

Charter

University of North Texas

International Risk Oversight Committee

PURPOSE

The International Risk Oversight Committee (IROC) is a specifically selected group responsible for making risk mitigation and preparedness decisions regarding university related international travel. The committee is tasked with enacting measures to promote overall safety by addressing health, safety, and security concerns. Due to varying health, safety and security concerns throughout the world, the committee is responsible for regulating and/or prohibiting university-related travel to high risk destinations. The committee also is responsible for making formal recommendations to the Vice Provost and Dean of International Affairs for travel petitions to high risk destinations. This formal recommendation will be made by majority rule.

MEMBERSHIP*

Core Membership of IROC consist of the following:

- Appointed Faculty Member
- Dean, Dean of Students
- Director, Emergency Management
- Director, Global Engagement
- Director, Student Health & Wellness Center
- Director, Study Abroad
- International Risk Control Coordinator (Chair) (non-voting member)

** The composition and members of the committee may be changed as needed. "IROC will occasionally seek involvement from additional campus decision makers as necessary.*

IROC meets regularly by to implement and lift travel restrictions, and to review petitions to high risk destinations. The International Risk Control Coordinator is the chair.

TRAVEL RESTRICTIONS

IROC is to meet as appropriate to discuss international health and safety risk around the world.

IROC is responsible for implementing and lifting travel restrictions based on the following:

- a. DOS Level 3 and 4 travel advisories (Automatically implemented)
- b. CDC Level 3 travel advisories (Automatically implemented)
- c. Available insurance coverages
- d. Third party intelligence data

Travel Restriction Guide by Classification For High Risk Countries		
DOS Level 4 Travel Advisory (Do not travel) & CDC Level 3	Faculty & Staff	Must complete and submit to the OEMSS the Restricted Travel Exception Request Form. Travel must also be approved by the department's senior administrator to be considered for IROC approval.
	Graduate Students	Must complete and submit to the OEMSS the Restricted Travel Exception Request Form. Travel must also be supported by the department chair to be considered for IROC approval.
	Undergraduate Students	Must complete and submit to the OEMSS the Restricted Travel Exception Request Form. Travel must also be supported by the department chair to be considered for IROC approval.
	Guests	<p><u>Accompany Faculty & Staff:</u> Must be listed on the faculty/staff member's approved Restricted Travel Exception Request Form. Must also submit an electronic International Risk Acknowledgement Form to the Office of Emergency Management (OEM) prior to accompanying a UNT faculty/staff member.</p> <p><u>Accompany Graduate Students:</u> Must be listed on the student's approved Restricted Travel Exception Request Form. Must also submit an electronic International Risk Acknowledgement Form to the Office of Emergency Management (OEM) prior to accompanying a UNT faculty/staff member.</p> <p><u>Accompany Undergraduate Students:</u> Must be listed on the student's approved Restricted Travel Exception Request Form. Must also submit an electronic International Risk Acknowledgement Form to the Office of Emergency Management (OEM) prior to accompanying a UNT faculty/staff member.</p> <p><i>*A current UNT faculty/staff member or student cannot be considered a guest, dependent, or volunteer.</i></p>
DOS Level 3 Travel Advisory (Reconsider Travel)	Faculty & Staff	Must complete and submit to the OEMSS the Restricted Travel Exception Request Form. Travel must also be approved by the department's senior administrator to be considered for IROC approval.
	Graduate Students	Must complete and submit to the OEMSS the Restricted Travel Exception Request Form. Travel must also be supported by the department chair to be considered for IROC approval.

	Undergraduate Students	Must complete and submit to the OEMSS the Restricted Travel Exception Request Form. Travel must also be supported by the department chair to be considered for IROC approval.
	Guests	<p><u>Accompany Faculty & Staff:</u> Must be listed on the faculty/staff member's approved Restricted Travel Exception Request Form. Must also submit an electronic International Risk Acknowledgement Form to the Office of Emergency Management (OEM) prior to accompanying a UNT faculty/staff member.</p> <p><u>Accompany Graduate Students:</u> Must be listed on the student's approved Restricted Travel Exception Request Form. Must also submit an electronic International Risk Acknowledgement Form to the Office of Emergency Management (OEM) prior to accompanying a UNT faculty/staff member.</p> <p><u>Accompany Undergraduate Students:</u> Must be listed on the student's approved Restricted Travel Exception Request Form. Must also submit an electronic International Risk Acknowledgement Form to the Office of Emergency Management (OEM) prior to accompanying a UNT faculty/staff member.</p> <p><i>*A current UNT faculty/staff member or student cannot be considered a guest, dependent, or volunteer.</i></p>

REVIEW TRAVEL PETITIONS

The registered traveler or designated traveler from within a group of travelers are required to fill out a Restricted Travel Exception Request Form and submit the form within 5 business days of travel to the International Risk Control Coordinator, who will forward the form to IROC.

The International Risk Oversight Committee will review the travel petition and make a formal recommendation to the Vice Provost of International. A decision will be made by the Vice Provost and Dean of International Affairs on whether or not to allow the traveler(s) to travel to a high risk destination. The International Risk Oversight Committee will use a number of factors to determine its recommendation. Some of those factors include:

- Traveler's experience/history within the proposed location
- Departmental support
- President's cabinet direction
- University's risk tolerance level

- Traveler’s commuting plans
- Traveler’s itinerary
- Funding source
- Insurance coverages

The committee chair is to communicate with the traveler(s) and their department(s) to further collect any information that is needed by the committee in order to make a rational recommendation.

The chair of the International Risk Oversight Committee is responsible for writing a formal recommendation to the Vice Provost of International. Once a decision is made, the chair is responsible for notifying appropriate individual(s) of the decision.

Appeals

Students are not allowed to appeal Vice Provost of International’s decisions. Faculty and staff are allowed to appeal a decision made by the Vice Provost and Dean of International Affairs that directly impacts that particular faculty/staff member’s travel arrangements. In order to appeal the decision, that faculty/staff member must email emergency.management@unt.edu explaining their intentions to appeal the decision within 10 business days of the date notification of the committee’s decision was sent to the faculty/staff member.

The chair of the committee will forward appeals along with supporting documents to the appropriate vice president that oversees the faculty member’s/staff member’s division. Faculty or staff members may provide additional information as part of the appeal process. The vice president will review the appeal and notify the traveler and IROC of his/her decision.

RISK ASSESSMENTS

All individuals traveling to high risk locations will be sent risk assessments by the International Risk Control Coordinator.

<p>Country-Wide Assessment:</p> <p>Country-wide risk assessments can be utilize prior to or in the process of making travel arrangements to international destinations. Risk Assessments provide travelers with a snapshot of the safety conditions within the countries they plan to visit. There are 9 different risk indicators used to determine an overall risk/safety rating for a particular country. The 9 risk indicators used are crime, terrorism, conflict, political instability, infrastructure, kidnapping, corruption, civil unrest, and cyber issues. Along with a written explanation, each indicator is ranked to be low, moderate, high, or extreme. Those indicators are used to determine an overall rank for a particular country.</p>
<p>Site-Specific Risk Assessments</p> <p>Site-specific assessments can be utilized to determine the safety conditions in a particular region, city, or town within a country. Some countries may experience higher levels of crime, terrorism, conflict, political instability, poor infrastructure, kidnapping, corruption, civil unrest, and cyber issues in certain geographical areas than throughout the rest of the country. This risk assessment will determine whether the geographic area the traveler has plans to visit is safer, more dangerous, or reflective of the country-wide assessment.</p>

