

In the event of a No Deal Brexit on 31st October, action plans have been produced by each key area. An overarching communications plan will be added to ensure messages to staff and students are structured and strategic.

Research Services ()

Estates ()

Information Compliance ()

International Partnerships ()

International Recruitment ()

Procurement ()

HR ()

Academic Registrar ()

European Centres ()

Plans held in alternative format:

Communications Plan ()

Kent Union ()

BREXIT ACTION PLAN : Research Services**Current expected Brexit date: 31st October 2019****31/10/2019**

Activities to be undertaken prior to Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Ensure all staff are registered on Kent VPN	Possibility of reduced capacity if staff can't attend work and have no access to Kent	Members of Research Services, Kent Academics, School based PSD staff	Director of Research Services	Team leads
Register existing projects with UKRI	Difficulties in transition of funding from EC to UK Government	UKRI, Kent Academics	Director of Research Services	Head of Grants & Contracts
Obtain outstanding timesheets on EC projects and process the salary recharges so that we are in a position to provide financial statements as at Brexit date	Delays in or difficulties claiming funds owed from EC.	Kent Academics	Director of Research Services	Head of Research Accounts
Activities to be undertaken on Brexit day	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Make alternative arrangements with RS staff if they are unable to attend work	Increased volume on Kent VPN, possible difficulties/delays in some activities.	Members of Research Services, Kent Academics, School based PSD staff	Director of Research Services	Team leads
Contact EU project grant holders with information about next steps	Delays in receiving funds from EC.	Members of Research Services, Kent Academics, School based PSD staff, EC, UKRI	Director of Research Services	Head of Grants & Contracts
Activities to be undertaken within 7 days after Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Contact Horizon 2020 Project Officers for instructions on what changes to existing projects and contracts the EC requires.	Delays in receiving funds from EC.	Members of Research Services, Kent Academics, School based PSD staff, EC, UKRI	Director of Research Services	Head of Grants & Contracts
Contact Horizon 2020 Project Co-ordinators for instructions on what changes to existing projects and contracts the EC requires.	Delays in receiving funds from EC.	Members of Research Services, Kent Academics, School based PSD staff, EC, UKRI	Director of Research Services	Head of Grants & Contracts
Contact UKRI EU contact for instructions on how to receive underwrite guarantee funding	Delays in receiving funds from EC.	Members of Research Services, Kent Academics, School based PSD staff, EC, UKRI	Director of Research Services	Head of Grants & Contracts
Contact collaborators with information and reassurance around project continuation	Delays in receiving funds from EC.	Members of Research Services, Kent Academics, School based PSD staff, EC, UKRI	Director of Research Services	Head of Grants & Contracts

BREXIT ACTION PLAN : ESTATES DEPARTMENT

Current expected Brexit date: 31/10/2019

Activities to be undertaken prior to Brexit	Possible implications	Key stakeholders	Strategic Owner	Operational Owner
Review Security shifts and availability of local Contract Security & liaise with Kent Police	Lack of adequate security on site when required	Staff, students & visitors	Deputy Director of Estates (Campus Services)	Head of Security
Ensure Heads of Section and SMT review the final stages of Brexit and follow emergency guidance (Adverse weather) and alert those who may be classified as "essential" staff	Unable to service areas of campus and/or vital plant and equipment due to lack of staff	Estates & Commercial Services	Estates Senior Management Team	Estates Heads of Section
Prepare transport communications to issue social media and to Corporate Communications on the impact on local travel	Problematic routes to campus unknown and could disrupt operations	Staff, students & visitors	Deputy Director of Estates (Campus Services)	Head of Traffic Management & Travel
Stock enhancements and increased checks	Unable to service areas of campus and/or vital plant and equipment due to components sourced from EU	Suppliers, Estates & building users	Assistant Director of Estates (Corporate Services)	Head of Finance & Administration, Estates Stores, Head of Facilities Management & Head of Maintenance
Continue to review and monitor the potential impact generally on current Capital Projects	Lack of materials sourced from EU	Contractors, Estates Project Managers, Space Management	Assistant Director of Estates (Capital Projects)	Head of Capital Projects
Contingency plan for capital project works on KMMS	Possible delays to project caused by lack of materials sourced from EU and transport related issues	Contractor, Dean of KMMS, Director of Estates	Assistant Director of Estates (Capital Projects)	Head of Capital Projects
Campus Security briefed so they can provide student status to Border Control if requested 24/7 (but mainly out of hours)	Students delayed on entry to the UK	Students	Deputy Director of Estates (Campus Services)	Head of Security
Estates Customer Services team and Telecoms to be briefed on any issues which may affect the operation of the campus and be ready to respond to enquiries from University staff and redirect calls as appropriate	Disruption to service delivery has potential to affect operation of buildings and therefore teaching and research	Staff, students & visitors	Deputy Director of Estates (Campus Services)	Head of Customer Services & Engagement
Contingency plan for maintenance of campus should some of the maintenance team be unable to get to Campus	Disruption to service delivery has potential to affect operation of buildings and therefore teaching and research	Staff, students & visitors	Assistant Director of Estates (Maintenance & Technical Services)	Head of Maintenance

Is this an issue in October/November?

Activities to be undertaken on Brexit day

Review impact generally on University staff travel (1st - 4th critical)	Staff unable to attend campus or delayed	Students	Deputy Director of Estates (Campus Services)	Head of Traffic Management & Travel
Ensure "essential staff" are able to travel to the Campus and vary team(s) as required	Staff unable to attend campus or delayed	Staff, students & visitors	Estates SMT	Estates Heads of Section
Estates Transport to issue communications via social media and web pages. Messages to Corporate Communications on the impact on local travel	Problematic routes to campus unknown and could disrupt operations	Staff, students & visitors	Deputy Director of Estates (Campus Services)	Head of Traffic Management & Travel
Campus Security respond to requests from Border Control regarding Student status	Students delayed on entry to the UK	Students	Deputy Director of Estates (Campus Services)	Head of Security
Estates Customer Services to respond to enquiries from staff	Disruption to service delivery has potential to affect operation of buildings and therefore teaching and research	Staff, students & visitors	Deputy Director of Estates (Campus Services)	Head of Customer Services & Engagement

Is this an issue in October/November?

Activities to be undertaken within 7 days after Brexit

As required - Regular updates with Kent Police, following up with relevant actions (civil unrest / additional staffing requirements etc)	Increased disruption either locally or potentially on campus	Staff, students & visitors	Deputy Director of Estates (Campus Services)	Head of Security
As required - Regular updates with Kent Highways	Increased local travel disruption	Staff, students & visitors	Head of Traffic Management & Travel	Head of Traffic Management & Travel
Continue Communications re Transport	Problematic routes to campus unknown and could disrupt operations	Staff, students & visitors	Head of Traffic Management & Travel	Head of Traffic Management & Travel
Campus Security respond to requests from Border Control regarding Student status	Students delayed on entry to the UK	Students	Deputy Director of Estates (Campus Services)	Head of Security
As required - review staffing levels and access to Campus	Disruption to service delivery has potential to affect operation of buildings and therefore	Staff, students & visitors	Estates Senior Management Team	Estates Heads of Section
Liaise with Student Support and Kent Hospitality to update / share info on student related issues well being/ support	Uncertainty amongst students particularly those from the EU	Students	Deputy Director of Estates (Campus Services)	Head of Security & Head of Facilities Management

Is this an issue in October/November?

