

Information sheet on security precautions and on emergency and crisis incidents abroad

Short trips as well as longer assignments abroad always entail risks which everyone must recognise and prepare themselves for. We therefore summarized in the following pages your tasks and duties as GIZ contractor and expert used by GIZ contractors.

Prior to your trip abroad, you should therefore find out about the security situation in the country. The travel and safety section of the German Federal Foreign Office's website (www.auswaertiges-amt.de, "Reise und Sicherheit", currently available in German only) will provide you with an initial idea of the situation.

As part of the in-country security concepts, GIZ also assumes a (limited) coordinating role for those people working on short or longer assignments in joint programme structures or under a contract for GIZ.

A professional security and crisis management system is currently being set up in all the countries in which GIZ operates. This is designed to help minimise risks and at the same time to ensure that GIZ is able to take action in the event of a crisis.

However, these kinds of security structures can only function if everyone involved is aware of the security situation, complies with existing security rules, and provides the information needed in the event of an emergency or crisis. Your assignment is based on contractual relations with GIZ under which, among other things, GIZ's responsibility in the event of a crisis as well as your duties and rights are laid down¹. To ensure that GIZ is able to take action, you yourself should (and you are obligated in most of the cases) take the following measures and comply with the rules set out below:

1. Insurance

Please ensure that you have sufficient insurance cover for the risks associated with your assignment abroad, either through your employer or on your own responsibility. In particular, you should ensure that you have adequate medical insurance abroad (valid throughout the world, unlimited services), repatriation insurance (air rescue services that provide help in the country of assignment too) and adequate accident insurance (also valid for the country of assignment). We also recommend that you take a health passport with you containing the most important information required in the event of an emergency.

2. Communication data, contact person in emergency cases and notification of arrival/departure in the country

You are obligated to guarantee reachability during your stay abroad. Additionally it is important to inform us about a person we have to contact in the case of emergency. In accordance with the contractual regulations, you therefore must send the form "Contact in the event of an emergency or crisis" to the GIZ Crisis Desk+COPE and the form "Reachability during an assignment abroad" form to the relevant GIZ Office in good time before embarking upon your outward journey, preferably by e-mail.

¹ Please see the General terms and conditions of contract ('Terms and Conditions') for supplying services and work on behalf of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, §§ 3.5. – 3.9.

Upon arrival in the country, please contact the GIZ Office as soon as possible or, if you do not arrive in the capital city, the relevant security officer in the region or, if there is not one, the programme manager. Please also be ready to be informed about the existing security concept and how you will be integrated into it.

For the duration of your stay abroad, please provide the GIZ Office with your contact data and details of how you can be reached, and inform the Office of periods of presence and absence (leave, official journeys, illness). Please also remember to inform the Office of any changes.

If you are staying abroad for a longer period of time, you must register at the German mission abroad (list of German residents or *Deutschenliste*). If you and/or your family members have a different nationality, please register with the relevant embassy. If your country does not operate a mission in the country, please find out before you enter the country which embassy assumes the consular duties and security coordination instead.

At the end of your stay, please inform the GIZ Office and the relevant embassy of your departure.

3. Personal Data Sheet

Experience has shown that the usual communication data are not always sufficient in emergency and crisis incidents in which rapid action needs to be taken in the country itself. We have therefore followed the example of international organisations and decided to ask you to document the main information on a Personal Data Sheet.

This sheet covers all the important medical information and personal details required in an emergency, and can be accessed at any time in a situation of crisis by the Country Director in the partner country or by the Crisis Desk+COPE at GIZ Head Office.

Please also ask your partner to complete the form, and supply details of any children accompanying you.

Please sign the completed form and return it in a closed envelope to the Country Director. The latter will seal the envelope in your presence (e.g. using sticky tape or document protection). You and the Country Director should then write your signature diagonally over the flap of the envelope.

The document will be protected against access by unauthorised third parties and kept in a safe place by the Country Director (Security Officer). It will only be opened by the latter after consultation with Crisis Desk+COPE in the event of an emergency if rapid action would not be able to be taken without the information on the Personal Data Sheet. The Country Director will document the fact that the envelope has been opened. The information contained in it shall be treated confidentially.

Please collect the envelope from the GIZ Office in good time before finishing your assignment and leaving the country, or ask the Office to destroy the envelope. If you have any queries, please contact Crisis Desk+COPE at GIZ Head Office.

All entries on the Personal Data Sheet are of course voluntary. Please remember that rapid action can only be taken in a crisis if all the relevant information is available.

Annexes:

1. "Reachability during an assignment abroad" form
2. Personal Data Sheet
3. "Contact in the event of an emergency or crisis" form