

## International Travel and Security Policy

Classification Internationalization	Table of Contents  Purpose 1 Scope 2 Definitions 3 Policy Statement 4 Responsibilities 5 Procedures 6 Instructions/Forms 7 History 8
Approval Authority Vice-Provost (International)	
Implementation Authority Vice-Provost (International)	
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- Purpose**                    **1**    The University of Calgary is committed to internationalization and to sustaining its reputation as a world-class teaching and research institution. International travel and the inherent risks associated with it need to be addressed and managed in such a way so as to allow University business to be conducted while at the same time protecting those who participate in such activities.
- Scope**                    **2**    This policy applies to employees and students of the University.
- Definitions**            **3**    In this policy:
- a) “Employee” means any University employee, full-time or part-time, or any trust employee or other individual hired by the University on a contract basis, who is on approved international travel or service work in relation to a University of Calgary program, research or contract.
  - b) “Student” means any registered student, full-time or part-time, enrolled in credit or non-credit courses, who is on approved international travel in relation to a University of Calgary course, program or research activity.
  - c) an “Extreme Risk” rating applies to a country or region where one or more of the following apply:
    - i.    the severity of security risks to personnel and/or assets is

- likely to make business operations untenable;
- ii. there is no law and order; conditions may verge on war or civil war;
- iii. state authorities are unable or unwilling to provide protection or security;
- iv. high levels of violence or terrorism persist, and there is sufficient evidence to suggest that foreign companies and travellers will be specific targets;
- v. outbreaks of potentially fatal, easily contractible diseases having no known cure (e.g. Ebola, hemorrhagic dengue fever) have been reported; or
- vi. a natural environmental disaster (e.g. earthquake, tropical storm) has seriously affected the entire country and/or region.
- vii. when Foreign Affairs Canada (FAC) has specifically recommended that Canadians not travel to a particular country and/or region.

In some cases, regions within a country may be assessed separately from the country's overall assessment. Generally, Travel Reports use countries as the unit of analysis. However, where feasible (as may be the case in large countries) attempts will be made to be as specific as possible.

- d) A High Risk rating applies to a country or region where one or more of the following apply:
  - i. there is sufficient evidence to suggest that foreign companies and travellers have an elevated potential to face security problems; special measures, including contingency and evacuation planning, are highly recommended;
  - ii. state protection or security is very limited;
  - iii. personnel and/or assets have an elevated risk of exposure to violence or theft;
  - iv. high levels of violent crime (including kidnapping and/or sexual assault), political unrest, and/or terrorism pose a serious risk, with sufficient evidence to suggest that foreign travellers may be targeted, or at an increased risk of incidental exposure to violence;
  - v. outbreaks of serious, easily contractible diseases requiring

vaccinations or suppressants (e.g. malaria, yellow fever) have been detected throughout the entire country and/or region; or

- vi. a natural environmental disaster (e.g. earthquake, tropical storm) has seriously affected certain regions.
- e) a “Moderate Risk” rating applies to a country/region where one or more of the following apply:
- i. There is sufficient evidence to suggest that foreign companies and travellers have a reasonable potential to face security problems, but there is no sustained threat directed specifically against foreigners;
  - ii. State protection or security may be inadequate;
  - iii. Personnel and/or assets have a reasonable risk of exposure to violence or theft;
  - iv. Caution and vigilance is warranted as levels of violent crime (including kidnapping and/or sexual assault), political unrest, and/or terrorism may still pose some risk to foreign travellers; or
  - v. Outbreaks of serious, easily contractible diseases requiring vaccinations or suppressants (e.g. Malaria, Yellow Fever) have been detected in certain regions.
- f) a “Low Risk” rating applies to a country or region where there is sufficient evidence to suggest that foreign companies and travellers will face few security problems. State security/protection is adequate. Personnel and/or assets are likely to face only infrequent exposure to violence or theft. Levels of violent crime, political unrest, and/or terrorism pose only minimal risk to foreign travellers taking commonsense precautions. Normal health precautions, including routine immunizations, are generally deemed sufficient.
- g) “University Business” means any activity that is undertaken involving research, academic, service work and/or professional pursuits such as exchanges or travel/study abroad programs, or any other work that is undertaken through contractual obligations by the University.

**Policy Statement**

- 4 4.1** When Employees or Students are engaged in University Business that requires international travel, the University will assist them in appropriate ways to ensure that they receive the necessary assistance in the event that situations arise which pose a threat. The University is naturally concerned for the well-being of Employees and Students and will take all reasonable steps to ensure their safety.

- 4.2** Employees, Students, and those participating in Continuing Education Non-credit Travel Study programs may travel to High or Moderate Risk countries subject to the conditions and requirements set out in the procedures attached to this policy.
- 4.3** Subject to the conditions and requirements set out in the procedures attached to this policy, Employees and graduate Students may travel to countries/regions that have been identified by the University as Extreme Risk only under the following conditions:
- a) work must be conducted in that place and at that point in time, and
  - b) the output is either critical to the person's professional success, or
  - c) the University must fulfill its obligation under contract.
- 4.4** The University will not sanction travel to Extreme Risk countries/ regions by undergraduate Students taking part in for-credit courses, research or other activities or participants in Continuing Education Non-credit Travel Study Programs.
- 4.5** The University will not sanction travel to Extreme Risk or High Risk countries/regions by undergraduate Students participating in University-based non-credit activities other than Continuing Education Non-credit Travel Study Programs (e.g., University sports teams competing abroad).
- 4.6** The risk assessment rating of countries/regions will be made by the Department of Insurance and Risk Management in consultation with independent external agencies. The Department will assess through the appropriate means, the country or region's rating prior to travel being approved and commenced. If a country or region's rating changes to a higher risk level before departure, a reassessment may be required and travel maybe denied.

**Responsibilities**

- 5 5.1 Approval Authority**
- a) ensure appropriate rigour and due diligence in the development or revision of this policy.
- 5.2 Deans**
- a) ensure the implementation of this policy for international travel as it relates to the academic and scholarly activity of the faculty.
- 5.3 Department of Risk Management, Safety and Security**
- a) maintain the database of international travel registrations;
  - b) stay informed of changing conditions identified in Travel Reports from Foreign Affairs Canada (FAC);
  - c) alerting the Vice-Provost (International) or designate, and the appropriate Dean, of significant adverse changes in the risk levels of countries where Students and Employees are engaged.
  - d) work with the International Centre, International Student Centre, Travel Study Abroad and others to help produce emergency-procedures

- template(s), both generic and specific, for Extreme Risk countries or regions to which travel has been approved, or countries or regions where emergency procedures may be warranted;
- e) monitor the U of C's international emergency communication systems; and
- f) re-directing information to the Chair of the International Emergency Response Team or the appropriate dean as required.

**5.4 Employees and Students**

- a) check the rating of the country or region to which they wish to travel prior to their departure to ensure that their compliance with the applicable requirements;
- b) be informed about the risks inherent in international travel and take appropriate precautions to avoid undue risks and dangers.

**5.5 Implementation Authority**

- a) ensure that University staff are aware of and understand the implications of this policy and related procedures;
- b) monitor compliance with the policy and related procedures;
- c) regularly review the policy and related procedures to ensure consistency in practice;
- d) sponsor the revision of this policy and related procedures when necessary;
- e) appoint a Policy Advisor to administer and manage these activities.

**5.6 International Emergency Response Team (IERT)**

- a) recommend a response to the Emergency Operations Group (EOG) in the event of an international crisis, which may require the cancellation of a program or the early departure or evacuation of University of Calgary employees or students.

<b>Procedures</b>	<b>6</b>	<a href="#"><u>International Travel and Security Procedures</u></a>
<b>Instructions/Forms</b>	<b>7</b>	International Traveler Registration Form
<b>History</b>	<b>8</b>	<i>Revised: March 2006</i>  <i>Approved: June 9, 2006</i>  <i>Effective: July 1, 2006</i>