Director of Estates
Deputy Director of Estates (Campus Services)
Assistant Director of Estates (Capital Projects)
Assistant Director of Estates (Maintenance & Technical Services)
Assistant Director of Estates (Corporate Services)
Head of Security
Head of Traffic Management & Travel
Head of Finance & Administration
Head of Maintenance
Head of Facilities Management
Head of Capital Projects
Head of Customer Services & Engagement



BREXIT ACTION PLAN : Information Compliance

Current expected Brexit date: 31/10/2019

Activities to be undertaken prior to Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Issue SCCs to all international partner institutions who request them	Lack of SCCs will not prevent UoK sending data to EU partner institutions but will prevent EU institutions passing data to UoK. We are sending SCCs to smooth transition, but ultimately responsibility of EU partner to have these in place	International Partnerships	DPO	DPO
Data Protection implications, WFH advice	Increased numbers of staff working from home, increases risk of potential information security incident	DPO/HR/IT Security	HR/DPO	HR/DPO
Activities to be undertaken on Brexit day	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Registering with the Belgian Regulator	Without appointing a lead superviosry authority, we may have to work with supervisory authorities in every EU country we operate. Also allows us to continue to lawful process data collect from EU citizens in EU countries	DPO/European Office	DPO	DPO
Activities to be undertaken within 7 days after Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Review the EDPB/ICO positions regularly regarding cross border processing	EDPB and ICO may diverge in advice to Data Controllers	DPO	DPO	DPO

BREXIT ACTION PLAN : International Partnerships

Current expected Brexit date: 31st October 2019 **31/10/2019**

Activities to be undertaken prior to Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
seek clarification from the Erasmus National Agency on UK's status within the Erasmus+ Programme	possible loss of erasmus status and therefore funding	Kent students on an Erasmus placement abroad at point of exit; Incoming students on an Erasmus placement at Kent at the point of exit;		
send comms to all stakeholders updating on status	possible withdrawals of students from Erasmus placements	Kent staff on or due to carry out an Erasmus teaching/training visit; Incoming staff at Kent or due to come to Kent to carry out an Erasmus teaching/training visit; Kent students due to start an Erasmus placement in the current academic year; Incoming students due to start an Erasmus placement at Kent in the current academic year; Kent stage 2 students due to start an Erasmus placement in the next academic year; Kent academic schools/Erasmus coordinators; Erasmus partner universities		(for ICM projects)
confirm Bilateral Agreements in place to replace Erasmus agreements				
confirm all necessary data has been submitted to Cabinet Office to access UK government underwrite				
establish if students will withdraw from Erasmus placement; liaise with affected Kent School and partner university re implications				
complete procedures for accessing the UK government underwrite of Erasmus funding (if necessary)				
update the student section of Brexit webpages with government information	possible increase in student queries related to Brexit	as above		
email to ICM partners confirming Erasmus grant will be affected, awaiting precise details	possible delay in funding to support planned mobility being available while underwrite is secured. (NB only 60% of grant for 2019 projects will be held on expected Brexit date; remaining 40% of grant is only released on submission of interim report (due in July 2020)	Erasmus ICM partners (International Credit Mobility) and Kent Schools involved in projects		
email advising Kent leads to get in touch with their project coordinator if there are any anticipated issues in transfer of funding due to Kent	Expenditure incurred by Kent not reimbursed by Coordinator (this is expected to be limited)	Partners within Erasmus+ Key Action 2, Jean Monnet & Sport Programmes		
Activities to be undertaken on Brexit day	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Does an email need to be sent out to all/EU students? To be discussed at BWG				
Activities to be undertaken within 7 days after Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
updated comms to all stakeholders if further updates have been issued by Erasmus National Agency		please see rows 6 - 11 under column C		
send partner newsletter reinforcing positive messages about our commitment within Europe		All partners, EU & Non-EU		
email to Sgroup Executive for circulation via bulletin reinforcing positive messages about our commitment within Europe		Sgroup network members		

submit all required data and documentation relating to 2018-19 Erasmus grant to access the UK govt underwrite; preliminary project details already submitted; awaiting further instruction from DfE

Erasmus partners; staff and students participating in Erasmus+ KA103 and KA107 2018-19

[REDACTED]

[REDACTED]

and

[REDACTED]

BREXIT ACTION PLAN : INTERNATIONAL RECRUITMENT
DEPARTMENT

Current expected Brexit date: 31/10/2019

Activities to be undertaken prior to Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
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Activities to be undertaken on Brexit day	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
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Activities to be undertaken within 7 days after Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Do any international flights have a European layover? Talk to Key travel and airline to assess consequences; Travellers to review visa requirements to enter destination countries	Changes to visa requirements and delayed entry	Travel plans of IR staff members (and anyone travelling for IR)	■	■/IOs
Review schedules to allow sufficient time exiting and returning to the UK at airports for passport checks, etc	Long delays and missed connections or transfers	Travel plans of IR staff members (and anyone travelling for IR)	■	■/IOs
Talk to DJG (freight company) and post room/DHL in relation to possible delays with sending freight to exhibitions; review possible alternatives.	Delayed freight or freight not arriving in time for the exhibitions.	Exhibitions booked for next 6 months	■	■
Email to agents/school counsellors to reassure them that the UK will still be welcoming their students in September 2020, and the impact on their experience should be minimal	Possible further communications to agents, and responding to enquiries, leading to an increased workload for the team. Possible drop in applications/increase in withdrawals.	Agents; school counsellors	■ (or ■ replacement)	■/EG (or ■ replacement)
Liaise with EMS on email to international applicants reassuring as above	Increase in enquiries or concerns, leading to an increase in workload in responding to those enquiries. Possible drop in applications/increase in withdrawals.	Applicants	■	■
Liaison with EMS and Compliance re status of overseas current students who may be European passport holders and their right to remain	Changes to visa requirements and right to remain	Current overseas students who may be European passport holders	■	■
Reassurance of welcome at Kent for enquirers they are dealing with	Increase in enquiries or concerns, leading to an increase in workload in responding to those enquiries. Possible drop in applications/increase in withdrawals.	Other stakeholders such as QS	■	■/EG (or ■ replacement)
In conjunction with IP, review projects where no deal may impact on further activity (i.e. travel plans of international visitors)	Changes and potential increased costs of travel plans or seeking alternative funding of activity	International projects	■	■
In case of difficulties getting into work; agree working from home as and when needed	Staff unable to carry out their duties effectively	IR staff	■	■

HR	Risk	Cause	Who might be affected?	Risk Rating	Mitigation	Responsible
1	Disruption to travel to and from Canterbury campus	Delays at channel ports leading to traffic congestion in East Kent and the closure of major roads for lorry parking causing delays travelling to and from Canterbury campus. Congestion may build up over the first few days and could build during the working day, it could also be long-term.	Academic, research, professional services and support staff who work at Canterbury campus, including essential services staff.	Medium	All schools and departments should be required to assess the risk (likelihood and impact) of staff not being able to attend campus and prepare suitable mitigation plans, including encouraging staff to work from home where possible, to take laptops home with them and, for teaching staff, to load teaching materials onto Moodle in advance of lectures (similar to Snow Day or Industrial Action planning). VPN capacity and robustness checked, IT support on standby, capacity increase ready to implement if necessary. Issue central guidance on working from home including data security. Be prepared to declare a 'Snow Day': <ul style="list-style-type: none"> • Good corporate communication around local traffic issues. • Varying core hours to miss peak traffic. • Sharing calendar permissions. Publicise and encourage the use of public transport. Prepare for increased use of Medway campus.	HoS/PSD Directors IS Corporate Comms
2	Delays or entry denial for UK passport holders travelling to Europe	Possibility of increased checks and delays at points of entry to EU. Requirement for 6 month passport validity.	Any UK staff travelling to Europe for business including to Kent's European centres.	Low	Travel advice to staff including warning to check passport validity. Schools to make contingency plans in the event of teaching staff not being able to travel to European centres. Advise staff to arrange Skype meetings instead of travelling where possible.	BWG HoS BWG
3	UK citizens not allowed to work at European centres	Lack of clarity over visa requirements for UK citizens to be able to work at our European centres	Academic and professional services staff at European centres	Med	Advise affected staff to apply for appropriate status when the rights of UK nationals in each country become clear.	HoS/HR/European Centres
4	Disruption to travel from EU to UK campuses	Possible delays due to border checks and congestion at UK entry points	Frontier workers who live in EU but work in Kent and do not have UK immigration status.	Low	Identify frontier workers and advise as appropriate.	HoS/PSD Directors
5	Problems arising from a possible hostile environment post Brexit	Civil unrest and/or divisions resulting from Brexit lead to a hostile environment, with non-UK staff feeling unwelcome or intimidated. Conflict between staff who are leavers and remainers	Staff from the EU and from outside the EU. All Staff	Medium	Balanced comms respecting both sides of the debate. Listening to staff/understand what concerns there are. Campus security to be briefed and prepared.	
6	New starters	Change to rights and UK status of EU citizens arriving in the UK after Brexit. Change to rights of UK nationals in the EU.	outside the UK. New UK starters contracted to EU campuses. UK based staff offered secondments to EU campuses.	Low	Review start dates, nationality and current residence to determine who may be subject to new immigration rules. Inform new starter of legislative changes. Consider with HoS/PSD whether start date can be brought forward to ensure the EU citizen will be captured under Appendix EU. Liaise with HR and EU campus to ensure the appointed candidate will be able to obtain the correct permissions.	HR/HoS/PSD Directors

