

Colour code orange: noteworthy issues and available information

For business travel to regions designated as code orange, prior written approval from the mandate holder is required.

Important points:

- You should discuss the trip with your supervisor in a timely fashion so that the request can reach the mandate holder in time and in a form that is as complete as possible. You should do this using the designated form on the website. The mandate holder makes his decision on the basis of the information available to him at the moment.
- An inventory of risks will be conducted, which in any event should include your own estimation of the risks and the information from the Dutch Ministry of Foreign Affairs.
- If relevant, the questionnaire from the booklet Risico's van het werken in het buitenland ("Risks of Working Abroad") from the Health, Safety and Environment service shall be attached by the employee to his request.
- The travel must be necessary. Necessary means that you cannot do your work without undertaking the trip. Furthermore, it must not be possible to postpone the travel for a later date.
- If the intended trip is to an area where a catastrophe has taken place or threatens to take place, that shall be grounds for not granting approval. (The threat of) a catastrophe shall in any event be understood to include the following: an uprising (domestic unrest), a (terrorist) attack, a (civil) war, a (natural) disaster, the outbreak of an infectious disease.
- To limit the risks of the work-related trip, the mandate holder can make agreements with you and/or attach conditions to the approval. Points that should be considered include (but are not limited to): a. who you will leave the available information with (see below); b. for a stay longer than 3 weeks, a safety plan should be submitted before approval can be granted; c. for a stay longer than 3 weeks, you need to take a safety training course (at, for instance, the Centre for Safety).

Necessary information

Before you leave, or as soon as possible during the business trip if not possible before your departure, you should provide us with the following information:

1. travel information, such as dates;
2. any flight information;
3. information concerning the address where you are staying abroad;
4. the telephone number and e-mail address at which you can be reached during your stay;
5. the name, address, telephone number and e-mail address of at least one contact person in the Netherlands who is informed about your stay abroad;

6. the name, address, telephone number and e-mail address of a contact person at your department at the university;
7. the name, address, telephone number and e-mail address of one or more contact persons in the country/countries where you are staying.
8. You should provide any changes and/or supplements to this information as quickly as possible.