



STANDARD OPERATING PROCEDURE

SOP CODE ZPO-006-01	SOP TITLE MEMORIAL TREE PLANTING PROCEDURE
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PART 1

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PART 2

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PART 3

Authoriser <hr/> Mr Simon Sammut University Secretary	Date of Issue: 15/01/2025 Date of next revision: 15/01/2029
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PART 4 (To be filled in by OOS, QSU or RSSD)

<input type="checkbox"/> This procedure has been revised and is no longer valid as from: (Write date)	<input type="checkbox"/> Date of NEXT REVISION is extended until: (Max. 4 years)	<input type="checkbox"/> SOP rendered obsolete on: (Write date)
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1. Reason for revision

- 1.1. New SOP

2. Purpose and scope

- 2.1 This procedure aims to provide a clear and structured process for planting trees on university grounds in memory of a loved one. These conditions ensure that memorial trees contribute positively to the campus environment, align with campus planning goals, and offer a meaningful way for individuals to commemorate special persons.

3. Abbreviations and Definitions

- 3.1. UM: University
- 3.2 EFCD: Estates, Facilities and Capital Development Directorate

4. Responsibilities

4.1. Roles and Responsibilities of Donors

- 4.1.1 Donors are requested to submit a formal application with all the information required.
- 4.1.2 They are responsible of covering the amount set which would also include maintenance.
- 4.1.3 Must follow the set template if a commemorative tag is installed.

4.2. Roles and Responsibilities of Precincts Office

- 4.2.1 Responsible of reviewing the applications received.
- 4.2.2 Communicating with Donors.

5. Health and Safety Requirements

- 5.1. N/A

6. Procedure

6.1 Eligibility for Memorial Trees

- 6.1.1 Individuals eligible to be commemorated with a tree include: current students, faculty, staff, alumni, and others closely associated with the university community. Family members, friends, alumni, and other individuals or groups associated with the university may donate funds to plant a tree in memory of a loved one.
- 6.1.2 Only one tree can be planted per individual or group. In case of more than one application for the same individual/group, the tag attached to the tree should indicate all the donors.

6.2 Application Process

6.2.1 Donors must submit a formal request, to the Precincts Office (precincts@um.edu.mt) or via the ticketing system, outlining their proposal for a memorial tree to be planted. Such requests are to be sent to the above address two (2) months before date.

6.2.2 The application will include:

- Details of the individual being commemorated.
- Desired tree species (subject to university approval).
- Preferred planting location (subject to university approval).
- Contact information for the donor(s).

Requests will be reviewed by the University's Precincts Office, and decisions will be communicated to donors by no later than one (1) month before event date.

6.3 Fees and Donations

6.3.1 The donor is responsible for covering the cost of the tree, its planting, and any associated tag. A donation amount will be set based on the tree species, installation costs, and maintenance.

6.4 Memorialization Options

6.4.1 A small, unobtrusive commemorative tag may be installed near the base of the tree. The tag will conform to university standards regarding size, material, and design as agreed to with the Precincts Office. A template will be provided to guide the applicants accordingly (Appendix 1).

6.4.2 Tags should include the name of the individual being commemorated and optional short wording (e.g., dates or a brief phrase) approved by the university. Tags must not detract from the overall landscape design and must meet safety and durability standards.

6.5 Site Selection and Approval

6.5.1 The university will designate a specific site for memorial tree planting, in alignment with its landscaping plan and environmental goals. Applicants will have their tree planted in this pre-selected location. This ensures that the placement of the trees enhances the overall campus landscape and meets aesthetic, ecological, and infrastructure requirements.

6.5.2 Tree placement will be determined based on factors such as soil conditions, sunlight, proximity to buildings, pedestrian traffic, and overall landscape design.

6.6 Species Selection

6.6.1 Only tree species that are native or well-adapted to the local climate and conditions will be considered. The university's arborist or landscape team will provide a list of approved species. This ensures that the trees thrive in the environment and contribute to the biodiversity of the campus.

6.6.2 Species selected should require minimal irrigation and maintenance to align with the university's sustainability initiatives.

6.7 Planting and Maintenance

6.7.1 Tree planting will typically take place during optimal planting seasons (spring or fall), when the weather conditions are favourable for the health and growth of trees.

6.7.2 The university will take responsibility for the long-term care and maintenance of the trees, which includes watering, pruning, and pest management. However, no guarantee can be made regarding the lifespan of the tree. Should a tree die or need to be removed due to disease or other factors as determined by the University administration, it may only be replaced at the discretion of the Precincts Office. In such a case the donor will be informed of the replanting.

6.8 University Rights and Responsibilities

6.8.1 Tree Removal or Relocation: In the event that a tree needs to be removed due to construction, disease, or safety concerns, the university will make reasonable efforts to inform the donor. However, the university reserves the right to remove or relocate trees as necessary.

6.8.2 The university cannot be held liable for the natural death of trees or damage caused by environmental factors, construction, or other campus activities.

7. References

7.1. N/A

8. List of Appendices

8.1. Appendix 1: Tag Template

Appendix 1: Tag Template:

