International Activity Declaration procedure

The University and its staff and students are subject to a range of Federal Government legislation and guidelines covering international links and activities, in particular:

* The Guidelines to counter foreign interference in the Australian university sector
* Defence Trade Controls
* Sanctions
* Foreign Arrangements Scheme

To comply with these obligations, and to protect staff from the risk that they unknowingly breach them, Section 7 of UWA’s Foreign Interference Policy requires all Academic Employees and Professional and General Employees Level 7 or higher to declare certain kinds of International Activity, in line with this procedure.

The declaration includes an element of training, covering what staff need to do to protect themselves and also to meet their obligations. Staff need only complete the sections which relate to their own work, The sections include:

* External employment and similar with an overseas organisation
* Teaching
* Research, including HDR supervision and admissions
* Work with international agreements
* Human resources
* Development and Alumni Relations

Staff are able to request assistance and/or training if they are unclear about their obligations, or if they have questions about the system.

Information provided is treated as sensitive. It is stored in the HR database, which is subject to strict compliance and audit controls, but is segregated from other HR records. The data is only available to the UWA Foreign Interference Team, and to the IT team who support the system.

UWA Foreign Interference Team will use the information for purposes such as: identifying staff members who need particular training (e.g. researchers working with partners in sanctioned countries); identifying and assisting staff who are subject to heightened foreign interference risks; due diligence assessments related to particular projects, including reporting to grant issuing bodies; and similar.

1. On commencement and annually thereafter, staff are contacted and provided a link to make their declaration. Staff members who have a change to report during the year contact foreigninterference@uwa.edu.au for a link to the system.
2. Staff member makes their declaration, requests clarification or training if needed.
3. UWA Foreign Interference Team periodically accesses data where needed for the purposes above.
4. The data provided in the declaration is used to populate the declaration for the following year, so staff do not have to re-enter the same data each year.