

Information sheet on security precautions and emergency and crisis incidents abroad

Short trips abroad and longer foreign assignments always entail risks which everyone must recognise and prepare for. For this reason, the general terms and conditions of contract for supplying services and work on behalf of GIZ (AVB) contain rules surrounding security issues. These rules address both the support services of GIZ in the event of crisis situations and the obligations of contractors. For a clearer overview, this document sets out the most important of these rules below. Some rules are also supplemented with practical notes. The specifications apply to contractors and to experts assigned on behalf of GIZ.

First of all, it is important to note that contractors and their employees are and remain obliged to ensure their own safety in the country of assignment. In particular, GIZ does not assume any duty of care towards its contractors or their employees. The duty of care is always borne by the respective employer. Before leaving for trips abroad, contractors and the employees they send on behalf of GIZ must research the security situation in the relevant country and always stay informed of the current security situation. The 'Reise- und Sicherheitshinweise' (travel and safety notes) section of the German Federal Foreign Office's website (currently available in German only) will give you an initial idea of the situation (www.auswaertiges-amt.de).

GIZ maintains a security risk and crisis management system in many partner countries. This system is intended to minimise risks while also improving both GIZ's ability to act and the personal safety of its employees in crisis situations. When possible, contractors and their employees assigned on behalf of GIZ are also integrated into GIZ's systems to some extent. This kind of security structure can only function if everyone involved is aware of the security situation, complies with existing security rules, and provides and receives the information needed in the event of an emergency or crisis. GIZ provides its contractors with the security-related information to which it has access and that it is able to freely share when it is of the view that this information will contribute to the protection of the respective contractor during service delivery. GIZ works hard to verify this information and quickly make it available to persons registered in the GIZ security system. However, GIZ makes no guarantee regarding the accuracy, topicality and completeness or regarding timely provision. Rather, contractors and their employees must always independently keep track of the security situation and act according to their knowledge to reduce risks for themselves and others.

Contractors should pay special attention to the sections of the AVB named below, which should be carefully read and followed. The subsequent practical notes and recommendations supplement the rules.

- **Section 2.1.2 AVB, *Qualifications and requirements for the assigned experts***
- **Section 2.2.3 AVB, *Notification of travel dates***

Contractors are obliged to inform GIZ in text form of their presence and absence in the country of assignment. This applies to any travel into or out of the country of assignment. This information must be sent before the journey. Contractors are required to issue these

notifications in a timely manner to the relevant officer responsible for the contract (e.g. the officer responsible for the commission), who will then share this information with the relevant units in the country office. The 'Contact details during the foreign assignment' form should generally be sent to the local GIZ office by email.

- **Section 2.2.4 AVB, *Protective measures, health requirements and necessary insurance policies***

Many countries have additional entry requirements, such as the quarantine, vaccination and testing requirements imposed due to the COVID-19 pandemic. These requirements may change at short notice. The contractor is responsible for ensuring that it and the employees being assigned abroad obtain the relevant information in good time before starting their journeys and that it and they fulfil the requirements. The contractor must therefore review the requirements again shortly before departure and ensure that employees bring any additional required documents, such as vaccination records. GIZ recommends that contractors and their employees also carry a health passport containing all key information needed in the event of an emergency.

Contractors should ensure that their foreign health insurance is valid worldwide and has no coverage limit. With repatriation insurance, it is important to confirm that air rescue service is offered in the respective country of assignment. It is also important to ensure that accident insurance coverage extends to the country of assignment.

- **Section 2.2.5 AVB, *Obligation to notify in country of assignment***

Contractors, their employees and any accompanying family and household members for whom the German embassy is responsible must register using the German Federal Foreign Office's electronic registration system for Germans abroad ([ELEFAND registration \(diplo.de\)](https://www.diplo.de)). Those with different nationalities must register with the embassy responsible for them. If the responsible country has no consular representation in the country of assignment, the contractor or their employee must find out before entering the country which other embassy covers their country's consular affairs and security coordination. They must then register there.

- **Section 2.2.6 AVB, *Security precautions and crisis management***

Experience has shown that in the event of an emergency or crisis where action has to be taken quickly at the local level, the usual communication details on record are often not sufficient for the necessary initial response. For this reason, GIZ has followed the example of international organisations by giving its contractors and their employees the option to voluntarily record their vital information on a Personal Data Sheet (Annex 5 to the AVB). The questionnaire is designed to ensure that all necessary medical information and personal details are available in emergencies and can be accessed by the country director in the field or by the Corporate Security Unit at GIZ Head Office. GIZ requests that contractors and their employees also have their accompanying partners fill out the form and provide information on any accompanying children. Quick, targeted crisis intervention measures can only be initiated if complete, unambiguous and legible information is on hand.

The completed and signed questionnaire should be submitted to the GIZ country office in a sealed envelope together with the data protection statement. The country office will make every reasonable effort to store the envelope carefully and securely and to protect it from unauthorised access by third parties, so that the envelope shall only be opened in the event of an emergency or crisis.

Individuals who have submitted a Personal Data Sheet must retrieve their envelope from the GIZ office in good time before the end of their employment and before leaving the country. Otherwise, GIZ will destroy the envelope containing the completed questionnaire after the individual has permanently left the country.

If you have any questions, the Corporate Security Unit at GIZ Head Office (krisenbeauftragter@giz.de) will be happy to help.

- **Section 2.2.7 AVB, *Conduct in a crisis***

Contractors and their employees can obtain more detailed information on the rules and standards of GIZ's security risk management system in the country of assignment from the relevant country office. High-risk areas and fragile states may be subject to significantly stricter and potentially mandatory security standards, which may change at short notice.

- **Section 2.2.8 AVB, *Force majeure***
- **Section 4.1 AVB, *Contract supplements***

Contract amendments may be considered in individual cases when permissible according to procurement law. Depending on the circumstances of the individual case, this may involve, for example, the assumption of additional costs associated with the contractor's security infrastructure that were not previously contractually agreed.