**Long Range Planning Task Force**

**Confidentiality Expectations 2020-2021**

In order to foster an environment of candor and trust, the Long Range Planning Task Force operates in a confidential manner. As a result, members of the LRP TF will not disclose any of the following:

1. Comments made by any participant during LRP TF meetings;
2. Documents provided for discussion
3. The substance of discussions in LRP TF meetings;
4. The topics discussed or scheduled to be discussed at LRP TF meetings; or,
5. Email or other communications between members of the LRP TF concerning the business of the LRP TF[[1]](#footnote-1).

Only the explicit authorization of all LRP TF members present is sufficient to waive confidentiality with respect to a particular matter covered by the foregoing.

The mere fact that a matter otherwise known to the public becomes the subject of discussion in the LRP TF does not prohibit a Task Force member from discussing that matter outside of the Task Force, so long as information from and discussions in the relevant Task Force meeting are not disclosed.

Any participant in a Task Force meeting who is not a member of the Task Force is subject to these same confidentiality rules.

Notwithstanding the above:

* the president, provost and vice president, finance and administration, shall be allowed to discuss LRP TF matters with their chiefs of staff and other senior administrators, necessary to support the work of the LRP TF, in order to fully process the advice and counsel received during LRP TF meetings; and
* The LRP TF will present reports of its work as directed by the President

**By signing below, I hereby acknowledge and agree to adhere to the confidentiality policy for the Long Range Planning Task Force for AY2020-21.**

**Name Signature Date**

1. Task Force members should remember that public records rules apply to UO employees and committees. Thus, even if there is an agreement that e-mails or documents provided at meetings of the LRP TF will not be shared by members, it is possible that someone outside of LRP TF (internal or external to the UO) could submit a public records request for copies of e-mails sent or received by members, copies of handouts provided at the meetings, or other records. [↑](#footnote-ref-1)