



AEPI TRAVEL POLICY

Approved by the Management Board on 21st June 2021

1. What this policy covers

This policy gives the guidelines for all travel made by the AEPI Management Board, members, specialists and consultants at the request of AEPI.

2. Environmental considerations

As AEPI's core business necessitates personal contact and interaction, travel is intrinsic to AEPI's work, but AEPI is aware that travel, specifically air travel, is damaging to the environment due to the emission of greenhouse gases. AEPI therefore, endeavours to ensure sustainable travel that it is done with as little harm to the environment as is feasible. This is done by such measures as:

- being selective on where travel is necessary or the use of video conference could be used instead;
- taking the train more often to get to destinations that are feasible to reach by train;
- using public transport, such as the metro rather than taxis where safety is not jeopardised;
- using environmentally conscious hotels etc.

3. Safety and security

The safety and security of those representing AEPI is a key importance to AEPI. AEPI therefore draws the traveller's attention to their responsibilities when travelling on behalf of AEPI.

The traveller is responsible for:

1. Following the Travel Advice of the Ministry of Foreign Affairs of the traveller's nationality. This includes informing their respective embassy of their travel to the area. Most embassies have an official on-line procedure for doing so. The embassy should be provided with the local contact details of the traveller (hotel, mobile etc.) so that they can inform the traveller of a deterioration in the security situation and provide assistance;
2. Ensuring he/she has all necessary visas and vaccinations required for travel and take other medical precautionary measures as needed (malaria prophylaxis, insect repellent, sufficient supplies of personal medication, etc.). Should a visa or vaccination be needed agreement needs to be requested from the AEPI Administrator to ensure AEPI will cover the costs. The Administrator can also assist with letters of introduction or invitation that may be needed to secure a visa. The person travelling will need to complete the visa application process themselves;
3. Taking responsibility for all insurance they may need as this is not covered by AEPI: Medical and emergency assistance insurance health and safety;

4. Endeavouring at all times to respect the local culture, structures and customs of the communities and countries visited. This implies that cultural rules concerning expected dress codes, non-use of alcohol and other restrictions are respected to a sensible degree. Before travelling the traveller has the obligation to brief him/herself on the general context and cultural norms of the country of destination. Most Embassies will have this general information on their websites.
5. Reporting any serious incidents while on mission to the Director Operations immediately.
6. Following the procedures stated below in case of an unexpected deterioration in the security situation while on mission (for example bombing, shooting, coup d'état, riot, natural disaster; or for example a rise in the overall level of tension often indicated by a sudden increase in the visible number of armed soldiers, emptying of market places and shops and/or abnormally reduced traffic on roads):
 - a. If safe to do so, the traveller will remain in the location where they became aware of the deterioration in the security situation (it is almost always safest to stay in one place and to avoid movements by road or on foot where a person is more vulnerable).
 - b. The traveller will make contact with his/her local embassy as well as the embassy of the donor for further information and eventual instructions.
 - c. The traveller will immediately attempt to inform the relevant AEPI Director.
 - d. If the traveller is not in his or her hotel, she/he should only return to the hotel once it is deemed safe to do.
 - e. The traveller will continue to make efforts to obtain updated security information and advice from any/all local contacts (local MPs, hotel staff, NGOs, UN, embassies etc.).
 - f. If the security situation deteriorates beyond limits of acceptability of either the traveller or the relevant AEPI Director involved, a unilateral decision to evacuate may be made. In such a situation AEPI will cover all costs incurred. Travellers are asked to bear in mind that evacuation also carries risks and staying in one place ("hibernation") may be the safest option in the short run.
 - h. In all cases relevant instructions of the AEPI President must be followed by the traveller.
7. When using local transportation beyond airport-venue shuttles:
 - a. Car hire should only be made from a trusted source with special attention paid to the quality of the driver.
 - b. All cars hired should be equipped with seat belts. For rural car journeys or car journeys outside of major cities, all cars hired must have a spare wheel and a basic tool set.
 - c. Prior to signing a contract for the hire of a car for longer term travel, the driver must agree in writing that he/she will abide by the following rules while transporting AEPI consultants or AEPI covered participants:
 - No consumption of alcohol or other narcotic substances immediately prior to, or while, driving;
 - Speed limits should be adhered to at all times;

- Driver should drive respectfully of pedestrians and others traffic and be particularly careful when driving through populated areas;
- Driver should ensure all passengers wear seatbelts;
- Drivers should ideally not be asked to work for more than 8 hours and are entitled to regular breaks.

4. Procedures

Unless agreed otherwise, an AEPI representative will provide the traveller with a list of flight options from which they can select their preferred travel arrangements. Due to price fluctuations and flight availability response within 12 hours is requested if feasible. AEPI will then make the reservations.

AEPI will pay for:

- All travel, which will be in standard or economy class unless there are explicit and exceptional reasons why an expert must travel Premium Economy or Business Class.
- Public transport to and from home or the hotel/venue. Taxi's will be refunded if other options are not feasible.
- Middle class hotels.

5. Reimbursement of expenses

AEPI will reimburse valid expenses that are accompanied by a receipt. Please check what these are with the AEPI Administrator prior to departure and use the Reimbursement Form to claim expenses promptly after the mission.

6. Reporting

Please see the Terms of Reference and Travel Request forms that need to be filed in prior to booking travel. The traveller must draft a travel report within four weeks after her/his return. Travel reports are sent to the directors. The report should refer to the objectives and expected results and should include a summary of the mission and its main outcomes, action points and eventual follow-up responsibilities. Where relevant names and contacts of people met should be included.