International Mobility (Staff) Policy

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1.0 Scope

1.1 Being international is an intrinsic part of the University of Bristol’s operation and ambition. This guidance has been written to:

- Help members of staff and their manager’s plan effectively when working abroad.
- Mitigate the risk to the health and safety of staff working or researching abroad.
- Ensure that any risks to the University’s insurance obligations or future legal position are mitigated.

1.2 This policy does not apply to individuals coming to work in the UK from abroad.

1.3 Guidance relating to student international mobility is available on the International Office website.

1.4 This policy has been developed with the intention that it can be scaled up and down depending on individual circumstances. Both individual staff members and their appropriate manager should be able to make a judgement using this policy to define what aspects of the policy are applicable and may need more in depth consideration. Indicative travel scenarios have been provided at appendix 2.

2.0 HMRC Definitions of Working Abroad

2.1 Official Business - Travelling on official business trips for less than 1 month for activities such as conferences, meetings, attending seminars & lectures, whereby you are representing the University of Bristol.

2.2 Unofficial Business - Travel where the host organisation invites you to attend an event and pay for your travel and you are not formally representing the University of Bristol.

Consideration should be given to the activity and whether this is considered personal or perceived representation on behalf of the University of Bristol by the host. If the latter, then staff are acting in the interests of the institution carry the normal expectations of their role and would need to give full consideration to this policy. Equally line managers retain their duty of care for staff travelling or working abroad.

2.3 Short Term Assignment - Assignments that usually last between 1 – 12 months.

Full consideration should be given to this policy, although the amount of planning time may be greatly reduced depending on the destination, duration and nature of work.

2.4 Long Term Assignment - Assignments that usually last 12 months or more.

Full consideration should be given to this policy and as a minimum an annual review should take place to establish whether any tax, social security, insurance, employment rights and visa issues have emerged or require further consideration because of the length of engagement.
3.0 The Importance of Planning

3.1 Overseas initiatives can lead to increased risks and costs to both the member of staff and to the University if not planned properly, for example, disputes with collaborative partners, legal challenge from staff and students, regulatory action from overseas authorities and reputational damage to an institution’s global brand.

3.2 Staff who are due to work abroad should identify a colleague of appropriate seniority who will work with them to ensure that risks have been properly assessed and that there is sufficient budget to meet related costs including, but not limited to, financial advice, additional insurance and personal expenses. The senior colleague will act as the primary point of contact should the individual have any concerns or questions for the duration of their work overseas.

3.3 Throughout this guidance document the individual working abroad will be referred to as member of staff. The senior colleague should usually be a line manager, head of school or an individual with responsibility for supervising the member of staff.

3.4 The term overseas typically encompasses, although not exclusively, staff working in foreign universities, either off or on campus, carrying out research; attending seminars or conferences abroad.

3.5 Staff are encouraged to view the latest travel advice for countries at www.gov.uk/foreign-travel-advice. This essential travel information is regularly updated and can rapidly change.

3.6 This policy should be read in conjunction with the:

- Outside work policy
- Travel and subsistence policy
- University’s insurance webpage
- Working offsite health and safety guidance
- Anti-corruption and bribery webpages

4.0 Employment Rights

4.1 Staff working overseas may gain or lose employment rights based on the legislation of the country they are working in and their individual personal circumstances. Staff should familiarise themselves with information which can be found on the gov.uk website.

4.2 Some countries require foreign organisations and/or workers to establish a subsidiary organisation in order to provide a service or trade. This is likely to require planning, consultation, time and money, which may make the work unviable.

5.0 Working Permissions

5.1 Passports
Staff are responsible for making sure that their passports are valid for the duration of their time working abroad.
5.2 The UK Government provide UK citizens with comprehensive online advice and guidance with regard to passport requirements and it is recommended that staff familiarise themselves with this guidance before planning work abroad. Similarly, it is recommended that individuals who are not UK citizens check their home country’s website for appropriate guidance.

5.3 Individuals may wish to consider applying for a second passport in order to avoid delays relating to multiple visa applications or when visiting countries that are politically incompatible.

5.4 **Visas**

Staff should check whether visas are required for their nationality in destination countries and are responsible for arranging their own visas.

5.5 The University’s appointed travel-management company can assist staff in obtaining visas if given sufficient notice (not less than four weeks). Institutions should also consider any immigration or visa requirements which must be satisfied for employees, and their families, to travel and work overseas. The process involved in applying for clearance can be time-consuming, with obstacles commonly arising along the way, and its success will depend up the nature of the assignment and the employee’s personal and family circumstances. Starting this process as early as possible, and seeking expert support in completing the relevant paperwork, can assist in ensuring its successful and timely completion. For example all visitors conducting teaching activities in China are required to obtain a ‘Foreign Expert Work Permit’.

6.0 **Insurance**

6.1 The member of staff and senior colleague are advised to contact the Insurance Officer at the earliest opportunity to check whether adequate insurance is in place and to arrange this where it is not.

6.2 The University holds Personal Accident Insurance that pays a lump sum of up to three times the member of staff’s salary in the event of accidental death or permanent disablement of a member of staff in the course of University business. This includes accidents overseas which occur when on University of Bristol business.

6.3 The University also holds Employers Liability Cover as required by UK law. This covers the University’s legal liability for staff- that are temporarily working overseas with the following caveats:

- The policy covers the University’s employer liability under UK law. It does not provide any form of automatic compensation to staff;
- The cover for temporary overseas work only applies to staff travelling from the UK and who are normally resident in the UK.

6.4 Travel Insurance is available via the University but only for those travelling from the UK and returning within two years, although cover is restricted for those not returning to the UK within one year. For more information visit the University’s insurance webpage.

6.5 Staff planning to work outside of the EU may require additional Local Insurance in the country of placement. The cost of this additional insurance will need to be met by the
employing School or Division and should be arranged through the University’s Insurance Officer.

6.6 Healthcare, motor and household insurance cover must be arranged for and paid by the member of staff.

7.0 Travel

7.1 All University-funded travel and accommodation should be approved by the staff member’s budget manager in advance of travelling.

7.2 Booking
Rail and air travel should normally be booked by staff through the University’s appointed travel management company. Additional guidance on what expenses can be claimed is available from the finance website.

7.3 Staff who choose to fund their own travel and accommodation do not need to use the University’s travel management company. When a third party is funding the travel and accommodation, the third party is not required to use the University’s travel management company. In advance of travel, staff should ensure that they understand what a third party is paying for, and how and how and when payments will be made, to avoid any unexpected expense.

7.4 Airport Transfer
Transfer between the overseas arrival airport and accommodation should be arranged by the member of staff prior to departure where possible. For safety and security reasons hotel or agent organised transfers are preferred.

7.5 Particular care should be taken when being ‘met’ at the airport. Some deregulated taxi drivers will copy the name of a passenger from a hotel greetings board and pose as the official transfer car. Where no uniform/badge/identifier is visible, additional information should be sought to verify the driver’s authenticity.

7.6 Accommodation
Hotels should be booked by staff through the University’s appointed Travel Management Company. Additional guidance on what can be claimed as expenses is available from the Finance website.

7.7 When checking in it is normal for a hotel to require a passport to verify identity. These are often photocopied, which is quite normal procedure. The passport should always be returned at the time of checking in.

7.8 When checking into a hotel, staff should always include the University name on the checking in form. This will help the University to make contact without having to specify a room number.

8.0 Pay, Pension and Tax Issues

8.1 Staff working in the UK usually have PAYE (Income Tax/tax) and National Insurance (also called Social Security) deducted from their pay by their employer. When staff are sent to work overseas this may affect their tax and social security obligations. The area around tax liability and social security is complex and country and person specific so specialist advice will need to be taken.
8.2 The senior colleague and/or staff should contact Payroll to discuss the working abroad at the earliest opportunity.

8.3 **Tax and Social Security**
It is important to note that the University has an obligation in the UK to operate PAYE and deduct National Insurance. This is separate from a member of staff’s obligation to pay UK Income Tax (via a tax return if appropriate) which may arise whether or not the University has operated PAYE/NIC. This may also apply overseas. A tax liability may arise whether or not the University is deducting money from your pay.

8.4 It is important to note that some foreign governments, such as China, Russia and Kenya have linked immigration and taxation services which can detect when workers are not paying tax. The usual sanction for tax avoidance in Russia is a jail sentence.

8.5 **University Obligations - UK**
When assigned overseas the University will continue to deduct PAYE/NIC. Staff who believe that this is incorrect should contact HM Revenue & Customs (HMRC) to discuss their circumstances. If HMRC believe that PAYE/NIC deductions should stop they will automatically issue the University with a tax code which stops the deduction of PAYE. For National Insurance the University can stop making the deductions if HMRC issue the appropriate certificate. More information on these points can be found on the [HMRC website](#). In some circumstances the university may be required to run a second payroll.

8.6 **Staff Obligations – UK**
Whether or not the University has deducted PAYE/NIC staff remain responsible for ensuring that they have paid the correct amount of Income Tax for each tax year.

8.7 **Staff Obligations – Overseas**
This guidance cannot cover the tax and Social Security rules in every country that staff might visit. As a general rule however, the longer an individual visits a country, the more likely it is that they should pay tax in that country. Unlike the UK, failing to correctly pay taxes in some countries may affect an individual’s ability to enter and leave that jurisdiction. It is the member of staff’s responsibility to ensure that they investigate and ensure they meet any tax obligations in the country they are in.

8.8 **Pensions**
Staff sent to work abroad will continue to have pension contributions taken from their pay unless they take action to leave the pension scheme.

8.9 In the event that a member of staff stops having National Insurance deducted entitlement to a UK Basic State Pension might be affected. The member of staff is responsible for deciding whether to pay Voluntary National Insurance or not.

9.0 **Expenses**

9.1 Information relating to the claiming of expenses incurred while on University business can be found in the University’s Travel and Subsistence policy.

9.2 Staff who are unsure as to whether a particular expense is claimable should contact their Head of School or Division in the first instance.
10.0 Health and Safety

10.1 The University has a responsibility to make a suitable and sufficient risk assessment of the risks to the health and safety of our staff. Whilst UK health and safety law does not generally apply to overseas accidents there will still be responsibilities under local and in civil law, and the Health and Safety Executive here retain the right to prosecute if they feel that management failings in the UK have contributed to an overseas accident.

10.2 Risk Assessment
Before a member of staff works overseas it is important that a risk assessment is carried out to ensure that any risks are identified and that steps are taken to mitigate these.

10.3 A more detailed risk assessment must be undertaken for working abroad that will involve greater risks, including postings to destinations/areas where the Foreign & Commonwealth Office advises against travel (or ‘all but essential’ travel), or where the planned activities are deemed to be potentially hazardous.

10.4 Overseas travel may involve working in fluid environments, where staff need to make quick mental assessments and manage risks ‘on the hoof’. The University’s Safety and Health Services Office have issued detailed guidance around working offsite and also run a Managing Fieldwork Safely course.

10.5 Staff should declare any pre-existing medical conditions to their Senior Colleague which could be worsened as a result of travel. Where staff do not wish to share personal health information, they should seek an assessment from their GP or occupational health advisor to ensure they are fit to travel and work abroad.

10.6 Vaccination and Medication
Preventative medication is required for many countries. It is the member of staff’s personal decision as to whether they wish to take any medication and to arrange this prior to travel. The NHS provide up-to-date information and guidance around what vaccinations are required, when these are appropriate and whether or not they are available via the NHS on their Travel Vaccinations web-pages. The University will pay for any work-related vaccines or medications recommended by the NHS Fit for Travel website.

11.0 Communication

11.1 Itineraries
A full itinerary, including flight numbers, passport copy, hotel contact details, other travel arrangements and appointments should be lodged with the senior colleague.

11.2 Itineraries should include a personal contact who can be contacted by the University in case of an emergency. The personal contact should also receive a copy of the itinerary and the contact details of the senior colleague.

11.3 Short notice changes to itineraries should be reported to the senior colleague as soon as practically possible.
11.4 **Maintaining Contact**
The senior colleague should be contacted by the staff on arrival and act as primary contact in case of problems. Staff and the senior colleague should agree a communications plan prior to the work commencing.

11.5 It is strongly recommended that wherever possible staff carry a mobile phone with call capability from the destination country.

11.6 Online voice-over IP (VOIP) and video telephony services such as Skype and Facetime are highly recommended and rapidly becoming the norm for communication from overseas.

12.0 **Intellectual Property**

12.1 Academic members of staff who work overseas and are based with a host institution are often asked to sign an Honorary/Visitors contract stating that any intellectual property created belongs to the host institution. If you are expecting the outcomes of your collaboration to have commercial applicability please speak to the Research Commercialisation team in RED who will offer advice on how you can ensure that you do not lose any commercial rights you may have through the University.

13.0 **Data Protection**

13.1 It should be noted that under the Data Protection Act where personal data is transferred out of the European Economic Area (EEA) the University must ensure that the recipient country provide adequate level of protection for the data and that the data subject is aware that their personal information will be sent outside the EEA.

13.2 Further guidance on data protection can be found on the University Secretary’s Office website or by contacting the University Secretary’s Office (data-protection@bristol.ac.uk).

14.0 **Bribery Act 2010**

14.1 As the University operates internationally, staff are reminded to be extra vigilant when conducting business overseas as there may be a greater risk of exposure to unethical activity.

14.2 For more information please visit the University’s anti-corruption and bribery webpages.

15.0 **Further Advice**

15.1 For further advice, please contact your Faculty HR team.

15.2 From time to time it might be appropriate to engage with third party organisations specialising in International mobility due to the complex nature of access and working in some countries.
Appendix 1 - Relevant Case Law

Palfrey v. Ark Offshore Ltd (2001)
The claimant was sent to work for a contractor in West Africa by his UK employer. He did not receive the necessary vaccinations for the country in question, contracted malaria and died. In between trips he had been to a UK travel clinic for a yellow fever vaccination but did not ask for any anti-malarial tablets. His widow sued his employer and the clinic. The court held that the employer was required to ascertain publicly available information in respect of health hazards that the employee would face, draw these to the employee’s attention and give advice on appropriate medical steps to be taken. However, the employer did not do that and the widow won the case.

Valentine v Ministry of Defence (2010)
The claimant was the mother of a deceased serviceman who died while undertaking construction work during a tour of duty in Iraq. The deceased serviceman was crushed by a collapse of earth while he was working within a trench to obtain soil samples.

The claimant contended that her son had died due to a failure by the defendant to devise a safe system of work for the task in question and that UK legislation regarding construction standards had a bearing on the standard of reasonable care owed to her son, on account of a declared policy by the defendant to apply those standards to sites abroad, where reasonably practicable.

The Scottish Court of Session held that the defendant was liable to the claimant on the basis that while UK statutory provisions did not strictly apply to worksites abroad, they were relevant factors to be taken into account in assessing whether the defendant had acted with reasonable care and the Defendant had in fact breached its duty of care at common law by failing to carry out an adequate risk assessment for the soil sampling.

Additional Background Information


Jobs.ac.uk. 2014 [online] The Internationalisation of higher education whitepaper http://www.jobs.ac.uk/media/pdf/careers/resources/the-internationalisation-of-higher-education-whitepaper.pdf [Accessed 11 August 2015]
## Appendix 2 – Indicative Scenarios

These examples are indicative of the variety of university travel. They are not exhaustive and every situation will require staff to make an assessment of what they need to consider when travelling and working abroad.

