**Staff Working Internationally: Summary form (HR56)**

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| **Name of Dept/Faculty/Institution** |  |
| **Name of Author** |  |
| **Contact Details** | Tel:  e-mail: |
| **Date** |  |

***This form should be completed where a member(s) of staff are planning to undertake work in a country outside the UK for a period of six months or more over a twelve month period.***

Institutions can seek advice on a proposed assignment overseas by emailing the International Working group email for advice ([InternationalWorkingqueries@admin.cam.ac.uk](mailto:InternationalWorkingenqueries@admin.cam.ac.uk)).

(For short periods of less than six months the HR Schools team will contact Tax Section for advice, supplying brief details.)

***The Institutional Administrator in liaison with the line manager, research grants administrator and the member(s) of staff planning to undertake work outside the United Kingdom should complete this form (see notes on submission below).***

***Please refer to the*** [***‘Working Internationally: Manager’s Guide’***](https://www.hr.admin.cam.ac.uk/files/working_internationally_-_managers_guide.pdf) ***for information on items to include on this form. In addition, a*** [***briefing document***](https://www.hr.admin.cam.ac.uk/files/faqs_re_ias.pdf) ***on International Assignments (FAQs) is available.***

**Section 1** must be approved in principle by the Head of Institution and submitted to the HR Schools team for advice and guidance **in advance** of travel or agreement to work overseas.

The HR Schools team will then facilitate co-ordinating advice, for example from Tax and Legal Services sections, so that Section 2 can be completed.

Once **both sections** are completed, together with the risk assessment documents (see Section 3), this form should be approved by the Head of Institution, HR School team and Finance.

Section 1 – Department to complete

1. **Purpose of International Working arrangement**

Please provide the justification for the international working arrangement, covering the following points:

* Fit with the Institutional/Divisional/School strategy
* Work/activity to be completed while working internationally
* Why working internationally is the best arrangement to complete the work
* Whether this requirement and the associated funding provisions are referred to in a grant proposal. If so, a copy of this document should be provided.

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1. **Type of International Working arrangement**

Please indicate the type of international working from the list below, together with the proposed travel dates.

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| **Assignment Type** | **Length** | **Please Tick** |
| **Frequent Cross Border Travel** | Frequent travel to work in another country i.e. not a one-off business trip or conference. |  |
| **International Assignment\*** | Defined period of time working abroad i.e. specific project, international secondment etc. |  |
| **Permanent Relocation\*** | This includes a domestic or international permanent relocation |  |
| **International New Hire** | Please liaise with the Recruitment Team for guidance. |  |

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| **Dates of Travel** | From:  To: |  |

1. **Details of International Working arrangement**

Please confirm the country (countries) in which the individual will be working.

The expected length of working internationally, the % of time that will be spent in each country and the physical work location (e.g. office based, work from home etc.) should also be provided.

If the individual will be seconded to another institution, please give details of the proposed arrangement (e.g. if the individual will be using another organisation’s premises but deliver work of benefit to the University).

The information provided should include the following details:

* How long the international working arrangement will last
* Which countries are involved
* During the period of the international work, what proportion of their working time will be spent in each of those countries
* Whether another institution is involved (i.e. a Host)
* Whether the international working arrangement is primarily for the benefit of the Host or the University i.e. whether we are providing services to the Host, or alternatively whether the Host is just providing us with use of facilities.   
  (NB we appreciate that often all parties will get some benefit, but please identify who the activities will actually be *performed for*).
* Whether the Host is paying for the member of staff’s services. If so, if they are paying the University or the individual directly.
* Whether the Host is paying the member of staff directly, for example we are just reducing their hours and allowing the individual to take a temporary second employment

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1. **Details of Member(s) of Staff Working Internationally**

(Insert additional rows if required)

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| **Employee Reference No.** | **Name** | **Role** |
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1. **Duties**

Please provide details of duties the member(s) of staff will be carrying out that differ from their usual duties in the UK, referring to the individual’s Role Profile. If they will be the same as in the UK, please state this.

