



# Your International Travel has been confirmed What Now?

! KNOW YOUR RISKS

Q DO THE RESEARCH

🗨 MAINTAIN CONTACT

You should prioritise your health, safety, security and wellbeing at all times – especially while traveling overseas. As a government employee traveling for business, there could be additional risk factors to consider.

Use this guide and also seek up-to-date advice from your agency's health and safety and/or security teams.

## ! KNOW YOUR RISKS

As you prepare for your trip, be sure to research the specific locale(s) that you are traveling to. As a government employee, there may also be specific circumstances which require special attention. You should conduct a risk assessment before traveling.

Consider risks such as the political climate, weather, what to wear (should be appropriate culturally and for business as well as weather-appropriate), immunisation requirements, cultural protocols, differences in law, safe transportation options, public holidays and election days.

Be able to answer the following:

- Does the purpose of your trip pose a potential risk? What meetings will you be attending? Who will you be meeting with? Where are your meetings being held? Will you be identifiable as a Government employee?
- Do you need to take personal or government official information or government resources with you? If so, how will these be carried? How will you ensure these are kept safe?
- Know your transport options for getting to the meeting. Who is going to be there? Is the area secure?
- Are there any health-related risks to be aware of (air pollution for example)?
- If you go, what resources will you use to monitor changes in the situation or respond in an emergency?

If you have concerns, speak with your manager and if in doubt, contact your agency's security and health and safety team who can help conduct a full risk assessment.

## Q DO THE RESEARCH

When booking details have been confirmed, do your research to ensure you are fully prepared. Use this checklist as a guide.

- Register with **SafeTravel** and follow the correct notification channels within your agency.
- Confirm your agency's insurance details and policy number (check your travel itinerary for this).
- Make an appointment for immunisations early. A list of travel clinics can be found **HERE**.
- Prepare your **PASSPORT**. It can take several weeks for one to be issued. Make sure it has at least 6 months after you return.
  - **VISA**. If required, check what type and how long will it take to arrive.
  - **BIOSECURITY REQUIREMENTS**. Most countries have their own rules and requirements.
- Know your agency-specific emergency contact information and read up on its travel policies and response procedures.
- Read more about security considerations **HERE**.

## 🗨 MAINTAIN CONTACT

Make sure you carry details of emergency procedures and contact information with you, and that you check in regularly.

### READ MORE ABOUT SECURITY REQUIREMENTS HERE:

- **PSR: Keeping you and your organisation safe**  
<https://www.protectivesecurity.govt.nz/resources-centre/common-questions/keeping-safe/>
- **PSR: Information Security: Managing Specific Scenarios**  
<https://www.protectivesecurity.govt.nz/information-security/managing-specific-scenarios/>

### IMPORTANT INFORMATION:

- **SafeTravel**  
<https://www.safetravel.govt.nz>
- **Protective Security Requirements (PSR)**  
<https://www.protectivesecurity.govt.nz/>

**PUBLISHED BY:** Government Health and Safety Lead, [healthandsafety.govt.nz](https://www.healthandsafety.govt.nz)

**ACKNOWLEDGEMENT:** The Government Health and Safety Lead would like to thank the Protective Security Requirements team, the Ministry of Business, Innovation and Employment and the Ministry for Foreign Affairs and Trade for their advice in preparation for this guide.

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