Activities to be undertaken prior to BrexitPossible ImplicationsKey StakeholdersSTRATEGIC OWNEROPERATIONAL

The European Centres were all stress-tested in November 2016 with local legal advice and a PWC report on Athens. A report was put forward from the then Dean for Europe and the Head of European Administration outlining the legal and employment situation. A report from the Dean for Europe was presented to EEG in November 2018 outlining all the European activities and engagements for the University and their Brexit implications.

(1) Ensure legal and eductaional status, as outlined below. (2) Ensure marketing and recruitment strategies and plans for European Centres in the context of new political realities. (3)

European Centres, staff and students in European locations, research services, international partnerships, associated Schools and PSDs.

Dean for Europe

Head of European Administration

Brussels School of International Studies: (1) The legal positon in Brussels was considered robust. The recognition of the university in Belgium is believed to be secure post Brexit. (2) NVAO (Nederlands-Vlaamse Accreditatieorganisatie (NVAO), Accreditation Organisation of the Netherlands and Flanders) have indicated . (3) Legal Registration. The University of Kent established a Belgian branch in 2007 and is registered with the Banque Carrefour des Entreprises under company number 0891502947 as an “entreprise étrangère” (foreign company) in the higher education sector. As an educational establishment the university does not file VAT returns but it uses the following VAT number (BE0891502947) to pay any VAT owing under the reverse charge procedure. (4) Academic Registration. The University of Kent is recognised as a higher education provider in Belgium (Flemish decree 2011/205773 dated 21 Oct 2011) and some of its programmes are also accredited. This status allows the university to deliver any programmes that it wishes in Belgium . (5) Research. NVAO believed that (6) Human Resources. The university is a registered Belgian employer and pays social security contributions under ONSS number 1244021-11. Staff are employed under Belgian contracts, paying tax and social security in Belgium. (6) Estates. The university has its own premises, on a 10-year lease.

Paris School of Arts and Culture: (1) . (2) . (3) Academic Registration. . (4) Human Resources. The university is a registered French employer with SIRET number 81084515600019. Staff are employed under French contracts, paying tax and social security in France, however there is a disconnect between this entity and the branch. There is also a need to improve the HR processes relating to contractors, those delivering 1 or 2 lectures and GTAs. **Summer Schools:** The summer schools in Brussels and Paris (for short periods of study abroad) should continue post-Brexit without significant challenge.

