











Session 10	<b>Managing Travel &amp; Movements</b>		 Duration: <b>60 mins</b>
<p><b>Session Summary</b></p> <p>This session examines risks associated with staff travel and movements and outlines the essential requirements for managing security and safety risks related to travel.</p>			
<p><b>Session Objectives</b></p> <ul style="list-style-type: none"> <li>• Outline the threats that may affect staff while travelling within the operating context.</li> <li>• Discuss planning considerations for travel in the local area.</li> <li>• Explain the importance of monitoring and regular communication.</li> <li>• Explore security and safety risks associated with other modes of travel.</li> </ul>			
<p><b>Learning Outcomes</b></p> <p>By the end of this session, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Identify essential security and safety procedures for managing vehicle travel, staff movements and communications.</li> </ul>			
<p><b>Supporting Material</b></p> <ul style="list-style-type: none"> <li>• <a href="#">GISF Security to go: a risk management toolkit for humanitarian aid agencies – Module 10.</a></li> </ul>			
Time	Suggested Activities		Resources
2 mins	<p><b>Introduction</b></p> <p>Introduce the session and provide an overview of what this session will cover.</p>		<ul style="list-style-type: none"> <li>• S.10 Managing Travel &amp; Movements Presentation - Slide 1</li> </ul>
8 mins	<p><b>Threats</b></p> <p>Identify the range of threats that may affect staff while travelling within the operating context.</p> <p> Ask participants: <i>What threats do you face while travelling in the areas you work?</i></p> <p>Capture suggestions on a flip chart, and add threats not raised by participants. Draw attention to specific incidents that have affected your organisation, or others in the same location.</p> <p>Explain why preparation and planning is key to safe and secure staff movements.</p> <p> The greatest risks to staff are often when they moving to and from project sites or visiting communities. Most incidents such as ambushes, shootings, carjacking, abductions or landmines occur while travelling in project areas, and this is often when staff are most exposed, as they have less control over their surroundings. Preparation and planning are the key to safe and secure staff movements</p> <p>Discuss the different types of transport used by staff to access different areas, and the risks associated with each. Adapt the slide to reflect the transport options used in that location.</p>		<ul style="list-style-type: none"> <li>• Slides 2-3</li> </ul>

	<p> While most staff travel involves the use of vehicles, in some situations staff have to use air transport, boats or public transport to travel long distances or to reach communities in isolated or inaccessible areas, which can present additional risks.</p>	
30 mins	<p><b>ACTIVITY: Field Mission Exercise</b></p> <p>Divide participants into small groups of three or four. Ask each group to plan a simple trip to a project area. <b>This exercise and the slide need to be adapted to the location of the training.</b> Locations within the operating context should be identified to make the planning process more realistic. If possible, issue each group with a local map to aid their planning. Ask each group to:</p> <ul style="list-style-type: none"> <li>• Review the planned journey and identify potential risks and challenges.</li> <li>• Identify possible routes and any requirements for travel to that destination.</li> <li>• Develop a list of key planning considerations for the trip.</li> </ul> <p>All responses should be captured on a flip chart sheet. After 20 mins ask one group to briefly explain their travel plan, then ask the other groups to comment and highlight any differences with their own plans. Once the groups have provided feedback, highlight any significant issues missed by the participants.</p> <p>Emphasise the need to plan as a team before any trip, particularly when travelling to a new area or to a context with a changing environment.</p> <p> The more staff are involved in the planning process prior to travel, and have discussed possible scenarios and responses as a team, the better prepared they will be if something happens.</p>	<ul style="list-style-type: none"> <li>• Slide 4</li> </ul>
5 mins	<p><b>Staff Travel Planning</b></p> <p>Highlight essential planning considerations that should be undertaken prior to staff travelling between offices and in different project areas. Adapt the list on the slide to reflect the operating environment and include any specific requirements within that location. If an internal training, draw attention to your organisation's requirements, if different.</p>	<ul style="list-style-type: none"> <li>• Slide 5</li> </ul>
5 mins	<p><b>Movement Monitoring</b></p> <p>Discuss the importance of monitoring staff travel and the need for regular communication, and highlight how the lack of monitoring can expose staff to additional risk. If an internal training, explain the monitoring requirements within that location.</p> <p> Each office should have a system for planning and tracking staff movements. A journey plan should be submitted before departure and include: details of the vehicle, driver and passengers; exact destination and intended route; planned stops; estimated time of departure (ETD), arrival (ETA) and return (ETR); and times or locations for</p>	<ul style="list-style-type: none"> <li>• Slide 6</li> </ul>

	communication checks. Key information should also be maintained on a movements board.	
5 mins	<p><b>Air Safety</b></p> <p>Briefly draw attention to the risks associate with air travel and how these can be mitigated. Highlight any specific air travel risks that are a factor within that location. Emphasise the need to balance risks with air travel, with the possible greater risks associated with long distance road travel in areas affected by conflict or violent crime.</p> <p> To minimise risks with flying, it is important to assess the routes and different carriers available nationally, and to and from the country, and issue appropriate guidance to staff.</p>	• Slides 7-8
5 mins	<p><b>Boat Safety</b></p> <p>Briefly discuss the challenges in using boats or other watercraft within operations, and the safety risks to staff. Emphasise the need to take extra precautions in planning travel on water, and in some locations provision of lifesaving training may be needed.</p> <p> If boats are being used as part of operations, or staff are expected to travel by boat to reach communities, basic safety procedures and equipment must be in place.</p> <p>If boats are not used in the operating environment, either use this time for the staff travel planning discussions, or adapt the slides to address alternate forms of travel, such as helicopters or public transport, if relevant.</p>	• Slides 9-10