



ALMA MATER STUDIORUM  
UNIVERSITÀ DI BOLOGNA

**Protocol for activities carried out abroad  
by staff and students at the University of Bologna**

*January 2024*

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## **1. Introduction**

The aim of this protocol is to provide a simple consultation and planning tool for teaching and research staff, foreign language instructors, professional staff, PhD students, research fellows, specialisation students, and students at our university who will be carrying out a period of study, work or research abroad.

It explains how to organise an international mobility so that it can be conducted in the best possible way, not only with regard to the activity performed but also to the geo-political and socio-health context in which it takes place.

The protocol also aims to support not only those who are about to undertake a mission abroad, but also those who are responsible for authorising that mission. To this end, it serves as a means for both to become more aware of the risks to be faced and how best to do so.

The instability of the world's geo-political and socio-health scene poses significant challenges for organisations operating in potentially critical contexts with multiple risk factors that are difficult to foresee. It is therefore necessary for each member of our community to understand in advance the context in which they will find themselves during their stay outside their national borders.

## 2. Classification of activities

### 2.1 Teaching and research staff

#### 2.1.1 Activity without specific risks

Activities without specific risks are:

- participation in seminars, conventions, conferences both as a speaker and participant;
- participation in work meetings, focus groups and classroom teaching activities.

In this case, staff must:

1. apply to the head of the relevant department or interdepartmental centre for authorisation to carry out the mission; in the request for authorisation, indicate that you have already read the University protocol for activities abroad;
2. in the case of mobility in EU countries, check the effective coverage of the European Health Insurance Card (EHIC), which is the reverse of the National Health Insurance Card, for the period of stay abroad;
3. in case of mobility in non-EU countries, we recommend taking out travel health insurance. Such insurance is personal and currently available on the market. Please note that the University Regulations on Missions allow for its reimbursement;
4. in the event of an accident, inform the head of the relevant UNIBO facility as soon as possible; the facility will then report it to INAIL as usual;
5. comply with the safety and security instructions issued by the host facility and country;
6. follow the checklist in Annex 1.

#### 2.1.2 Activities with specific risks within a work organisation other than UNIBO

Activities with specific risks are defined as all those activities with accident risks which may expose the worker/researcher to biological, chemical, physical or other environmental or man-made risks.

These are, for example:

- activities conducted in research laboratories;
- activities conducted in health and care facilities;
- participation in geological, maritime, naturalistic, archaeological, veterinary campaigns; participation in social surveys.

However, all these activities are conducted within a foreign labour organisation or under the management of others.

In this case, staff must:

1. apply to the head of the relevant department or interdepartmental centre for authorisation to carry out the mission; in the request for authorisation, indicate that you have already read the University protocol for activities abroad;
2. in the case of mobility in EU countries, check the effective coverage of the European Health Insurance Card (EHIC), which is the reverse of the National Health Insurance Card, for the period of stay abroad;
3. in case of mobility in non-EU countries, we recommend taking out travel health insurance. Such insurance is personal and currently available on the market. Please note that the University Regulations on Missions allow for its reimbursement;
4. In the event of an accident, inform the head of the relevant UNIBO facility as soon as possible; the facility will then report it to INAIL as usual;
5. comply with the safety and security instructions issued by the host facility and country;
6. view the safety plan and standard operating procedures prepared by the host facility;
7. view the emergency plan prepared by the host facility;
8. ensure that personal protective equipment and any medical aids are the responsibility of the host facility;
9. follow the checklist in Annex 1.

### **2.1.3 Activities with specific risks under the management of UNIBO**

Activities with specific risks are defined as all those activities with accident risks which may expose the worker/researcher to biological, chemical, physical or other environmental or man-made risks.

These include activities such as organising and conducting geological, maritime, naturalistic, archaeological, veterinary and social surveys.

All these activities are conducted under the direct organisation and management of the University.

