

**Risk assessment form**

**Questionnaire and approval for a research mission that may entail risks**

*Please answer this questionnaire truthfully, and providing as much detail as possible in your responses.*

**Researcher’s/Academic or administrative Staff Member’s Name:**

|  |  |
| --- | --- |
| 1. Which countries and areas are you planning to visit? |  |
| 2. What kind of research are you going to do in this area?  If you are going to conduct interviews, could your questions cause offence or suspicion? Are you going to interview in a public space?  Do you expect to be under surveillance by authorities or someone else? |  |
| 3. What are your planned travel dates? |  |
| 4. What is your travel plan?  (flight from / to, other means of transport, which areas) |  |
| 5. How can you be contacted in the period? And where will you be accommodated? is your accommodation secure and in a safe area? |  |
| 6. Travel Advice – SUMMARY \* | |
| Health risks:    Security:    \* attach the DETAILED TRAVEL ADVICE with all the sources and precautions in the Appendix. Include travel advisory issued by your country of nationality and of Belgium (as relevant under the EUI insurance policy) <https://ec.europa.eu/consularprotection/traveladvice_en> | |
| 7. Risk analysis  Make a brief risk analysis and answer the following.   * What are the risks for you? * Is it possible that you will put others at risk? * What measures have you taken to reduce risks? In respect of   a) Crime:  b) Sensitive borders:  c) Health precautions:  d) A general threat of terrorism:  e) Being targeted as a spy/other suspicious person:   * What is your evacuation plan? | Identified risks and precautions I am taking: |
| 8. Local network and contacts |  |
| 9. Embassies / Consulates   * Have you reported your visit to the embassy of your country or nationality? (in case there is none, the country that represents your own one) |  |
| 10. How will you protect and back up your research data? |  |
| 11. What are the measures in case of unforeseen financial problems or needs? |  |
| 12. What is the health advice according to [www.who.int](http://www.who.int)? |  |
| 13. Do you have the recommended vaccinations and are they still valid at the envisaged time of the mission? How have you prepared yourself with regard to other health issues (malaria, other)? |  |
| 14. Have you enquired your health insurance as to whether your trip is (still) covered? |  |
| 15. Who will you call in case of an emergency? |  |
| 16. Who will you call outside office hours? |  |
| 17. How often will you contact your supervisor and in what way? Agree upon frequent updates.  What do you do in case you cannot reach your supervisor or your supervisor cannot reach you? |  |
| 18. What background do you have in the local language/language of your interlocutors? How can you tell that your language skills would suffice for you to communicate with local authorities or to detect impending risks to you? |  |
| 19. If applicable: do you know enough of the local culture/culture of your interlocutors, and (if relevant) of the causes of local social, political or religious unrest to know how you should behave to remain safe? |
| 20. Is the nature or purpose of your research project likely to cause tension with any persons whom you will encounter in the course of the research mission?  Is it possible to find publicly accessible information (e.g. online) about your previous research or about yourself which could place you or your interlocutors in dangerous situations? |  |

**Completed truthfully by the Decision of the supervisor:**

**Researcher/Fellow/Staff Member Yes / No / Conditional**

**(as specified in the annex)**

**Name, signature and date Name, signature and date**

**Decision of the Head Of Unit/: Yes / No / Conditional**

**Name, signature and date**

In case of a severe risk or a considerable probability of another kind of risk, or if the supervisor and Head of Department disagree, or if policy considerations need to be taken into account, the Head of Department will submit the mission request and its risk assessment to the President for final decision

**Decision by the President: Yes / No/ Conditional**

**Name, signature and date**

*\*\*\*Find the DETAILED TRAVEL ADVICE AND SOURCES on the next page.\*\*\**

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| --- | --- |
| *APPENDIX*  Travel advice  DETAILED sources, safety messages and precautions | |
| Travel advice by <Your country of nationality>  Usually Ministry for Foreign Affairs |  |
| Belgium (when relevant for insurance coverage) |  |
| US Travel advice  Travel warnings and alerts: <https://travel.state.gov/content/passports/en/alertswarnings.html>  General travel advice by country:  <https://travel.state.gov/content/passports/en/country.html> |  |
| Center for Disease Control (CDC) travel advice:  <http://wwwnc.cdc.gov/travel/> |  |
| EU Diplomatic Representations at destination  <https://ec.europa.eu/consularprotection/traveladvice_en> |  |
| Other Embassies give similar advice: | |