## **Travel Risk Assessment** *(updated 220405)*

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| Please! |
| Fill in the form yourself |
| Read all the guidance in each section carefully |
| Write your itinerary and summary ToR on this form |
| Understand that all you write here is necessary to make a decision about your travel |

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| Please do not: |
| Copy everyone involved: send to your Line Manager only |
| Attach or refer to other files or documents |
| Allow anyone else to fill the form in for you, as it is about your consent to the risks involved |

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| **Section 1: Information about the traveller (Individual)** |
| **1.1 Name** | *(Your name)* |
| *[Answer here]* |
| **1.2 Position and Unit** | *(State your role in SRC and which Unit you work in. If you are not employed by SRC state your connection to SRC.)* |
| *[Answer here]* |
| **1.3 Line Manager** | *(Your Line Manager is the person who sets your salary. If you are not employed by SRC seek guidance from the respective Regional Head of Unit.)* |
| *[Answer here]* |
| **1.4 Your phone number(s)** | *(State the phone number(s) that can be used to contact you directly during this travel.)* |
| *[Answer here]* |
| **1.5 Your email address** | *(This should be your redcross.se address if you have one.)* |
| *[Answer here]* |
| **1.6 Nationality/Nationalities** | *(State all of the countries for which you hold a passport or travel document.)* |
| *[Answer here]* |
| **1.7 Passport you will be travelling under** | *(State which country’s passport you are travelling under. Do NOT write the number.)*  |
| *[Answer here]* |
| **1.8 Security training** | *(State the highest level of security training you have received. For example, this might be HEAT; attendance at a BTC; or Stay Safe online. Do not paste certificates.)* |
| *[Answer here]* |
| **1.9 Staff Profile and Proof of Life:** | *(Confirm that your information on file in* [*HRM FLEX*](https://kunskapsbanken.rodakorset.se/hc/sv/articles/360009194358-Om-Flex-HRM-tidrapportering-utl%C3%A4gg-och-l%C3%B6nefr%C3%A5gor-tj%C3%A4nstepersonsorganisationen) *as HQ staff, or* [*REST*](https://rodakorset.rpm.molnix.com/) *as delegate is correct and that HR-INT has received your* [*Proof of Life*](https://redcross1se.sharepoint.com/%3Af%3A/s/SRK-Box/EvB5YXrZrhJFmhPhBZLv5bUBzQhX1CplKM0zsMHk2QcrNA?e=FZfux2) *documentation.)* |
| *[Answer here]* |
| **1.10 Travel health:** | *(Confirm that you have checked with* [*www.1177.se*](http://www.1177.se) *that all appropriate prophylaxis and vaccinations for your trip are up to date and if not, that you have booked in a consultation at CityAkuten or equivalent. Do NOT write details of specific medicines.)* |
| *[Answer here]* |
| **1.11 30-day travel history:** | *(State ALL countries you have resided in and travelled to and through (transit) in the last thirty (30) days. Include your normal place of work e.g. Sweden.)*  |
| *[Answer here]* |

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| **Section 2: Information on destination (Raw risk) and purpose of trip****(Purpose)** |
| **2.1 Country:** | *(List the countries you intend to travel to and when UD’s travel advice was last updated. Confirm you have read UD’s and/or Drum Cussac’s travel advice. If you have any questions about this advice contact the Regional Head of Unit in the first instance.)* |
| *[Answer here]* |
| **2.2 Source of information about entry restrictions/quarantine measures and date accessed:** | *(State your source of information and the date you accessed this information. This can be from a number of sources, but may be the Partner you are visiting or the Swedish Embassy’s website. This should also be checked the day before travel.)*  |
| *[Answer here]* |
| **2.3 Purpose of trip:** | *(Briefly summarise your Terms of Reference here.)* |
| *[Answer here]* |
| **2.4 Travel Agency and Itinerary:** | *(Confirm your travel is booked through Tranås. Cut and paste your itinerary here. All stops/transfers with dates, times and flight numbers need to be included).* |
| *[Answer here]* |
| **2.5 Visa arrangements:** | *(Your passport must be up to date, valid 6 months after your planned return, and you must have an appropriate visa for all countries you are visiting. State whether these are business or tourist visas, or whether the visa will be organised on arrival. Confirm you have checked with your RC/RC partner in-country that your visa plans are correct)* |
| *[Answer here]* |
| **2.6 Regional Head of Unit:** | *(The Regional Head of Unit is overall responsible for security for SRC staff in their region and is responsible for ensuring you have received a briefing on your trip.)* |
| *[Answer here]* |
| **2.7 SRC’s representative in-country (where applicable):** | *(List the name and contact details of SRC’s representative in-country if SRC has representation there and confirm you have informed them of your intention to visit.)* |
| *[Answer here]* |
| **2.8 SRC primary contact person in Sweden** | *(Who at SRC will be your primary contact (usually your Line Manager or the Regional Head of Unit)? This is the person who monitors your travel. Check that they will be in Sweden when you are travelling. Any person listed here needs to have explicitly agreed to be a contact.* |
| *[Answer here]* |
| **2.9 SRC back-up contact person** | *Who at SRC will be your back-up contact - the person you call if you cannot reach your primary contact? Any person listed here needs to have explicitly agreed to be a contact.* |
| *[Answer here]* |
| **2.10 When will you check-in?** | *(State when you will make contact with SRC and with whom. At a minimum, contacts must be* * *On departure from Sweden/your home base*
* *On arrival in the country concerned*
* *Before and after field movements*
* *On departure from the country concerned*
* *On arrival in Sweden/your home base.*

