possibly engage in inciting violence or events resulting in violence? |  |
| 5. Have you identified any connections that the External Speaker has to extremism or radicalisation? Including connection to proscribed groups.  |  |
| 6. Have you identified any connections between the External Speaker and criminal behaviour or activities  |  |
| 7. Are there any further areas of concern which you believe need to be considered? |  |