(1) HR Brexit challenges and the need to improve the HR processes relating to contractors, those delivering 1 or 2 lectures and GTAs. (2) Potential Increase of Activity:) Mobility of staff and students across borders post-Brexit. (3) Overall, the European Centres are, in part, protected by their location in continental Europe and There would, however, be issues related to visa costs and fluctuations in the exchange rate to consider. Many of the issues of staff-mobility could be addressed with greater technological support for the Centres and

Rome School of Classical and Renaissance: (split-site Spring semester delivery only). The University of Kent does not have any legal presence in Italy and delivers it Rome programmes through its partner the American University of Rome (AUR). Athens: Heritage Management and New Athens Programmes: The exit-agreement has been set up with Athens University Economics and Business (AUEB) and activity with AUEB will end in 2020.

(1) Travel and return for staff and students to Rome and Athens are a potential concern. (2) Potential issues related to British Embassy Events in Rome and Athens in 2020.

Activities to be undertaken on Brexit dayPossible ImplicationsKey StakeholdersSTRATEGIC OWNEROPERATIONAL

(1) Contact staff and students with updated Brexit information and brief Centre Managers and Academic Directors of any social, political or welfare issues for staff and students. (2) Ensure safety and security of campuses in Brussels, Paris and Athens. (3) Rome split-site students will require information on travel and support for coming Spring smester and November taster arrangements checked for travel issues. (4) Ensure IT links between European campuses and UoK Canterbury. (5) Refer European based colleagues and students of travel advice. (6) Inform students of any study and exam issues. (7) Identify travelling staff for remainder of Autumn and Spring semester and provide advice.

(1) Key mobility issues for travelling staff and students. (2) Emergency management of teaching (including cover arrangements), research and business continuity in the European Centres. (3) Bring together the core response teams at Centres and link to BWG and Communicatiosn team. (4) Enure links to Canterbury and management teams.

European Centres, staff and students in European locations, research services, international partnerships, associated Schools and PSDs.

Dean for Europe

Head of European Administration

Bring together the core Brexit management teams in each Centre (and free them from normal duties as required) for actioning the Brexit plan on day one and the week following Brexit. The teams will be managed by the Dean for Europe and Head of European Administration and will be formed of the Academic Director, the Centre Administration Manager, a professional service team member and an academic team member, and as required for information transmission, a Student Representative. The teams will: (1) Follow the action plan and report to the Dean for Europe and the Head of European Administration. (2) Check list of students and staff for contact, discuss any issues for students and staff and (3) plan and check teaching and activities in the coming months and raise any concerns with the team. (4) Alert the team to any issues for student and staff mobility. (5) Counteract any issues relating to marketing and recruitment plans.

Activities to be undertaken within 7 days after Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
(1) Brief Centre Managers and Academic Directors of any social, political or welfare issues for staff and students. (2) Check safety and security of campuses in Brussels, Paris and Athens. (3) Update Rome split-site students on travel and support for coming Spring semester and check arrangement for November taster arrangements, including insurance issues. (4) Refer European based colleagues and students of travel advice. (6) Update students of any study and exam issues. (7) Plan travel arrangements for staff for Autumn and Spring semester and provide advice.	Assess development of plans according to the first day response and update with new development of Brexit situation: (1) Key mobility issues for travelling staff and students. (2) Emergency management of teaching (including cover arrangements), research and business continuity in the European Centres. (3) Bring together the core response teams at Centres and link to BWG and Communicatiosn team. (4) Enure links to Canterbury and management teams.	European Centres, staff and students in European locations, research services, international partnerships, associated Schools and PSDs.	Dean for Europe	Head of European Administration

BREXIT ACTION PLAN : Information Services

Current expected Brexit date:

31/10/2019

Activities to be undertaken prior to Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Hold c.160 PC's that could be distributed for home working. Ask managers to assess who might require a loan PC.	Storage, imaging, issues with home broadband availability and speed	Campus Support		
Advice and guidance on when to use VPN and when to use Remote Desktop Gateway	RDG is difficult to set up	Campus Support/Service		
All managers to decide as soon as possible who may need to work from home and what systems they may require to access	Access to file store, Agresso, staff access to SDS , web editing (Comms), some more complex Staff Connect functions require VPN access	All HoS and HoD's		
VPN capacity - 256 ipaddresses available with an increase to 512 easily provided		Staff requiring access to listed systems		
Ensure generator is fully fuelled				
Ensure that there are enough backup tapes on site if tapes are not being returned in their usual cycle				
Advance comms re Uni staff working from home				
Training Service Desk staff to offer additional support				
Plan 1/11/19 and week following to be free of critical activities	0365 upgrade to email scheduled for wb 4th Nov can be pulled up until 28th Oct			
Book Tiger meetings				
Check with key third party suppliers that they have contingency plans in place - Reassurance				
Discuss 'Brexit text' solution with				
Write to staff listed on Snow day document asking if they are prepared to operate the Library				
Staff who travel to Europe need to ensure they have appropriate paperwork in place				IS Admin
Identify European-based partners/suppliers	LM (subscription agent) based in Netherlands			Finance
Risk assessment of staff home locations				via StaffConnect
Activities to be undertaken on Brexit day	Possible Implications	Key Stakeholders	STRATEGIC	OPERATIONAL
Assess risks associated with staff availability etc (Tiger meeting)		IS Managers		
Ensure Library remains open				
Activities to be undertaken within 7 days after Brexit	Possible Implications	Key Stakeholders	STRATEGIC	OPERATIONAL
Daily Tiger meetings				
Longer term travel issues e.g school closures, petrol shortages				
Actions required for extended disruption (up to 3 months)	Possible Implications	Key Stakeholders	STRATEGIC	OPERATIONAL
Compliance issues				

BREXIT ACTION PLAN : Procurement

Current expected Brexit date:	31/10/2019
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Activities to be undertaken prior to	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
██████ to review top 150 suppliers inc. small businesses most at risk	Contingency - smaller suppliers most at risk of exchange rates, parts not being available, waste/food/students not transported.	Everyone	██████	██████
Team preparedness - remote & flexible working + out of hours	Staff unable to attend site, unable to access VPN, working on alternative working methods	Procurement	██████	██████ / Team
Specialist requirements - Tenders & Projects	Check expected delivery dates for any imported deliverables & confirm position : existing contracts covered in review	Procurement	██████	██████ / Team
Travel : reminder to staff about passports	Key to provide 'warning list' of in/around Brexit travel events - issue warning around 6 month validity on passport + can Key add a message around this?	Procurement	██████	████████████████████
Utility Costs	Confirm security & stability of costs	Procurement / Estates	██████	██████
CCCU Collaboration	Work with CCU to minimise impact / sharing arrangements	Procurement	████████████████████	████████████████████
Laptops/Mobiles	Ordering new devices to ensure team have all necessary tech	Procurement	██████	██████
Activities to be undertaken on Brexit day	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Be prepared to work at home & be aware of developments	Interruption of service, inability to authorise transactions, reduced effectiveness	Everyone	██████	██████
Daily Conference Call in team to respond / WhatsApp group	Communication breakdown	Everyone	██████	██████
Review Emergency protocol & suspend regulation if necessary	Failure to respond effectively to ever changing state	Everyone	██████	██████
Activities to be undertaken within 7 days after Brexit	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER
Prepare to extend Credit Card limits & facilities if necessary	Interruption of service, inability to authorise transactions, reduced effectiveness	Everyone	██████	██████
Review Supplier performance	Interruption of service, inability to authorise transactions, reduced effectiveness	Everyone	██████	██████
Actions required for extended	Possible Implications	Key Stakeholders	STRATEGIC OWNER	OPERATIONAL OWNER