



## INSTRUCTIONS

To facilitate your work when you complete the self-assessment tool, here are some indications:

- 1 The self-assessment section is completed by the respondent, i.e., the person designated to complete the assessment.  
The respondent reads the questions in the Item section.  
See annex below for an example of the assessment tool.
- 2 The respondent answers the questions by checking the columns Y (YES) or N (NO).  
If the question does not apply to the organization, the respondent checks the column N/A.
- 3 The respondent completes the Evidence/comments column that allows to confirm, where applicable, the existence of the activity.  
  
IMPORTANT : This section is critical, because it will allow you to have, on hand, the necessary evidence to justify the results within your institutions, it is recommended to take the time to provide details. In case you do not have a document dealing with the subject, keep it handy as well.
- 4 Once the self-assessment section is completed, gather your stakeholders to decide on the period for which a realistic deadline is decided upon.

## ANNEX - EXAMPLE

To be filled by respondent

		To be filled by respondent		
		insert an X in the appropriate cell		
Items		Y	N	N/A
1	The organization has an activity assessment and approval procedure.	X		
2	Travellers are required to participate in pre-departure training.	X		

	Pre-departure training covers the following topics :		
8a	Cultural aspects (culture shock, cross-cultural communication, customs to abide by, sexual identity, gender, etc.) .	X	
8b	Safety and security guidelines to be followed in the country.		X
8c	Disciplinary measures in case of non-compliance with rules.		X

ications concerning the course of the assessment.

within the organization.

(not applicable).

appropriate, the existence of a procedure, the presence of a document or to make comments.

any information to understand your procedures and methods. For a clearer portrait of the practices in place do not have the document as indicated in the questionnaire, but you have something similar or any other

priorities to address. Make sure the elements to be developed or improved are someone's responsibility and that

Answer in white cells

Evidence and Comments

Refer to the Reference guide for international activities, pages 10 to 14

Refer to the traveller's convention/ contract

Refer to the Activities reference guide for all the pre-departure training content in Annex A.

This is not presented in the training but explained when signing the traveller convention/contract and provided as a code of conduct. See, by activity, the different document entitled Code of conduct.

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To be filled by respondent

insert an **X** in the appropriate cell

Items		Y	N	N/A
1	The organization knows who travels and where they are located.			
2	24/7 access to regular means of communication and alternative means are provided: (ex: satellite phone, access to various cellular networks in the same country; in the event that the networks become unusable or overloaded following a natural disaster or a coup).			
3	The organization has quick access to resources (human or financial) to manage a risk or a security related event.			
4	A secure system for managing the travellers' logistical and personal information (medical, passport, insurance, etc.) is available and accessible at all times (i.e., intranet).			
5	The organization has Standard Operating Procedures (SOPs) which dictate the actions to be taken for different safety & security situations.			
The organization's SOPs allow to respond diligently to the following situation				
5a	Road accident			
5b	Physical assault			
5c	Sexual assault			
5d	Arrest			
5e	Death			
5f	Disappearance			
5g	Kidnapping			
5h	Medical evacuation			
5i	Hibernation, relocation, evacuation			
5j	Hospitalization			
5k	Fire			
5l	Bite (snake, dog, monkey, etc.)			
5m	Earthquake			
5n	Cyclone, typhoon or hurricane			
5o	Repatriation in case of non-compliance with safety/security rules			

5p	Urgent family matter			
5q	Civil unrest (coup, armed conflicts, etc.)			
5r	Mental health disorders			
5s	Terrorist attack			
5t	Theft			
6	A crisis cell adapted to travels is in place.			
7	The organization has an operational document for its crisis cell (ex: International Crisis Management Protocol).			
	<b>This crisis management protocol addresses the following:</b>			
7a	Roles and responsibilities of each member of the crisis cell (strategic team and operations team).			
7b	Emergency levels' classification.			
7c	Communication procedures (including crisis cell activation procedure).			
7d	Conclusion (assessment, feedback, postvention).			
7e	Crisis cell operations' log and how to use it.			
8	The crisis cell's operating document is communicated to relevant stakeholders and the roles and responsibilities are integrated into their signed agreements (or job profiles).			
9	The organization has an adequate liability insurance.			
10	The organization has adequate health and repatriation insurance for travellers. Otherwise, it requires individuals staying abroad to subscribe to one themselves.			




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To be filled by respondent

insert an X in the appropriate cell

Items		Y	N	N/A
1	The institution carries out an assessment of its crisis interventions (i.e., debriefing activity).			
	The institution's international activities risk management evaluation enables			
1a	Provide feedback on all managed situations.			
1b	Identify the positive and negative consequences of the intervention.			
1c	Analyze the effectiveness of the crisis cell's various functions.			
1d	Identify institutional strengths and shortcomings in crisis management.			
2	The institution has a structured safety and security related event reporting process.			
	The safety & security related event reporting process addresses the followin			
2a	Allows to communicate safety & security related events that have occurred.			
2b	Uses standard and simple forms with clear instructions.			
2c	Ensures individuals' confidentiality (secure intranet access, redacted name, etc.).			
2d	Allows to communicate near-miss events.			
2e	Provides for report analysis and the implementation of recommendations (even for near-misses).			

# AUTO-ASSESSMENT

## 2. Monitoring & Evaluation

### Evidence and Comments

As to:


ing elements:
