

Travel checklist

Pre-Departure:

A) DOCUMENTS AND RELATED ITEMS

- ☐ International travel/flight ticket
- ☐ Valid passport (check the length of validity)
- ☐ Copies of your passport
- ☐ Visa(s)
- ☐ Spare passport photos (plenty)
- ☐ Travel authorization and raptim certificate
- ☐ International certificate of vaccinations
- ☐ Copies of international certificate of vaccinations
- ☐ International driving license
- ☐ Copies of international driving license
- ☐ Insurance card and information/documentation
- ☐ Social security/identification number
- ☐ Credit card(s)
- ☐ Contact information (head & country offices, embassy, etc.)
- ☐ Small amount of cash (in national and international currency)
- ☐ Notebook, pens and pencils
- ☐ Copies of all essential documents
- ☐ An updated country map
- ☐ Record of all electronic devices (with serial number) for customs inspections
- ☐ Registration in the emergency contact database of your Ministry of Foreign Affairs (if applicable)

B) WHAT TO STORE IN YOUR SAFE AT YOUR HOTEL

- ☐ One copy of passport
- ☐ One copy of international certificate of vaccinations
- ☐ One copy of international driving license
- ☐ Copies of other essential documents
- ☐ Money and other valuables

C) PERSONAL ITEMS

- ☐ Travel bag/backpack/grab bag for potential emergency evacuations
- ☐ Appropriate clothing (check destination environment, climate and culture)
- ☐ Water-resistant shoes/boots
- ☐ Business clothing for official meetings
- ☐ Rain gear
- ☐ Glasses/sunglasses (plus extra pair)
- ☐ Soap, toothbrush, toilet paper and other hygiene products
- ☐ Dry wash (in case of water shortage)
- ☐ Ear plugs
- ☐ Torch/flashlight (with spare bulb and batteries)
- ☐ Pocket knife/multi tool (not in hand luggage)
- ☐ Sewing kit
- ☐ Plastic bags
- ☐ Candles, matches, lighter

- ☐ Universal adapters for electronic equipment
- ☐ Water bottle with purification filter or tablets
- ☐ Compass, GPS
- ☐ Insecticide-treated mosquito net and mosquito repellent
- ☐ Mobile phone (a cheap version), charger and a SIM card that will work in your area of deployment
- ☐ Camera (if required)
- ☐ Alarm clock
- ☐ Laptop and storage device and connecting device
- ☐ Spare batteries/solar charger/powerbank

D) MEDICAL PREPARATIONS

Immunisations and vaccinations:

- ☐ You must always be covered for hepatitis A and B, typhoid, diphtheria, tetanus and poliomyelitis
- ☐ Depending on the area of your deployment, ensure that you are also covered for rabies
- ☐ Check whether the countries you are traveling to require a certificate showing that you have had a yellow fever vaccination every 10 years
- ☐ Ensure that you have regular health screenings, including general medical examination (blood and urine tests), dental check-up, visual acuity, as well as breast examination and PAP (cervical smear) for women
- ☐ If you are being deployed to or may visit an area where malaria is known to occur, you will need specialist advice before going and may need to take antimalarial tablets
- ☐ First aid medical kit

First aid medical general kit:

- ☐ Prescription medicine (for expected length of stay)
- ☐ Painkillers (fever, aches, etc.)
- ☐ Anti-histamines (running noses, allergies)
- ☐ Antacids (abdominal upsets)
- ☐ Antibiotics (generic)
- ☐ Alcohol wipes
- ☐ Bandages (triangular, elastic)
- ☐ Protective gloves
- ☐ Scissors (not in hand-luggage)
- ☐ Condoms

Malaria prevention kit:

- ☐ Insecticide-treated mosquito net (if your hotel does not provide some)
- ☐ DEET-based insect repellent
- ☐ Antimalarial tablets

Diarrhoea treatment kit:

- ☐ Packets of oral rehydration salts, loperamide (Imodium) tablets
- ☐ Charcoal tablets
- ☐ Ciprofloxacin tablets (250 mg or 500 mg)
- ☐ Water purification tablets

Skin protection kit:

- ☐ Sun block/sun screen/moisturiser
- ☐ Powder (possibly with anti-fungal medication)
- ☐ Hydrocortisone cream (against skin allergies or insect bites)
- ☐ Antiseptic cream/hand sanitiser (for cuts, abrasions and general use)

Others:

- ☐ Two epinephrine self-injection kits (only if you have a history of severe allergies)
- ☐ Two sets of asthma inhalers (only if you suffer from asthma attacks)
- ☐ Adequate supplies of regularly taken medicines and a list of these with dosage and frequency signed and stamped by your doctor (only if you regularly take medication)

Medical records that include:

- ☐ Dates and results of health checkups (including dental and visual)
- ☐ Medical illnesses and medication being used
- ☐ Allergies (particularly to medication/drugs)
- ☐ Vaccinations
- ☐ Personal information (i.e. blood group)
- ☐ Health insurance details
- ☐ Name and contact details of your usual health care provider (i.e. personal doctor)

E) FAMILY & HOME PREPARATIONS

- ☐ Discuss your deployment in detail with your family or a person of trust to inform them adequately
- ☐ Discuss possibilities of mission extension
- ☐ Discuss family communication plan (i.e. phone/e-mail/Skype)
- ☐ Establish a family support system
- ☐ Provide family with full details of mission address, home and office
- ☐ Provide family with emergency phone numbers
- ☐ Discuss and write a power of attorney (in case of a travel longer than 3 weeks)
- ☐ Write your living will, last will and testament
- ☐ Leave a set of spare keys with a person of trust

F) WORK PREPARATIONS

- ☐ Apply for leave of absence (if applicable)
- ☐ Ensure your office is organized when you leave (electronic files and hard copies)
- ☐ Hand over the Security Protocol to the HR Manager (electronic files and hard copies)
- ☐ Receive a safety briefing by your manager before you leave

G) SAFETY BRIEFING ITEMS

- ☐ Travel information of your Ministry of Foreign Affairs
- ☐ Geographical location of your travel and agenda
- ☐ Local geography and natural risks (flooding, earthquake, volcanic eruptions, tropical storms, etc.)
- ☐ Country background: history, major ethnic groups, main religions, primary languages spoken, income per capita, major industries, natural resources, health and disease index, education...
- ☐ Political situation and in particular the governmental system, major political figures and nearest elections
- ☐ Laws, traditions, culture (DOs and DON'Ts)
- ☐ Recent security issues
- ☐ Potential threats and advices
- ☐ Police and army forces
- ☐ Anti-corruption rules
- ☐ Emergency numbers and local medical structures
- ☐ Safety protocol and emergency procedure
- ☐ Useful information (currency, phone, restaurant, per diem, customs rules, etc.)



Return:

A) WORK

- ☐ Debriefing with your manager
- ☐ Write a short activity log of the travel
- ☐ Deactivate your out of office message
- ☐ Travel claim

B) MEDICAL REINTEGRATION

- ☐ Do a medical check-up
- ☐ Seek professional counselling (social worker, doctor, psychologist) for continuing signs of critical incident stress or other concerns
- ☐ If you had any sexual contact during your deployment or if you lived in an area strongly affected by HIV/AIDS, you should get tested for HIV/AIDS and venereal disease (HIV tests may not be positive until about three weeks after exposure to the virus)
- ☐ Continue to take medication according to the regime established by the manufacturer of the medication even after departing from the deployment location (this information may be found in the packaging of the medication and applies especially to antimalarial tablets)