In this case, staff must:

1. apply to the head of the relevant department or interdepartmental centre for authorisation to carry out the mission; in the request for authorisation, indicate that you have already read the University protocol for activities abroad;
2. in the case of mobility in EU countries, check the effective coverage of the European Health Insurance Card (EHIC), which is the reverse of the National Health Insurance Card, for the period of stay abroad;
3. in case of mobility in non-EU countries, we recommend taking out travel health insurance. Such insurance is personal and currently available on the market. Please note that the University Regulations on Missions allow for its reimbursement;
4. in the event of an accident, inform the head of the relevant UNIBO facility as soon as possible; the facility will then report it to INAIL as usual;

5. make contact, at least 15 days in advance, with the Prevention and Protection Service, which will carry out a risk assessment of the activity ([spp@unibo.it](mailto:spp@unibo.it), tel. +39 051 2091423);
6. verify the training and coaching of participants;
7. ensure that personal protective equipment and any medical aids have been taken care of by UNIBO;
8. follow the checklist in Annex 1.

Note: when transporting anatomical parts, biological agents or chemical agents abroad, observe the rules imposed by the transport companies and the host country.

## **2.2. Professional Staff**

### **2.2.1 Activity without specific risks**

Activities without specific risks are:

- participation in seminars, conventions, conferences both as a speaker and participant;
- participation in working meetings, focus groups, staff training.

In this case, staff must:

1. apply to the head of the facility for authorisation to carry out the mission; in the request for authorisation, indicate that you have already read the University protocol for activities abroad;
2. in the case of mobility in EU countries, check the effective coverage of the European Health Insurance Card (EHIC), which is the reverse of the National Health Insurance Card, for the period of stay abroad;
3. in case of mobility in non-EU countries, we recommend taking out travel health insurance. Such insurance is personal and currently available on the market. Please note that the University Regulations on Missions allow for its reimbursement;
4. In the event of an accident, inform the head of the relevant UNIBO facility as soon as possible; the facility will then report it to INAIL as usual;
5. comply with the safety and security instructions issued by the host facility;
6. follow the checklist in Annex 1.

### **2.2.2 Activities with specific risks**

Activities with specific risks are defined as all those activities with accident risks which may expose the worker/researcher to biological, chemical, physical or other environmental or man-made risks.

These include activities such as organising and conducting geological, maritime, naturalistic, archaeological, veterinary and social surveys.

However, all these activities are conducted within a foreign labour organisation or under the management of UNIBO research staff.

In this case, staff must:

1. apply to the head of the facility for authorisation to carry out the mission; in the request for authorisation, indicate that you have already read the University protocol for activities abroad;
2. in the case of mobility in EU countries, check the effective coverage of the European Health Insurance Card (EHIC), which is the reverse of the National Health Insurance Card, for the period of stay abroad;
3. in case of mobility in non-EU countries, we recommend taking out travel health insurance. Such insurance is personal and currently available on the market. Please note that the University Regulations on Missions allow for its reimbursement;
4. In the event of an accident, inform the head of the relevant UNIBO facility as soon as possible; the facility will then report it to INAIL as usual;
5. comply with the safety and security instructions issued by the host facility or by the Head of the UNIBO Research Group;
6. view the safety plan and standard operating procedures prepared by the host facility or by the Head of the UNIBO Research Group;
7. view the emergency plan prepared by the host facility or by the Head of the UNIBO Research Group;
8. Personal protective equipment and any medical aids are the responsibility of the host facility or of UNIBO, if management is the responsibility of a research group of the University;
9. follow the checklist in Annex 1.

Note: when transporting anatomical parts, biological agents or chemical agents abroad, observe the rules imposed by the transport companies and the host country.

## 2.3 Students

### 2.3.1 Activity without specific risks

Activities without specific risks are: classroom work as a student, studying in libraries, attending seminars.

In this case, the student must:

1. in the case of mobility in EU countries, check the effective coverage of the European Health Insurance Card (EHIC), which is the reverse of the National Health Insurance Card, for the period of stay abroad;
2. in case of mobility in non-EU countries, we recommend taking out travel health insurance. Such insurance is personal and currently available on the market;
3. In the event of an accident, inform the relevant UNIBO facility as soon as possible; the facility will then report it to INAIL as usual;
4. comply with the safety and security instructions issued by the host facility;
5. follow the checklist in Annex 1.

### 2.3.2 Activities with specific risks

Activities with specific risks are defined as all those activities with accident risks which may expose the student to biological, chemical or physical risks.

Such activities include:

- activities conducted in research and teaching laboratories;
- activities conducted in health and care facilities;
- participation in geological, maritime, naturalistic, archaeological, veterinary campaigns; participation in social surveys.

