

Risk Analysis dated:
Visit to (place, country):
Travel Dates:



Please attach the completed form to the application form for business trip request.

Introduction: geef een korte toelichting op doel van de reis, waarom het maken van de reis noodzakelijk is op dit moment en uitstel niet mogelijk is (give a short explanation of purpose of the trip, why is it necessary to make the trip at this moment, why delay is not possible)

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 abroad)	
Phone number (cell Netherlands)	
E-mail address (personal)	
E-mail address work	
Warn in case of emergency (1)	
Name(s)	
Relation to staff member	
Address	
Phone number home	
Phone number cell	
E-mail address	
Warn in case of emergency (2)	
Name(s)	
Relation to staff member	
Address	
Phone number home	
Phone number cell	
E-mail address	
Supervisor	
Alternative person(s) for the University to contact in case you are out of reach	
Name(s)	
Relation to staff member	
Phone number(s)	

Questionnaire

<p>1. Which country and area are you planning to visit?</p>	
<p>2. What is the travel advice according to the Dutch Ministry of Foreign affairs? See: http://www.rijksoverheid.nl/onderwerpen/reisadviezen.</p>	
<p>3. What are you going to do in this area?</p>	
<p>4. What are your planned travel dates?</p>	
<p>5. What is your travel plan? (flight from / to, other means of transport, what areas)</p>	
<p>6. Risk analysis</p> <p>Make a brief risk analysis and answer the following. What are the risks for:</p> <ul style="list-style-type: none"> - for you - for your research for respondents or local research assistants- for the university - what measures have you taken to reduce risks? 	<p>See also below in detailed risk analysis.</p>
<p>Include details:</p> <ul style="list-style-type: none"> - do you (already) have contacts with a local or international organisation in the area? (contact details) 	
<ul style="list-style-type: none"> - 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?	
7. What are the measures in case of unforeseen financial problems or needs? How do you obtain cash or other financial access?	
8. What is the health advice according to www.lcr.nl , www.who.int , www.vgm.leidenuniv.nl/veiligheid/arbozorg/reizigersadvies.html , www.ggdreisvaccinaties.nl ?	
9. Do you have the recommended vaccinations (if yes, when)? How have you prepared yourself with regard to other health issues (malaria, other)?	
10. Have you enquired your personal health insurance if your trip is (still) covered?	
11. Who will you call in case of an emergency?	
12. Who will you call outside office hours?	
13. How often will you contact your supervisor and in what way? Agree upon frequent updates and structure. What do you do in case you cannot reach your supervisor or your supervisor cannot reach you?	

Risk analysis for visit to: place, period

Threat	Likelihood (L) (1 to 5)	Impact (I)	Level of Risk (L x I)	Measures to reduce Likelihood	Measures to reduce Impact	Final Level of Risk (1-10)
Travel Accident						
Large-scale Armed conflict						
Armed Robbery						
Serious illness						
Petty theft						
Corrupt authorities						
Intimidation / militants						
Hostility / crowds, mob						
Landmines						
General						

Risks for local researchers

Give a general assessment of the risks for local researchers:

Researchers	Case study	Place of residence	Place of field research

Additional information (if any)