<table>
<thead>
<tr>
<th>Scenario</th>
<th>Travel Planning Level</th>
<th>Identify Appropriate Colleague to keep in touch with</th>
<th>Employment Rights</th>
<th>Working Permissions &amp; Visas</th>
<th>Check Passport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending a conference for 2 days in Ireland</td>
<td>Low</td>
<td>You should inform an appropriate colleague of the travel</td>
<td>No</td>
<td>Travelling through Ireland can reduce a working visa to 3 months. This is particularly important when the employee is a foreign national.</td>
<td>Yes</td>
</tr>
<tr>
<td>Attending a conference for 2 weeks in Hungary</td>
<td>Medium</td>
<td>You should inform an appropriate colleague of the travel</td>
<td>No</td>
<td>All EU sponsored citizens should normally be able to work in Hungary without a work permit.</td>
<td>Yes</td>
</tr>
<tr>
<td>Giving a lecture at a University in Spain</td>
<td>Low</td>
<td></td>
<td>No</td>
<td>All EU sponsored citizens should normally be able to work in Spain without a work permit.</td>
<td>Yes</td>
</tr>
<tr>
<td>Undertaking field research in Costa Rica for 3 months</td>
<td>High</td>
<td></td>
<td>No</td>
<td>It is highly unlikely that a member of staff would be able to work in Costa Rica in any capacity, unless they were a Costa Rican citizen or they were able to prove that they were not carrying out work that is associated with Costa Rica, or work that a Costa Rican could carry out.</td>
<td>Yes</td>
</tr>
<tr>
<td>Secondment to a University in Utah for 3 years</td>
<td>High</td>
<td></td>
<td>Yes</td>
<td>Any employment in the USA requires a work permit. This should be arranged by the employer.</td>
<td>Yes</td>
</tr>
<tr>
<td>Intermittent collaborative work in the UAE for 2 years</td>
<td>High</td>
<td></td>
<td>Yes</td>
<td>Current rules for UK citizens allow UK citizens to obtain Visas on arrival. Work permits last for 3 years, but are not transferable between Emirates</td>
<td>Yes</td>
</tr>
<tr>
<td>Working from home in Thailand</td>
<td>High</td>
<td></td>
<td>Yes</td>
<td>Work Permits should be obtained to work in Thailand.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

All travel requires some level of planning and Bristol University has a duty of care to ensure its staff are safe when they are representing the university.

Regular contact would be expected with an appropriate manager.

All travel should be authorised by the University and where funding is required approved by the budget manager.

The rules around employment legislation varies on a country by country basis. In the EU there is some common legislation, but most countries and the organisational entities that operate within them will vary minimum requirements and terms and conditions.

Staff that travel regularly should pay particular attention to entry requirements. For example if an incoming journey passes through Ireland on a connecting flight from USA, it may reduce the Visa length.