In this case, the student must:

1. in the case of mobility in EU countries, check the effective coverage of the European Health Insurance Card (EHIC), which is the reverse of the National Health Insurance Card, for the period of stay abroad;
2. in case of mobility in non-EU countries, we recommend taking out travel health insurance. Such insurance is personal and currently available on the market;
3. In the event of an accident, inform the relevant UNIBO facility as soon as possible; the facility will then report it to INAIL as usual;
4. comply with the safety and security instructions issued by the host facility manager or by UNIBO;
5. view the safety plan and standard operating procedures prepared by the host facility or by the Head of the UNIBO Research Group;
6. view the emergency plan prepared by the host facility or by the Head of the UNIBO Research Group;

7. Personal protective equipment and any medical aids are the responsibility of the host facility or of UNIBO, if management is the responsibility of a research group of the University;
8. follow the checklist in Annex 1.

Note:

Students on outgoing exchange mobility programmes must enter in AlmaRM (<https://almarm.unibo.it/almarm/welcomeStudenti.htm>) their contact details abroad (foreign address and mobile phone number).

## 3. Phased management of mobility

### 3.1 Authorisation for mission/mobility in non-EU countries

Anyone who finds himself in the position of having to authorise a mission or mobility abroad, respectively for teaching staff and researchers and for professional staff and students, in whatever capacity it is conducted, must, before granting consent, check that on the MAECI website [www.viaggiasesicuri.it](http://www.viaggiasesicuri.it) the following statements do not apply to the country of destination:

“All travel to ....., in any capacity, is highly unrecommended”

“Travel in any capacity to ..... is not recommended.”

“It is advisable to postpone all trips to....”

“Country at war”

In the above cases, it is advisable to contact the University's Prevention and Protection Service ([spp@unibo.it](mailto:spp@unibo.it)) for a joint assessment.

If, instead, consulting the MAECI website reveals that there are areas in the country of destination requiring special caution, check that the destination is not one of those areas. If this is not the case, it is again advisable to contact the University's Prevention and Protection Service ([spp@unibo.it](mailto:spp@unibo.it)).

### 3.2 Mission preparation

#### 3.1.1 Information

1. See the website of the Italian Ministry of Foreign Affairs (MAECI) [www.viaggiasesicuri.it](http://www.viaggiasesicuri.it) . The website gathers qualified information on all countries in the world regarding the main risk factors (public order, crime, risk of terrorism, environmental risks, areas of special caution) and includes up-to-date information on the health situation, travel conditions, documentation required for entry, visas, customs and currency formalities, and relevant local regulations.
2. Also consult other international websites, some of which are given in Chapter 5.

#### 3.1.2 Training

3. Follow the course 'MOOC - Personal Risk Reduction in Insecure Contexts' on the university website: <https://book.unibo.it/> . The course provides guidance, tools and resources for organising a trip in potentially unsafe contexts. The aim is to raise awareness about personal safety and security and to promote safe behaviour adapted to specific travel contexts.

### 3.1.3 Documents

4. Please note that the passport is the main document for travelling abroad. Few countries accept identity cards even if they are valid for expatriation.
5. Ensure that the passport has a residual validity to cover the duration of the trip and complies with any constraints of the country of destination (some countries require a residual validity of at least 6 months).
6. If the country of destination is an EU country, bring the European Health Insurance Card (EHIC), which is the reverse of the National Health Card.
7. If the destination country is a non-EU country, check on the Ministry of Foreign Affairs website ([www.viaggiare Sicuri.it](http://www.viaggiare Sicuri.it)) whether a visa is required and how to obtain one.
8. If you will need to drive abroad, check the validity of your driving licence.

### 3.1.4 Vaccinations

9. The University of Bologna and the Bologna Local Health Authority (USL) have signed an agreement whereby all University students and staff about to go abroad for study, research or work reasons can visit a local Public Health Surgery, on a priority basis, for advice and any necessary vaccinations. Requests for appointments must be received by the university's Occupational Health Centre at least 2 months prior to departure. For further information, visit: <https://www.unibo.it/en/services-and-opportunities/health-and-assistance/health-and-safety/Health-and-safety-during-the-activities-carried-out-abroad-by-University-students-and-staff>

### 3.1.5 Travel policy

10. For travel outside Europe, it is strongly recommended to take out travel health insurance. For those who wish, it is possible to join the University Travel Policy. For information on the type of policy and how to join, see:  
<https://intranet.unibo.it/RisorseUmane/Web7/Pagine/SicurezzaViaggiEstero.aspx?menu=2040>

### 3.1.6 Medicines and medical devices

11. If you make customary use of medicines, it is advisable to carry an adequate supply of medicines for common use and of specific medicines in the event of particular therapies, and to enquire in advance about the possibility of importing such medicines into the country of destination and about any necessary accompanying documents. Before departure, we recommend you always consult <http://www.viaggiare Sicuri.it/approfondimentiinsights/saluteinviaggio> for up-to-date information.
12. State any allergies in your passport and wear special bracelets or tags.