*Contacts may be made by sms, whatsapp, or phone, but the most reliable and immediate means for both you and your contact should be chosen. For example, to use whatsapp you have to have access to roaming or wifi. Contacts are also necessary in the event of a major security incident in your location (“I’m OK”) whether you are involved or not. In an emergency you can call TiB on +46 8 452 4650.)* |
| *[Answer here]* |
| **2.11 Additional check-in arrangements** | *(Your Line Manager and/or the Regional Head of Unit may request that you check in more frequently than the minimum. State any additional arrangements here.)* |
| *[Answer here]* |

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| **Section 3: Details about the security management arrangements (Mitigating measures)** |
| **3.1 Movement Partner responsible for security management arrangements:** | *(This might be, for example, the ICRC; IFRC; Swedish RC; another PNS; or, if there is a formal agreement, the host National Society.) If there is no formal arrangement with a partner, Swedish RC is responsible for the security management arrangements. If you are for example attending a conference organised by a non-Movement Partner, state which organisation is responsible for organising this.)* |
| *[Answer here]* |
| **3.2 Security Regulations:** | *(Confirm that security regulations have been received from the Movement partner(s) concerned, when they were last updated, and that they have been read. These must be supplied on request. If security regulations are not available explain why.)* |
| *[Answer here]* |
| **3.3 Arrival:** | *(Include details of airport drop-off/pick-up and transfer arrangements. Taxis, Uber, or public transport may only be used if clearly allowed under the applicable security regulations)* |
| *[Answer here]* |
| **3.4 Accommodation:** | *(Include information on accommodation arrangements; specify address(es), contact telephone number(s) and type(s) (hotel, Movement partner residence), and on whose security advice the accommodation was chosen.)* |
| *[Answer here]* |
| **3.5 Field Movements:** | *(Detail all travel in-country that requires specific permissions and/or the application of field trip procedures and/or means that you move from one partner’s security arrangements to another. Note that field movements can be within a capital city. Confirm that procedures for field movements are well documented in the security regulations that you have received and read. State means of transport and state if there will be any transport in non-Movement vehicles/planes. State who from the Movement partner whose security arrangements you are under will accompany you on the field Movement. If there are to be no field movements state this clearly.)* |
| *[Answer here]* |
| **3.6 Host Emergency Contacts (Name, Function, Organisation, telephone number)** |  *(Identify a primary and secondary in-country Movement contact that SRC can reach for emergency purposes. It is very important that name, position, and verified contact details are supplied. These must be from the Movement partner whose security arrangements you will be under and have security responsibilities: if not, explain why they are listed here and what role they can play in an emergency. You must confirm that both persons will be present the whole time you are in the country.)*  |
| **Primary Contact** | *[Answer here]* |
| **Secondary Contact** | *[Answer here]* |

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| **Section 4: Informed consent** |
| **Many countries are introducing strict controls that may lead to you being refused entry to your destination or placed under quarantine measures. Confirm that you are satisfied with the information that has been provided to you concerning this and that you have considered the risks involved.** |
| I confirm that I have completed this form myself and that I am aware of the risks associated with this travel and accept them. |
| **WRITE NAME in Lieu of Signature** |  |
| **Date** |  |

**NOW SEND THE FORM TO YOUR LINE MANAGER AS A WORD DOCUMENT (NOT PDF).**