It is also important to consider the points set out below, ticking the box(es) as appropriate:

* Will the international working arrangement include working with animals? (If yes, please ask your HR team for an additional form that should be completed and attached)
* Will the international work include any clinical work? (If yes, also complete box g.)
* Will the individual be working in solely a lab environment, or out in the field?
* Will the individual be working unsociable hours?
* Will there be any element of lone working?
* Will the individual be working with hazardous chemicals/ substances?
* Will the University be arranging the accommodation, or will the individual?

If the answer is ‘yes’ to any of the above, please provide detailed information in the box below to enable an accurate assessment of the work that will be undertaken during the international work to be carried out.

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1. **Additional Information**

Please give details of any financial support that will be provided, for example flights/expenses /accommodation /support for the individual’s family to accompany them during the period of working internationally. Please also confirm the budget that is available to cover this cost.

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1. **Clinical Duties (complete if applicable)**

If the member(s) of staff will be ceasing clinical duties in the UK, please provide details of how the relevant Trust will be notified. If applicable, please detail the approach to Health Surveillance.

If the member(s) of staff will be commencing clinical work in the “Host” Country, please give details of the nature of the work and authorisation obtained.

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1. **Maintaining contact during International Working arrangement**

Please detail the agreed method and frequency of keeping in touch during the assignment.

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1. **End of Period of Working Internationally**

Please confirm the destination of the member(s) of staff at the end of the period of working internationally, e.g. resume post in the UK.

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| **Institutional Administrator** | | |
| Print name: | Signature: | Date: |

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| Cost Centre to be charged for International Specialist advice |  |  |

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| **Please send this part of the form to your HR Schools team for information. You should then contact them to review and complete Section 2.** |

Section 2 –Departmental/Faculty Administrator to complete with HR School/Business Team

1. **Compensation during the period of working internationally**

Please set out details of the following:

* the method of payment during the international work arrangement
* whether the individual will continue the same rate of compensation (Please consider whether this will be sufficient to cover the cost of living in the host country)
* any allowances or payments that would cease during the assignment (e.g. NHS Banding Payments).
* any allowances provided to support the individual during the assignment
* how the allowances would be funded.

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1. **Pension**

Refer to Pensions Section to determine whether the individual could remain in their current pension scheme or whether other arrangements would be needed, e.g. they would need to make contributions to a local scheme in the host country.

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1. **Tax**

Refer to the Tax Section for guidance on completing this section. This is necessary because consideration needs to be given to whether the individual will be required to pay tax and social security contributions abroad and complete tax returns. A summary of the tax assessment should be provided in the box below.

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1. **Immigration**

Please give details of any immigration visa or work permit that is required.

Please also confirm if the member(s) of staff presently hold a UK visa, and which type.

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1. **Additional Information**

This section will cover any additional advice from HR for the Institution to consider when approving the international working arrangement, including about any necessary amendments to the contract of employment to reflect the country’s labour laws

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Section 3 Risk Assessment

Please ensure that you have completed a risk assessment before submitting the summary for approval. Attach the details of the risk assessment to the request:

<http://www.safety.admin.cam.ac.uk/publications/hsd055m-fieldwork>

Please also refer your member(s) of staff to the [guidance on health and wellbeing for staff working internationally.](https://www.hr.admin.cam.ac.uk/files/health_and_wellbeing_for_staff_working_internationally.pdf)

Section 4 Authorisation

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| **Head of Department** | | |
| Print name: | Signature: | Date: |
| **Finance Manager** | | |
| Print name: | Signature: | Date: |
| **School** | | |
| Print name: | Signature | Date: |
| **HR School Team\*** | | |
| Print name: | Signature | Date: |

\*HR School Team will confirm initiation once Compliance, Tax and Payroll have agreed the international working arrangement.

***Once authorized please submit this summary to your HR Schools Team for guidance on next steps.***