Staff should ensure that they have at least 6 months left on their passport before they travel.
<table>
<thead>
<tr>
<th>Event</th>
<th>FCO / gov.uk</th>
<th>Travel &amp; Accommodation</th>
<th>Pay</th>
<th>Pension</th>
<th>Tax and NI</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending a conference for 2 days in Ireland</td>
<td>Yes</td>
<td>All university funded travel and accommodation should be booked through the universities travel management provider. Any personal travel and accommodation is booked at the member of staffs own risk.</td>
<td>not applicable</td>
<td>In most cases the University will continue to make pension contributions. Where a member of staff ceases to pay National Insurance, their state pension in the UK could be suspended until they return to the UK. Staff can choose to make voluntary contributions whilst abroad, but they still may need to make payments in the host country.</td>
<td>No</td>
</tr>
<tr>
<td>Attending a conference for 2 weeks in Hungary</td>
<td>Yes</td>
<td>Consideration should be given as to whether travel is official business / personal interest and/or representing the University or themselves.</td>
<td>not applicable</td>
<td>Who pays the salary whilst staff abroad is a factor that is considered when working out employment rights. A paid secondment may inadvertently classify an employee as a worker for the receiving organisation.</td>
<td>No</td>
</tr>
<tr>
<td>Giving a lecture at a University in Spain</td>
<td>Yes</td>
<td></td>
<td>not applicable</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Undertaking field research in Costa Rica for 3 months</td>
<td>Yes</td>
<td></td>
<td>not applicable</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Secondment to a University in Utah for 3 years</td>
<td>Yes</td>
<td></td>
<td>Could be applicable</td>
<td></td>
<td>No</td>
</tr>
<tr>
<td>Intermittent collaborative work in the UAE for 2 years</td>
<td>Yes</td>
<td></td>
<td>Could be applicable</td>
<td></td>
<td>This is worth checking.</td>
</tr>
<tr>
<td>Working from home in Thailand</td>
<td>Yes</td>
<td></td>
<td>not applicable</td>
<td></td>
<td>It is highly likely that tax and social security will change in this scenario. This is the individuals responsibility to investigate with HMRC and the equivalent in the USA.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Staff working in the UAE are not subject to taxation and therefore should receive a tax rebate for the time spent working abroad. HMRC would be able to advise on qualifying time.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Tax in 2015 is up to 35% of earnings. Social security is 5%.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Paying the appropriate tax and social security is illegal in most countries. The consequence of tax avoidance in the UK could ultimately mean a fine or jail sentence. Individuals are responsible for their own taxation and social security payments.</td>
</tr>
</tbody>
</table>

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*Foreign Commonwealth Office / gov.uk*

Yes

Yes. This was particularly important in September 2015 where railways stations were closed because of the number of migrants travelling through Hungary.

Yes

Yes

Yes

Yes

Yes

When travelling to any foreign country it is important to read the FCO or direct.gov country profile.

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*Insurance*

Speak to University Secretaries office to ensure you are covered

Speak to University Secretaries office to ensure you are covered

Speak to University Secretaries office to ensure you are covered

University insurance does not cover some states and countries. In the case of Utah the university will need to take out a specific insurance policy with a company based in Utah.

Speak to University Secretaries office to ensure you are covered

Speak to University Secretaries office to ensure you are covered

The consequences of not considering whether travel or working abroad is covered by university insurance can put staff in danger, high personal medical or travel costs and where the university needs to obtain insurance retrospectively, it can create additional cost.

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*Travel & Accommodation*

All university funded travel and accommodation should be booked through the universities travel management provider. Any personal travel and accommodation is booked at the member of staffs own risk.

---

*Pay*

Not applicable

Not applicable

Not applicable

Not applicable

Could be applicable

Could be applicable

Not applicable

Who pays the salary whilst staff abroad is a factor that is considered when working out employment rights. A paid secondment may inadvertently classify an employee as a worker for the receiving organisation.

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*Pension*

In most cases the University will continue to make pension contributions. Where a member of staff ceases to pay National Insurance, their state pension in the UK could be suspended until they return to the UK. Staff can choose to make voluntary contributions whilst abroad, but they still may need to make payments in the host country.

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*Tax and NI*

No

No

No

This is worth checking.

It is highly likely that tax and social security will change in this scenario. This is the individuals responsibility to investigate with HMRC and the equivalent in the USA.

Staff working in the UAE are not subject to taxation and therefore should receive a tax rebate for the time spent working abroad. HMRC would be able to advise on qualifying time.

Tax in 2015 is up to 35% of earnings. Social security is 5%.

Paying the appropriate tax and social security is illegal in most countries. The consequence of tax avoidance in the UK could ultimately mean a fine or jail sentence. Individuals are responsible for their own taxation and social security payments.
<table>
<thead>
<tr>
<th>Risk Assessments</th>
<th>Attending a conference for 2 days in Ireland</th>
<th>Attending a conference for 2 weeks in Hungary</th>
<th>Giving a lecture at a University in Spain</th>
<th>Undertaking field research in Costa Rica for 3 months</th>
<th>Secondment to a University in Utah for 3 years</th>
<th>Intermittent collaborative work in the UAE for 2 years</th>
<th>Working from home in Thailand</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Light touch considering FCO advice &amp; medical conditions.</td>
<td>Consider FCO advice &amp; medical conditions.</td>
<td>Consider FCO advice, medical conditions and nature and place of research/work.</td>
<td>Consider FCO advice, medical conditions and nature and place of research/work.</td>
<td>Consider FCO advice, medical conditions and nature and place of research/work.</td>
<td>Consider FCO advice, medical conditions and nature and place of research/work.</td>
<td>Consider FCO advice, medical conditions and nature and place of research/work.</td>
<td>The university has a duty of care for all staff. Managers are responsible for ensuring staff are safe by considering risks.</td>
</tr>
<tr>
<td>Vaccination</td>
<td>Unlikely</td>
<td>Unlikely</td>
<td>Unlikely</td>
<td>Staff choice having read the FCO website.</td>
<td>Staff choice having read the FCO website.</td>
<td>Staff choice having read the FCO website.</td>
<td>Staff choice having read the FCO website.</td>
<td>There have been cases where employers have had to pay compensation to relatives of an ex-employee who died because they did not take a vaccination and contracted malaria.</td>
</tr>
<tr>
<td>Medical Conditions</td>
<td>All personal medical conditions should be considered whilst travelling or working abroad. The insurance may not cover certain conditions which could create additional costs for the member of staff. The member of staff may not be fit to fly or carry out work abroad.</td>
<td>Staff should only evaluate whether they are fit to travel by viewing the NHS fit for travel website, if there is a real concern.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Itineraries</td>
<td>Inform the appropriate manager of your arrangements.</td>
<td>Inform the appropriate manager of your arrangements.</td>
<td>A full itinerary of where and when your research will be carried out. Arrange to check in by email or phone throughout the 3 month period.</td>
<td>An overview of planned activity should be provided on commencement of the secondment. Staff would be expected to contact the appropriate manager at UoB regularly.</td>
<td>An overview planned activity should be provided each time the staff member travels. Staff would be expected to contact the appropriate manager at UoB regularly.</td>
<td>Regular contact on workload would be expected to ensure work is still aligned to the original parameters.</td>
<td>Itineraries could be as simple as providing a contact telephone number and the venue or as complex as providing a weekly schedule of work. The appropriate manager should decide how much information they think will be adequate to contact the member of staff.</td>
<td></td>
</tr>
<tr>
<td>Intellectual Property</td>
<td>Unlikely</td>
<td>Unlikely</td>
<td>This is worth discussing with Intellectual property, but unlikely unless the research is hosted or in collaboration with another organisation / university.</td>
<td>Intellectual property would need to be investigated in this case.</td>
<td>Intellectual property would need to be investigated in this case.</td>
<td>This is worth discussing with intellectual property because the country may have intellectual property rules.</td>
<td>Capacity is important when considering intellectual property. Students have different intellectual property rights than employees.</td>
<td></td>
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<tr>
<td>Data Protection</td>
<td>Unlikely</td>
<td>Unlikely</td>
<td>Staff should review content for reference to personal staff data.</td>
<td>Staff should speak to the data protection officer about data either obtained abroad or UK data they intend to take with them.</td>
<td>Data Protection Act does not cover Thailand and therefore a secure connection should be established with encryption to allow data to pass between the University and the employee.</td>
<td>Generally data protection covers sending data outside of the UK. This includes adequately encrypting laptops and mobile devices whilst working abroad.</td>
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