### 3.1.6 Registration

13. Once the trip has been organised and the period, stages and places of your stay have been defined, you will have to register on the MAECI website 'Dove siamo nel mondo' (Where we are in the world, <https://www.dovesiamonelmondo.it/>).
14. Download the Viaggiare Sicuri app (Android/iOS) and activate geolocalisation. Geolocalisation makes it possible to receive notifications during transits in the most at-risk areas as well as real-time updates on dangerous situations, and to confirm your safety following critical events, wherever in the world they occur.
15. Save the telephone number of the Italian Embassy in the country and of the Crisis Unit (+39 0636225, [unita.crisi@esteri.it](mailto:unita.crisi@esteri.it)). Note this information on your mobile phone or in your passport.

#### 3.1.7 Communication

16. Check with your telephone provider whether you will be able to use your mobile phone abroad.
17. Include a contact person in your passport in cases of emergency.
18. Inform colleagues and your manager of any contact persons abroad and share your travel itinerary with them.
19. Make multiple copies of all useful documents and also save them in the cloud.

#### 3.1.8 Risk assessment document (DVR)

20. If the activity conducted abroad is under the direct management of a university research group, contact the Prevention and Protection Service([spp@unibo.it](mailto:spp@unibo.it)).
21. Provide the requested information on how the activity is conducted.
22. Explain to all mission participants the prevention and protection measures contained in the DVR.

### **3.3 During the mission**

1. Make sure your mobile phone and the Viaggiare Sicuri app are in working order.
2. If you have purchased a local phone card, remember to enter the new number on <https://www.dovesiamonelmondo.it/home>.
3. Make sure that different payment methods are always available.
4. Record on your mobile phone the telephone numbers of a local contact (tutor, reference secretary of the host institution, etc.) and the emergency numbers of the destination country.
5. Maintain constant contact with your family, the University and the Italian Embassy/Consulate if the situation requires it.

6. If you move to another area or territory for business or personal reasons, always inform the Italian Embassy/Consulate of the route, the new destination and the amount of time you will be staying if the situation requires it.
7. Check whether there are any MAECI updates published on <https://www.viaggiare Sicuri.it/aggiornamenti> for the host country.
8. Observe the general measures in Chapter 4: Risk factors and mitigation measures
9. Take care of your physical conditions and mental health. In case of severe discomfort, return to Italy as soon as possible.

## 4. Risk factors and mitigation measures

Below is an analysis of the risk factors in natural or man-made environments of which we often have no experience and therefore an unconsolidated perception of risk.

Assessing risks in this context allows us to bring out a degree of awareness of the risks themselves on the part of those preparing for international mobility and their managers, and allows us to fill any gaps in the understanding of such possible risks before departure.

Please note that for research activities such as archaeological excavations, geological campaigns, naturalistic campaigns, social analyses in the field, conducted under the supervision of University research groups, it is necessary to contact the Prevention and Protection Service ([spp@unibo.it](mailto:spp@unibo.it)) for a specific and in-depth risk assessment.

<b>Risk factor</b>	<b>Mitigation measure</b>
<p><b>Risk factors specific to the study or research activity conducted at a foreign work organisation (university or institution in the host country)</b></p> <p>Example: laboratory or field activity conducted within an international research group under the supervision of the host institution</p>	<ul style="list-style-type: none"> <li>• Ask the host facility/organisation before leaving about training needs and health conditions required for the activity.</li> <li>• Comply with the safety and security instructions issued by the host facility/organisation.</li> <li>• View the safety plan and standard operating procedures prepared by the host facility/organisation.</li> <li>• View the emergency plan prepared by the host facility.</li> <li>• Ensure that personal protective equipment and any medical aids are the responsibility of the host facility.</li> <li>• For similar activities also conducted at our university premises, observe the security measures of the University of Bologna.</li> </ul>
<p><b>Risk factors specific to the study or research activity conducted under the direct management of the University of Bologna</b></p> <p>Example: field activities such as archaeological excavations, geological and naturalistic surveys, social surveys</p>	<p>Contact the Prevention and Protection Service (<a href="mailto:spp@unibo.it">spp@unibo.it</a>) for an in-depth risk assessment.</p>
<p><b>Social and political instability</b></p>	<ul style="list-style-type: none"> <li>• Notify the Italian Embassy or Consulate in the host country of your presence and of your travel details before leaving.</li> <li>• Maintain constant contact with the Italian Embassy/Consulate and local authorities.</li> <li>• Maintain regular communication with contacts in Italy and at the University, stating your position and general working conditions.</li> </ul>

<p>Example: widespread crime, terrorist attacks, police aggression, riots, insurrection, state of war</p>	<ul style="list-style-type: none"> <li>• In addition to your passport, always carry a letter from your university or host organisation stating who you are, the reason for your presence and a contact person from your host organisation who can vouch for you.</li> <li>• Also bring with you a letter on the letterhead of your department specifying who you are and the reason for your presence.</li> <li>• Observe the laws and regulations in force in the host country.</li> <li>• Assume an attitude of confidentiality and reserve when providing information about yourself or personal judgements.</li> <li>• Avoid travelling alone, where possible.</li> </ul> <p>In case of riots or terrorist attacks:</p> <ul style="list-style-type: none"> <li>• Remain at home or find shelter in a safe place (embassy, international hotel, hospital).</li> <li>• Notify the Crisis Unit or Embassy of your position and condition.</li> <li>• Wait for instructions.</li> </ul>
<p><b>Health and sanitation</b></p>	<ul style="list-style-type: none"> <li>• Obtain information on health conditions before leaving and carry out the necessary vaccinations after also consulting your doctor.</li> <li>• Take out travel insurance covering hospitalisation and repatriation costs if necessary.</li> </ul> <p>Nutrition:</p> <ul style="list-style-type: none"> <li>• Drink only bottled and sealed water and beverages.</li> <li>• Do not add ice to drinks.</li> <li>• Raw fruit and vegetables should only be eaten after peeling and washing them with 'safe' water.</li> <li>• In the absence of drinking water, only drink it after boiling or with the addition of disinfectant.</li> <li>• Only eat food that is well cooked and still hot.</li> <li>• Do not eat raw or undercooked fish or seafood.</li> <li>• Do not eat raw meat.</li> <li>• Do not drink milk or eat unpasteurised dairy products.</li> <li>• Do not buy food from street vendors.</li> <li>• Take care of your personal hygiene, use drinking water even when brushing your teeth, always wash your hands before meals and after using the toilet.</li> </ul>
<p><b>Infectious diseases</b></p>	<ul style="list-style-type: none"> <li>• Obtain information on epidemiological conditions before leaving and carry out the necessary vaccinations after also consulting your doctor.</li> <li>• Follow the instructions given for proper food hygiene</li> </ul> <p>The main vectors are mosquitoes, flies, ticks and bedbugs. To protect yourself:</p> <ul style="list-style-type: none"> <li>• Use repellent products on uncovered parts of the body and on clothes according to the manufacturer's instructions.</li> <li>• Wear light-coloured clothes that cover as much as possible.</li> <li>• Keep bags, suitcases, drawers, cupboard doors closed at all times and never leave the bedroom door open; close any</li> </ul>

