



Travel and Host Logistics Policy

1. Purpose

This policy establishes comprehensive travel and logistical protocols for host institutions and reviewers, ensuring that site visits are well organised and efficient. It is designed to facilitate coordination to minimise disruptions and guarantee timely arrangements.

The overarching objective is to uphold cost-effective, secure logistical travel while prioritising the well-being of all participants. By implementing these structured guidelines, applicants can mitigate unforeseen challenges and promote a professional, well-orchestrated site visit experience for everyone involved.

2. What the Host Institution Should Cover

To make the visit seamless, the Host Institution will take care of:

a. Travel

- Round-trip airfare or reasonable airfare travel costs for each member of the visiting Review Panel

Complete travel times up to 6 hours*: Economy class to be booked.

Complete travel times 6-12 hours*: Premium Economy class is permitted.

Complete travel times over 12 hours#: Business class is allowed to ensure comfort and productivity.

** times from departure to arrival taking into account stopovers*

Applicants are advised to talk to reviewers directly to see if they are able to accommodate premium economy

b. Visas and Travel Documentation

- The host organisation or local office is responsible for assisting travellers in obtaining (and informing reviewers) of the necessary visas and required documentation.
- Visa fees are to be reimbursed upon submission of receipts and necessary approvals.

c. Accommodation

- Comfortable standard hotel (minimum 3-star) for the Accreditation Review Panel during their stay, including the arrival for the night before and after if needed. Accommodation located in walking distance of the main location of the site-visit is appreciated. As a practical guideline, accommodation should be of a quality that you would be happy to house your parents. Accommodation contact details to be sent to Accreditation Review Panel in advance.

d. Meals and Refreshments

- Meals or a reasonable meal allowance for the visiting Review Panel. It is on the organisers to account for dietary requirements of the Review Panel.
- Light lunches, refreshments during meetings and working sessions.
- If “snacks” are to be provided these should be fruit or vegetables. No Biscuits or cakes (refined carbohydrates).

e. Local Transport

- Airport / train station pick-ups and drop-offs.
- Daily transportation to and from the visit site(s).
- Any additional transport needed for official visit activities.

f. Translation and Interpretation

- If English is not the main language, provide interpreters for meetings and discussions.

g. Additional Considerations

- Ensuring name badges or name plates of all meeting attendees.
- Organising logistics in advance and keeping the accreditation team informed.
- Assigning a key contact person to assist the Accreditation Review Panel throughout the visit including the personal contact phone details of at least 2 people.
- Informing reviewers of any requirements for inoculations or vaccinations.

3. What the Reviewers should ensure

a. Visas and Travel Documentation

- Reviewers should ensure their passports are valid for at least six months before the arrival date.
- The reviewer should ensure that all documentation required by the host is provided on time.
- Reviewers should give ample time to ensure that bureaucratic requirements especially if consulates and arrival visas are not an option.

b. Travel Insurance

- Reviewers are responsible for arranging their own travel health insurance for the period of the travel required. Expense reclaims will be provided.
- Travelers must review the coverage details before departure and report any concerns to ICAPHE well in advance of travel.

c. Health & Safety

- Travelers should comply with all health and safety guidelines issued by the organisation and relevant authorities.
- Necessary vaccinations and health precautions should be taken before departure. Expense reclaims will be provided.
- Personal Emergency contact information should be provided to the applicant before travel.

This policy document is subject to periodic review.