

The University of Edinburgh
Health and Safety and International Travel Conference
20th September 2012

International Office Procedures and Guidance on Overseas Travel



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Overview

1. The work of the International Office
2. Our approach to supporting travel safety
3. Important considerations when travelling
4. Sources of information and advice

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About the International Office

-The University of Edinburgh's International Office provides central direction and support for International projects, strategy and partnerships, student recruitment and development, study abroad and international student support. These sections are also supported by a small, dedicated communications team and a larger administrative unit. The University's Offices in China, India and its forthcoming presence in Latin America also fall within the remit of the International Office. <http://www.ed.ac.uk/schools-departments/international-office/about-us>

-Last year, 5 members of the International Office's Recruitment & Development team spent 203 days overseas: (<http://www.ed.ac.uk/studying/international/country/our-visits-overseas>)

Month	Country	Member of Staff
September	India and Sri Lanka	Stuart Easter
	USA	Derek MacLeod and Robbie Willis
	Kazakhstan and Russia	Stuart Easter
October	Singapore, Malaysia and Indonesia	Jenny Thacker
	Brazil	Dalinda Perez Alvarez Rodriguez
	USA (NACAC Conference)	Robbie Willis
	Canada & USA	Derek MacLeod
	Japan, China and Vietnam	Ether Sum
November	Thailand	Jenny Thacker
	UK, London and South East (American Schools)	Robbie Willis
	India	Stuart Easter
	Indonesia	Jenny Thacker
December	UK, Manchester, Services for International Education Marketing Conference 2012	International Office
January	Hong Kong and Taiwan	Ether Sum
February	India	Stuart Easter
	USA and Canada	Derek MacLeod and Robbie Willis
March	China, Hong Kong and South Korea	Ether Sum
	Singapore, Malaysia, Brunei and Thailand	Jenny Thacker
April	USA	Derek MacLeod and Robbie Willis
	USA (NAFSA Conference)	TBC
May	UK, London and South East (International Schools)	Jenny Thacker
	India	Stuart Easter
June	China and Taiwan	Ether Sum

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Considerations before an International trip

1. Approval for overseas travel
2. Foreign & Commonwealth Office advice
3. Risk assessment for overseas travel
4. Flights and accommodation
5. Visa's and passports
6. Insurance
7. Vaccinations
8. Money matters
9. Refer to occupational health guidance

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Considerations while you are away

1. FCO Locate: <https://www.locate.fco.gov.uk/locateportal/>
2. Daily check-in with office & ensure most recent itinerary is on file
3. Observe local laws and customs AND the Bribery Act 2010
4. Local and onward travel
5. RED24: www.red24.com/ace : access code 7797
6. Travel documents and money

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In an emergency


1. Contact the local police and embassy immediately. Your details should be available via FCO Locate registration
2. Contact Aon or relevant insurer
3. Save 'ICE' (in case of emergency) contact number
4. If in doubt, *'Go in, Stay in and Tune in'*

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Further information and useful links

- Foreign & Commonwealth Office: <http://www.fco.gov.uk/en/>
- Health advice for travellers provided by NHS Scotland: www.fitfortravel.nhs.uk.
- RED24: www.red24.com/ace
- University Insurance : Tel: +44(0)131 650 9154 Email: insurance@ed.ac.uk
- Health and Safety: <http://www.ed.ac.uk/schools-departments/health-safety/guidance/transport-travel/work-related-travel>
- The International Office: <http://www.ed.ac.uk/schools-departments/international-office/support-staff/guidance>

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*"I knew I'd chosen the wrong airline when I noticed the sick bag had the Lord's Prayer on it." **Les Dawson***