<p>Example: diseases transmitted by the fecal-oral route, vector-borne diseases, haemorrhagic viral diseases</p>	<p>gaps in doors, windows, wire gauzes (especially in the bathroom) with newspaper or tape.</p> <ul style="list-style-type: none"> <li>• In the room, if possible, keep the air conditioning on; lower temperatures and draughts greatly reduce mosquito activity; fans are slightly less effective.</li> <li>• Plug-in insecticides (tablets, liquids) can be used as an alternative to air-conditioning. The windows of the room should only be kept open if they are screened by mosquito nets.</li> <li>• If available, set up mosquito nets around the bed and sprinkle them with insect repellent. Check that there are no cracks or tears, even small ones, in the mosquito net. Finally, check that the edges of the mosquito net are well positioned under the mattress.</li> <li>• For infections carried by the eggs of certain flies, we recommend not leaving clothes to dry in the sun and always ironing them after drying.</li> </ul>
<p><b>Contact with animals</b></p> <p>Example: snake, scorpion and spider bites, animal bites and scratches, marine animal bites</p>	<p>Bites from some mammals such as dogs, cats, rodents and monkeys may be at high risk of transmitting rabies, tetanus, bartonellosis and other infections. Tetanus vaccination is compulsory, rabies vaccination must be assessed on a case-by-case basis based on the travel itinerary.</p> <ul style="list-style-type: none"> <li>• Do not touch or feed the animals you meet.</li> <li>• All bite or scratch wounds must be cleaned immediately with soap and water, any foreign material removed, and then common disinfectants applied.</li> </ul> <p>Those travelling to tropical, subtropical and desert areas should be aware that it is possible to come across poisonous snakes, scorpions and spiders; it is therefore advisable to be informed of the possible risks before travelling to these areas.</p> <ul style="list-style-type: none"> <li>• Wear appropriate clothing with long trousers and long sleeves.</li> <li>• Use ankle- or full-length boots.</li> <li>• Always check your shoes before wearing them.</li> <li>• Do not discard food or waste.</li> <li>• Use repellents.</li> </ul> <p>In the case of a bite:</p> <ul style="list-style-type: none"> <li>• Remain calm.</li> <li>• Immobilise the limb to decrease tissue necrosis and delay absorption of the venom.</li> <li>• Minimise physical activity.</li> <li>• Go immediately to the nearest health centre.</li> </ul>
<p><b>Adverse weather conditions</b></p>	<ul style="list-style-type: none"> <li>• Check the weather forecast and any warnings on local news sites on a daily basis and refrain from going outside if conditions are not safe.</li> <li>• Avoid the times of day with the most uncomfortable conditions.</li> </ul>

<p>Example: extreme hot and cold temperatures, intense precipitations of any kind, wind and lightning storms, extreme humidity</p>	<ul style="list-style-type: none"> <li>• Adapt your clothing to the expected conditions.</li> <li>• Protect your skin from the sun or extreme cold.</li> <li>• Moisturise properly.</li> <li>• Create (shaded or heated) refreshment areas near the working environment.</li> <li>• Monitor your physical condition.</li> </ul>
<p><b>Unforeseeable natural disasters</b></p> <p>Example: earthquakes, floods, volcanic instability, avalanches</p>	<ul style="list-style-type: none"> <li>• Follow the instructions of the local authorities.</li> <li>• Keep safe.</li> <li>• Report your location via the Viaggiare Sicuri app.</li> <li>• Contact the Italian Embassy or Consulate in the country. Where appropriate, any other European embassy must provide assistance.</li> <li>• Try to identify other foreigners in the same situation as you, team up and pool your resources.</li> </ul>

## 5. Useful contacts

### 5.1 University of Bologna

Risk Prevention and Protection Service

[spp@unibo.it](mailto:spp@unibo.it), tel. +39 051 2091423

Occupational Medicine

[servmedlav.medicinadellavoro@unibo.it](mailto:servmedlav.medicinadellavoro@unibo.it), tel. +39 051 2084076 and +39 051 2084079

APAT – Insurance Contract Management Office

[maria.manganiello@unibo.it](mailto:maria.manganiello@unibo.it)

AFORM - Erasmus+ 'EU' Agreements and Mobility Unit

[erasmus@unibo.it](mailto:erasmus@unibo.it)

SSRD - Internationalisation Activity and Strategy Support and Coordination [irss@unibo.it](mailto:irss@unibo.it)

SSRD - ONE EUROPE Unit

[una.europa@unibo.it](mailto:una.europa@unibo.it)

MOOC - Personal Risk Reduction in Insecure Contexts

<https://book.unibo.it/>

### 5.2 Italian Ministry of Foreign Affairs and International Cooperation - MAECI

<https://www.esteri.it/it/>

<https://www.viaggiasesicuri.it/home>

<https://www.dovesiamonelmondo.it/home.html>

### 5.3 Information sites

Emilia-Romagna Regional Authorities

<https://salute.regione.emilia-romagna.it/sanita-pubblica/prevenzione-in-viaggio>

European Union

[https://european-union.europa.eu/live-work-study/travelling-eu\\_en](https://european-union.europa.eu/live-work-study/travelling-eu_en)

Foreign Office UK

<https://www.gov.uk/foreign-travel-advice>

U.S. Department of State – Bureau of Consular Affairs

<https://travel.state.gov/content/travel/en/international-travel/International-Travel-Country-Information-Pages.html>

Ministère de l'Europe et des Affaires Etrangères

<https://www.diplomatie.gouv.fr/fr/conseils-aux-voyageurs/conseils-par-pays-destination/>

Human Rights Watch

<https://www.hrw.org/>

UNHCR – The UN Refugee Agency

<https://www.unhcr.org/>

Ministry of Health

<https://www.salute.gov.it/portale/malattieInfettive/dettaglioContenutiMalattieInfettive.jsp?lingua=italiano&id=813&area=Malattie%20infettive&menu=viaggiatori>

## **6. Applicable regulations**

### **Italian Legislative Decree No. 81 of 9 April 2008**

Implementation of Article 1 of Italian Law No. 123 of 3 August 2007 on health and safety in the workplace.

### **Italian Ministerial Decree No. 363 of 05/08/1998**

Regulation laying down rules for identifying the special needs of universities and university education institutions for the purposes of the regulations contained in Italian Legislative Decree No. 626/1994, as amended and supplemented.

### **CRUI Guidelines - February 2023**

Guidelines to ensure the security of university staff during missions abroad in zones with a geopolitical and socio-health risk

### **UNI ISO 31030:2021**

Travel Risk Management - Guidance for Organizations

## ANNEX 1 - International mobility checklist

### Before setting off

1. Check that you have a valid document and visa to enter and stay in the country of destination (<http://www.viaggiasesicuri.it/approfondimenti/prima-di-partire/documenti-per-viaggi-allestero.html>).
2. Register on the MAECI's 'Dove siamo nel mondo' (Where we are in the world) website (<https://www.dovesiamonelmondo.it/>).
3. If you decide to travel to Europe, you need to bring along your European Health Insurance Card (EHIC). This document entitles you, in the countries of the European Union and in Switzerland, to free health care, and therefore, in cases of need, to the same services (medical examinations, hospitalisation, etc.) as the nationals of the country you are visiting.
4. For travel outside Europe, it is strongly recommended to take out travel health insurance.
5. Check the compulsory and recommended vaccinations for entering the country of destination ([http://www.salute.gov.it/portale/temi/p2\\_4.jsp?lingua=italiano&tema=Prevenzione&area=Malattie%20infettive](http://www.salute.gov.it/portale/temi/p2_4.jsp?lingua=italiano&tema=Prevenzione&area=Malattie%20infettive)).
6. For information on vaccinations, contact the Occupational Medicine Office (tel. +39 051 4290216/22/23/24).
7. Obtain information on customs, traditions, laws of the destination country by consulting travel guides or the website <http://www.viaggiasesicuri.it/home.html>.
8. Take note of the Italian embassy or consulate in the country of destination. Record its location and telephone numbers in case of emergency. Note these on your mobile phone, in your passport, and save them securely online as well.
9. Enter a contact person on your passport in case of emergency.
10. Check with your provider on the operation of your mobile phone abroad.
11. Leave your foreign contact details and your travel itinerary with friends and family.
12. Make sure that different payment methods are available.
13. If you will need to drive abroad, check the validity of your driving licence.
14. Make multiple copies of your passport, travel documents and useful numbers, and save them online as well.
15. Based on your health condition, also bring copies of your usual medical prescriptions.
16. State any allergies in your passport and online, and wear special bracelets.

### During the period abroad

1. Think at all times about what you are doing and trust your instincts.
2. Do not display valuables.
3. Take care when taking photographs, shooting videos or using binoculars. These activities can be misunderstood by local authorities, especially near military sites.
4. Respect the customs and sensitivities of the host country.
5. Give news of yourself regularly to your contacts in Italy.
6. Check your host country's import/export rules for food and plants.
7. In the event of a serious attack, armed insurrection or state of war, remain temporarily at home and/or in your hotel and try to communicate your location to the local Italian diplomatic mission. Keep a cautious attitude and keep up-to-date on the evolution of security conditions in the country, contacting the Italian Embassy if necessary and scrupulously following the instructions provided by the local authorities.