**Questionnaire for approval of request for travelling to risk area(s)**

The travel policy of Wageningen University & Research states that travelling to risk areas\* is only allowed with the approval of the employer.
Please send this form to the director of your unit/science group no later than two weeks before the scheduled departure date. And please note: if you are travelling with WUR colleagues, the questionnaire must be filled out by every person separately.

***Instructions within in the framework of the GDPR ( General Data Protection Regulation) (AVG):***

*This form has to be saved only in DPI. All copies of this form have to be deleted as soon as possible after the return date of the traveller.*

\* For c*odes risk areas:*  [www.rijksoverheid.nl/onderwerpen/reisadviezen](http://www.rijksoverheid.nl/onderwerpen/reisadviezen) (only in Dutch)

Risk areas staff: code yellow, orange and red.

**I Traveller’s personal data**

|  |  |
| --- | --- |
| Surname |  |
| Given name(s) |  |
| Date of birth |  |
| WUR supervisor <>, appointed atsciences group/chair group <> |  |
| Nationality (-ties) |  |
| **Passport :** |  |
| Number |  |
|  Date of expiry |  |
|  Phone number(s)  |  |
|  E-mail address(es)  |  |
| **Warn in case of emergency (1):** |  |
|  Relation to traveller |  |
|  E-mail address |  |
|  Phone number(s)  |  |
| **Warn in case of emergency (2):** |  |
|  Relation to traveller |  |
| E-mail address |  |
| Address |  |
| Phone number(s) |  |
| In case a colleague of WUR travels with you, please mention the person’s name  |  |
| Are you well insured during your trip and stay? Are you aware of WUR(additional) insurances?  |  |
| **Person(s) for the WUR to contact in the area in case you are out of reach:** |  |
|  Name(s) |  |
|  Relation to traveller |  |
|  Phone number(s) |  |

**II Risk assessment**

|  |  |
| --- | --- |
| 1 | Period of your stay (departure date and return date) |
| 2 | Country/area and travel advisory level (yellow/orange/red) |
| 3 | Type of activities/brief description of your stay and the research location(s): what, when, where? |
| 4 | Motivation for the specific risk area. Non-risk aeras possible for the research? |
| 5 | Describe the importance of the activities for you, for Wageningen U&R and for the counterparts in the area.  |
| 6 | Are you hosted by an organisation? Contacts formalised? Contact person? Will you get/are you introduced to the area? How? |
| 7 | Describe your travel plan including flight numbers, flight dates, address(es) of all accommodation(s) to stay. Are you being picked up from the airport to go to your first accommodation? Who is to consult for advice about travelling in the area? Who may accompany you in the area? |
| 8 | Show the [travel advice](https://www.nederlandwereldwijd.nl/reizen/reisadviezen) of BuZa (Foreign Affairs) (NL), and please include a recent map with colour indication as attachment to be found at: <https://www.nederlandwereldwijd.nl/reizen/reisadviezen>  |
| 9 | Did you pursue the [Basic Safety and Security Course](https://www.wur.nl/nl/artikel/Course-basic-safety-security-.htm)?If yes, when? |
| 10 | Reflect on what the advice(s) mean for the specific situation and activities proposed and discuss additional, specific risks that may derive from the research/ travel plans. For example health risks, terrorism, criminal violence, communal and political violence. |
| 11 | Describe what (prevention) measures you took/will take to mitigate possible risks for research contacts and data. |
| 12 | Describe how will you get and kept informed about possible tensions and danger during your stay.* For Dutch travelers: confirm your awareness of the 24/7 BZ Informatieservice: <https://informatieservice.nederlandwereldwijd.nl/>
* For non Dutch travelers: confirm that you will contact your ambassy/consulate as soon as you arrive.

  |
| 13 | Describe your contact with the embassy/consulate (..): what, where and when? |
| 14 | Reflect on personal aspects of being in the risk area: previous experiences, cultural awareness, ... |
| 15 | Describe what (prevention) measures you took/will take to mitigate possible risks for research contacts and data. |
| 16 | Describe the health risks mentioned on <http://www.ggdreisvaccinaties.nl/> What are the recommended vaccinations? Description of other prevention measures you could take. Elaborate on how to avoid health risks during your stay. |
| 17 | Describe the possibilities for first AID in the area? Availability of hospitals? Embassy’s information on this? |
| 18 | Describe how and how often/when you will contact your WUR supervisor for frequent updates. Including a backup plan in case you cannot reach each other on the moments agreed upon. Also for contact outside WUR office hours. |
| 19 | Describe the measures you take in case of unforeseen financial problems or needs. How do you obtain cash or other access to financial means? |
| 20 | Describe a possible evacuation/emergency plan. Including how you handle collected data, valuables, extra cash and copies of your passport. |

Completed truthfully including the declaration that the traveller took or is going to take the recommended vaccination(s):

Name & signature traveller: Name & signature supervisor:

Place & date: Place & date:

Name & signature director unit (in case of yellow areas):

Approved\*\* on <date>: \*\*incl. payment safety course staff

Representative advisory committee (‘driemanschap’) – only applicable for orange and red areas:

Name & signature:

Unanimous advice positive/negative on <date>:

Name & signature director unit – only applicable for orange and red areas:

Final approval after unanimous positive advice advisory committee on <date>:

Representative Executive Board (only if advice committee was not unanimous):

Name & signature:

EB approved/disapproved on <date>:

>> To be stored in the director’s archive <<