



State of New York  
**Executive Chamber**  
Albany 12224

**Kathy Hochul**  
GOVERNOR

**MEMORANDUM**

**TO:** Commissioners/ Heads of State Entities and Executive Chamber

**FROM:** Kathryn Garcia, Director of State Operations and Infrastructure

**CC:** Brian Mahanna, Counsel to the Governor  
Colin Ahern, Chief Cyber Officer  
Jackie Bray, Commissioner of the Division of Homeland Security  
and Emergency Services and Homeland Security Advisor  
Steven James, Superintendent of the New York State Police

**SUBJECT:** Meetings with Foreign Representatives Updated Policy

**DATE:** September 2, 2025

This memorandum establishes a policy for meetings with Foreign Representatives.

This policy applies to all State Entities and employees.

**Purpose:** New York State is committed to being the most open, diverse, and inviting state in America. But we must also be mindful of the threats that accompany being the global center of commerce, culture, and innovation. The purpose of this policy is to ensure that New York State entities and employees are able to effectively conduct business with Foreign Representatives while mitigating the risks posed to our economy and national security by those seeking to acquire sensitive U.S. information, influence U.S. policy, or disrupt U.S. systems and programs. The global threat environment is more diverse and dynamic than ever before and the United States – and therefore New York State – faces sustained and unprecedented challenges to maintaining control of sensitive information, protecting intellectual property, and safeguarding U.S. national and economic security.

This policy does not supersede or replace compliance with statewide travel policies, any federal policies that are or may be applicable to state entities or individual state employees as a result of federal government security clearances, or any other policies.

This policy may be updated from time to time with additional guidance, including concerning specific countries or entities.

## ***Meetings with Foreign Representatives***

### **Definitions**

- “State Entities” is defined as all state executive agencies, non-executive agencies, and state authorities.
- “Foreign Representative” is defined as an individual whom there is reason to believe is or may be:
  - An officer, office holder, employee, member, or agent, full or part time, regardless of rank, of a foreign local government, a foreign national government, a foreign political party, a charity or a non-governmental organization affiliated with a foreign government or foreign political party, or a foreign company not incorporated or registered to do business in the United States; or is acting at the order, direction, request, or control of such an entity.
- “Meeting” is defined as an interaction that is either in-person or via video or telephone between a State Entity and one or more Foreign Representatives as defined above, either in the United States or abroad. This does not include routine interactions that occur in the normal course of the business of a state entity (i.e. a state employee interacting within the scope of their employment with an individual, such as processing that individual’s drivers license application, filing a criminal complaint, providing medical care or treatment, etc.).

### **Roles and Responsibilities**

Heads of State Entities or their designee:

- Issue agency policies, guidelines, and/or directives to implement and ensure compliance by their entities with this policy, including:
  - Appropriate recordkeeping.
  - Appropriate approvals the agency deems necessary of meeting requests when, after review, DHSES identifies no associated security risks.

Division of Homeland Security and Emergency Services (DHSES):

- Ingests and records meeting requests.
- Coordinates with other State entities and Federal agencies to assess security risks.
- Prepares assessments of meeting requests, when appropriate.
- Provides awareness trainings and briefings to State Entities.
- Prepares periodic reports of meeting requests to be shared with the New York State Intelligence Center (NYSIC).

New York State Police (NYSP):

- Supports DHSES’ review of Meeting requests; supports awareness briefings as required.

Executive Chamber:

- Approves or denies meeting requests when there are associated security risks as determined by DHSES.

## *Meetings with Foreign Representatives*

### **Approval Authority**

Meetings will be approved by the authorities designated below balancing state equities and interests, agency resources and missions, and security risks.

Heads of State Entities or their designees shall have approval authority for individual or ongoing meetings in cases where there is no security risk identified to New York State by DHSES. Decisions shall be based on a meeting's or meeting series' adherence to state policies, alignment with agency missions, and impact on agency resources.

The Director of State Operations, or a designee, shall approve individual or ongoing meetings in cases where security risks to New York State are identified by DHSES. In these cases, Heads of State Entities will be notified by DHSES that the meeting request is being elevated to the Executive Chamber per this policy.

### **Meeting Request Procedure for Individual Meetings**

State Entities shall submit individual meeting requests to DHSES as soon as possible once a meeting has been scheduled. Requests shall be submitted no fewer than 7 days before a meeting with a Foreign Representative via email to **meetings@dhSES.ny.gov** using the meeting request template in **Attachment A**.

Requests submitted fewer than 7 days in advance of the meeting must be submitted both to DHSES and directly to the originating authority for this policy.

Meeting participants shall participate in threat awareness briefings provided or facilitated by DHSES if so directed.

### **Meeting Request Procedure for Ongoing Meetings**

State Entities may maintain regular, routine, and/or ongoing meetings with Foreign Representatives. State Entities with existing ongoing meetings with Foreign Representatives shall submit an ongoing meeting request within 30 days of the date of receipt of this policy. State Entities with a new meeting series, or a modification to an existing ongoing meeting series, shall submit an ongoing meeting request no fewer than 14 days before the first meeting. Requests shall be submitted to **meetings@dhSES.ny.gov** using the meeting request template in **Attachment A**. Requests shall be resubmitted at least annually via this policy.

Meeting participants shall participate in threat awareness briefings provided or facilitated by DHSES if so directed.

### **Technology for Electronic Meetings**

Employees of State Entities shall use New York State-provided video conferencing tools when participating in electronic meetings with Foreign Representatives, where possible.

### **Origination**

For purposes of implementation and until otherwise noted by the Director of State Operations and Infrastructure, policy implementation and management has been delegated to Colin Ahern, Chief Cyber Officer at **colin.ahern@exec.ny.gov** and (518) 474-1184.