

- You must be **sufficiently informed and instructed**. Together with your project- or field-trip leader you should discuss about safety rules and fill out the “Risk assessment” form.
- Contact your project leader and the Travel’s office of your home institution to inform yourself about **funding possibilities** of the field trip, and inform yourselves about the flat rates (Pauschale) for business trips.
- Submit the following to the project leader:
 - **Detailed schedule**. Consider the factors that may affect the schedule and allow for some flexibility;
 - If applicable, a list of **required equipment**;
 - A complete **list of participants** including contact information;
 - **Emergency numbers** at the area of the field trip.
- All participants should ask for an official **travel authorization** from the home institution.
- The supervisor of the field trip should be informed for **potential health issues** (illness, pregnancy, limited mobility or low physical fitness) prior to the field trip. A visit to the in-house doctor prior and after longer field trips, especially before visiting areas with particular climatic conditions and risk of infection, is recommended.
- A **First-Aid Kit** should be available during the field trip. You are encouraged to participate in First-Aid courses provided by the home Universities/Institutions.
- If **extra health insurance** is needed, please contact the coordinator. For long-term trips abroad (over four months) it is recommended to issue a private accident and international health insurance before travelling.
- Before travelling abroad **contact the HR-department** of your University.
- In case of long working days in the field or underestimation of the time needed for data collection contact your project leader and consider the possibility **additional overnight stops**.
- **Alcohol consumption should be avoided** before and during the field trip. The field-trip leader is responsible for excluding offending persons from the trip.
- **Sexual/power-abuse is not accepted**. Flirting is considered inappropriate during working in field trips. For long-duration field trips, a chart of good behaviour should be signed by all participants.
- Consider about **food, medicine etc.**, sanitary conditions and accommodation possibilities at the field-trip location. Ensure you have food and water when you stay at the field for long time, and make sure you rest enough.
- Consider about **suitable clothing**, necessary and suitable footwear, to protect against **extreme weather conditions** (strong sun, heavy rain, very high/low temperatures) or other threats (e.g. tick bites in areas with high-risk of tick-borne infectious diseases). Weather warnings and weather information should be daily monitored.
- Consider the special equipment in need. Inform yourself about the **correct use of personal protective equipment and the safe handling of chemicals** and biological agents as well as necessary work equipment.
- **Discuss potential hiking routes** in advance with the project- or field-trip leader when planning the trip.
- Be aware of **legal issues and permissions** (e.g. Nagoya) at the place of the field trip. Scientists are allowed to perform studies on public properties and natural reserves in Germany only after permission.
- To avoid **exclusionary behaviour** wear clothes with the credentials of the home University/Institution, making affiliation easily recognizable. Assess specific risks for each participant and inform yourself about cultural and other customs at the field-trip location. You may prepare a simple explanation of what you are doing, and avoid using trigger words/phrases e.g. genetic modification. You may prepare a flyer describing your project in easy language.
- Ask the project leader for an **official document** stating that you are a scientist working on behalf of the university.
- Public transport or company/rental vehicles should be preferred. Private vehicles are used at your own expense and risk. **Driving at night should be avoided** and exceptions have to be communicated with the project- or the field-trip leader. Never travel or work alone. For field trips abroad, check if your driver’s license is accepted in the destination country. Take truck-drivers’ resting hours (“Ruhezeiten”/ “Lenkzeiten”) for orientation and keep in mind the hotels opening hours.
- **Differentiate between work and leisure time**. It is advisable to prepare a daily schedule with official start and end times. **Leisure activities** with a high accident risk (e.g. climbing, rafting) should be avoided during the field trip.
- For activities that are considered part of the program (e.g. cooking together), the University is generally liable for damage to property caused by its employees to third parties. However, **you are solely liable for your actions**, omissions, or damage caused during activities not related with the field trip.
- Provide your project leader with a **daily status update**.
- Carry on you an ID/ student card and a card with **phone numbers in case of emergency**.