**Questionnaire and approval planned visit to a risk area**

*The* [*travel policy Wageningen UR*](https://www.intranet.wur.nl/nl/people/arbeidsvoorwaarden/reizenwonen/Documents/Reisbeleid_Wageningen_UR_2014_1.0.def.docx)*(Dutch only) states that the Board of a Sciences Group needs to approve travelling to a high-risk country (*[*source Ministry of Foreign Affairs (in Dutch)*](http://www.rijksoverheid.nl/onderwerpen/reisadviezen)*). Travel is not permitted unless the immediate supervisor and the Board of the unit agrees.*

*Working in (social) sciences sometimes requires travel to risk areas. Travel to* [*risk areas*](http://www.rijksoverheid.nl/onderwerpen/reisadviezen) *requires permission from your supervisor. You can use*[*the attached questionnaire*](https://www.intranet.wur.nl/nl/home/SSG_A-Z/secr-dmw/Documents/20140624_Questionnaire%20risk%20areas.pdf) *and discuss it with your supervisor.*

*Travel to a country or area with a* ***Yellow*** *Ministry of Foreign Affairs classification (be aware, safety risk) or higher;* ***Orange*** *(only if necessary) and* ***Red*** *(do not travel) additionally requires approval of the Director Operations of the SSG.  
  
The same procedure is also valid for students traveling to risk areas: he/she must fill out the questionnaire, and the student's supervisor and the Director Operations need to agree before booking a flight. It will not be permitted for a student to travel to a orange or red area/country.*

*If you’re travelling with WUR colleagues, the questionnaire must be filled out by every person seperately.*

*After your travel.*

*The university can provide appropriate aftercare if necessary. We advise employees to contact the company’s social work or the occupational health physician (company doctor). We advise students to contact the student counsellor or student psychologist.*

**Personal data:**

|  |  |
| --- | --- |
| Surname |  |
| Given names |  |
| Date of birth |  |
| Citizenship (note all multiple) |  |
| Passport number |  |
| Date and place of issue |  |
| Date of expiry |  |
| Phone number (cell) |  |
| Phone number work |  |
| E-mail address (personal) |  |
| E-mail address work |  |
| Warn in case of emergency (1) |  |
| Relation to staff member/student |  |
| Address |  |
| Phone number home |  |
| Phone number cell |  |
| Warn in case of emergency (2) |  |
| Relation to staff member/student |  |
| Address |  |
| Phone number home |  |
| Phone number cell |  |
| Are you a student (name study) or employee (name function) |  |
| Of which group |  |
| Who is your supervisor/team leader |  |
| Alternative person(s) for the University to contact in case you are out of reach |  |
| Name(s) |  |
| Relation to staff member/student |  |
| Phone number(s) |  |

**Questionnaire**

|  |  |
| --- | --- |
| 1. Which country and area are you planning to visit? And which area/city? |  |
| 2. What is the travel advice according to Ministry of Foreign affairs? [See here](https://www.rijksoverheid.nl/onderwerpen/reisadviezen).  Yellow/orange/red? |  |
| 3. Are there any sources that diverge from the Dutch FA advice (such as CIA, UK advice)? |  |
| 4. What are you going to do in this area?  Students: please write down in a attachment, in combination with question 7. |  |
| 5. What are your planned travel dates?  Please add the adress of your accommodation for each stay! |  |
| 6. What is your travel plan?  (flight from / to, other means of transport, what areas). Also domestic travel. |  |
| 7. Risk analysis  Make a brief risk analysis and answer the following. What are the risks:   * for you in the area * for the university/DLO in case you would not go * for your research, if you couldn’t continue * for local research assistants and respondents   What measures have you taken to reduce risks?  Include details:   * do you (already) have contacts with a local or international organisation in the area? (contact details) * will someone pick you up from the airport? (contact details) If no, how will you get to your destination? * have you reported your visit to the embassy? * what is your evacuation plan? * how will you back up your research data? | You can add your answer in a attachment. |
| 8. What are the measures in case of unforeseen financial problems or needs? How do you obtain cash or other financial access? |  |
| 9. What is the health advice according to [www.lcr.nl](http://www.lcr.nl), [www.who.int](http://www.who.int), [www.ggdreisvaccinaties.nl](http://www.ggdreisvaccinaties.nl)? |  |
| 10. Do you have the recommended vaccinations (if yes, when)? How have you prepared yourself with regard to other health issues (malaria, other)? |  |
| 11. Have you enquired your personal health insurance if your trip is covered? (especially outside Europe world coverage is nessecary) |  |
| 12. (NA for students) Are you aware of the Wageningen UR travel insurance policy? (the trip must be booked through MobileXpense).  See the insurance policy information on:  <https://www.intranet.wur.nl/nl/services/voorzieningen/reizen/dienstreizen/Pages/SSG-dienstreizen.aspx>. |  |
| 13. Who will you call in case of an emergency? |  |
| 14. Is there anyone else travelling with you, who is not an employee of WUR? Yes/no  If there is, please state the persons details here (name/adress/contactperson) |  |
| 15. Who will you call outside office hours if a calamity occurs? |  |
| 16. How often will you contact your supervisor and in what way? Agree upon frequent updates and structurize.  What do you do in case you cannot reach your supervisor or your supervisor cannot reach you? |  |
| 17. Have you followed the Basic Safety and Security Course that Wageningen UR offers in cooperation with the Centre for Safety and Development?  See also: <http://www.wageningenur.nl/nl/show/Basic-Safety-Security-Course.htm>.  If yes, when? |  |

The Ministry of Foreign Affairs provides an opportunity to all Dutch, who stay temporarily or permanently abroad, to sign up at the Ministry. The information you provide helps embassies, consulates, and the Ministry of Foreign Affairs to contact you and help you in case of an emergency, such as a natural disaster or (the threat of) unrest in the country where you are staying (temporarily).[**Https://www.kompas.buzaservices.nl/registration/**](Https://www.kompas.buzaservices.nl/registration/)

Please be alert while you are staying in the area. There is a nice traveladvice app. on the site of the Ministry of Foreign Affairs (in Dutch). You can download it on your mobile and take it with you.

<https://www.rijksoverheid.nl/onderwerpen/reisadviezen/vraag-en-antwoord/app-bz-reisadvies>

**Completed truthfully, Decision supervisor:**

**Employee Yes or no**

**Name, signature and date Name, signature and date**

Please hand in this questionnaire at the secretariat of your (chair)group and digital to [directiessg@wur.nl](mailto:directiessg@wur.nl) and your supervisor.

In case of an area with classification Yellow, Orange and Red (‘unsafe areas’) or when the supervisor considers necessary, the questionnaire has to be approved, **before booking a flight,** by:

|  |  |
| --- | --- |
| Classification Yellow | Decision Director Operations SSG  Yes/No  Date: |
| Classification Orange and Red | Respons C-HR sectie R&A  Date: |
| Decision in case of Orange/Red | Director Operations SSG  Yes/No  Date: |