

International Agreements Checklist for Heads of Department

Due diligence checklist for Heads of Department

This is supplemented by due diligence checklists for the Head of School, the International Strategy Office, Legal Services, and Finance

Strategic	
Fit of project into Departmental strategy	
Opportunity costs recognised.	
Exclusivity (regional or otherwise) risks addressed	
Expectations and deliverables agreed and aligned with Partner	
Branding/naming issues resolved	
Counterparty	
Financial resources of Partner sufficient – short and long term	
Academic and political standing of Partner (<i>to be checked by ISO</i>)	
Political and reputational risks to University considered (<i>to be checked by ISO</i>)	
Clear mutual understanding of nature of relationship	
Consider guarantee of performance/payment	
Team/key personnel identified	
Operational	
Business plan developed	
Services to be delivered clearly specified	
Implementation plan for resource requirements	
Key individuals identified	
Backfill requirements determined	
Accommodation/physical facilities available	
Interdependence on other University institutions	
Legal/taxation/compliance (<i>to be checked in detail by Legal and Finance</i>)	
IPR position determined	
Termination arrangements satisfactory	
Insurance cover for University staff/contractors	
Immigration issues	
Anti-bribery and corruption measures reviewed	
Employment outside the UK issues	
Risk Register	
Prepared for any project worth >£5M or any project worth >£1M per year and lasting for more than 1 year	
<i>Signed by HoD:</i>	