



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: INTERNATIONAL TRAVEL

Procedure No.	INT-900-PR	Division	International
Related Policy	INT-900	Board Policy Ref.	N/A
Related Policies	CS-308	Effective Date:	November 9, 2021

PROCEDURE

1.0 Definitions

Affiliates	Persons (i.e., non-employees) affiliated with the College who travel internationally as part, or on behalf, of the College.
Approval Authority	The Associate Vice-President of International.
Employee	All persons employed by the College on a full-time, part-time, casual and term basis.
GAC	Global Affairs Canada
GAC Risk Rating	A risk assessment provided by GAC and considered when determining whether College activities involving student travel to a particular country or region will be authorized. https://travel.gc.ca/travelling/advisories
Avoid All Travel	There is an extreme risk to your personal safety and security; Canadians should not travel at this time.
Avoid Non-Essential Travel	There are specific safety and security concerns; travellers should reconsider their need to travel at this time.

Exercise a High Degree of Caution	There are identifiable safety and security concerns; travellers should be alert and attentive to their surroundings.
International Activities	Any employee/student-related activity undertaken outside of Canada in connection with academic work or any other officially organized College activity. Such activities may include, but are not limited to: exchange programs; skills competitions; research projects; practicums; co-op placements; conferences; service learning activities; project work; and volunteering or other extracurricular activities.
Student	Anyone registered in College programs, and participating in College courses, programs, events or activities.
Travellers	Students, employees and affiliates on international business on the behalf of College or as part of College activities.

2.0 International Travel Requests

- 2.1 Travellers must complete the pre-departure travel form to request approval to travel internationally. This approval to travel internationally is a prerequisite to, and independent of, travel approvals provided as part of corporate services travel policies and procedures.
- 2.2 The International Office will advise and assist travellers regarding visa application and processing, following procedures highlighted via the Government website of the country of travel.
- 2.3 International travel documents and materials, where applicable, must be fully and legibly completed and submitted in a timely manner for the consideration of the Associate Vice-President of International – failure to do so may result in the rejection of the international travel request.
 - 2.3.1 Students must also obtain written approval from the appropriate School Dean in a travel proposal. The travel proposal is then submitted to the Associate Vice-President of International via the International Office. Proposals should include educational and cultural components. This documentation must be received one month in advance of any requested international travel, unless an alternate timeframe has been approved by the International Office.

- 2.3.2 The International Office will provide employees, students and affiliates with a Model Release Form to be signed before departure; this is to grant permission for photos and video taken in association with the travel activity. These photos and video may be used by the College for promotional and archival purposes and may appear on the College website and in media.
- 2.4 Once all required documents and materials have been submitted as required, the International Office will review the international travel request in its entirety and provide a response – approval or denial.
- 2.5 No travel arrangements can be arranged through corporate services travel policies and procedures until approval for the international travel request has been received from the International Office.
- 2.6 The College is not responsible for missed travel opportunities, visa processing delays or restrictions for destinations of travel.
- 2.7 Students participating in international travel must be in good academic standing as per the College Academic Calendar: no attendance warnings and no record of academic misconduct on file.

3.0 Risk Management

- 3.1 The International Office will perform a risk assessment, identify risks and develop a contingency plan in an effort to mitigate risks associated with international travel and the associated travel activities.
- 3.2 Travel and activities may not be sanctioned in areas where a travel advisory of “avoid all travel” or “avoid non-essential travel” has been issued by the Government of Canada Travel website (<https://travel.gc.ca/>).
- 3.3 In the event a “non-essential” travel warning is issued for an area in which travellers are already on location, the International Office will contact the travellers to decide if they should return.
- 3.4 Prior to the commencement of travel, the International Office needs to be provided with a copy of appropriate insurance coverage and to be advised of any medical restrictions (e.g., allergies, dietary restrictions, etc.) that need to be considered with attending events in the destination country.
- 3.5 It is the responsibility of travellers to comply with safety advisories and procedures.

- 3.6 Travel within international destinations, outside of those pre-approved on the itinerary, is prohibited unless approved in advance.
- 3.7 The International Office will make all reasonable efforts to support the safety of travellers participating in international activities and respond to emergencies in accordance with the operational policy – Emergency Notification Plan (listed below).

4.0 Preparedness

- 4.1 The International Office will provide international travellers with applicable travel policies and procedures in addition to emergency preparedness, incident reporting and crisis management protocols, and cultural and country-specific information, as required.

5.0 Insurance

- 5.1 The International Office will advise travellers to determine the specific insurance coverage to ensure minimal insurance requirements for the intended destination.
- 5.2 A quote of appropriate insurance to ensure minimal coverage must be provided to the International Office before the international travel request can be approved.

6.0 Authority

- 6.1 The International Office has the authority to make arrangements for alternate accommodations, re-route and alter flight itineraries, as required, for international travellers in the event of an emergency and/or to avert health risks. Decisions regarding a proposed course of action will be made in consultation with the event organizer, host institution, and the International Office.
- 6.2 The Associate Vice-President of International or designate will be responsible for overseeing communications with international travellers that are visitors of the College in the province of Newfoundland and Labrador. The event organizer, under the advisement of the International Office, have the authority to make arrangements for alternate accommodations, re-route and alter flight itineraries as required in the event of an emergency and/or to avert health risks.

7.0 Compensation

- 7.1 College corporate services travel policies and procedures will be adhered for compensation (available at <https://www.cna.nl.ca/About/Policies-and-Procedures.aspx>).
- 7.2 The College acknowledges that not all circumstances can be foreseen and will therefore make accommodations, dependent on the situation and within existing policy and procedural limits, to be flexible in the event of an emergency.

8.0 Emergency Notification Plan

- 8.1 In the event of an emergency involving travellers, the International Office should be informed immediately, and the Office will inform appropriate government officials within the country of travel. The International Office will then immediately contact either the College's Executive, President or other designate.
- 8.2 The President or designate will contact the Chair of the Emergency Response Team who will act as the Crisis Response Director/Incident Commander.
- 8.3 Each College administrator notified will be responsible for notifying necessary employees under their direction.
- 8.4 The Chair of the Emergency Response Team will review the crisis and determine appropriate action, if necessary.
- 8.5 Dependent on the crisis/issue, the Chair of Emergency Response Team will notify the College's Associate Vice-President of Public Affairs and/or Manager of Marketing and Communications to handle all media calls, determine where inquiries will be directed, and if necessary, will disseminate the appropriate information through various modes of communication.
- 8.6 The Associate Vice-President of International, the Vice-President of Finance and Administrations, the President of the College, or other designates will notify travellers' emergency contacts in the event of an emergency situation or incident.

9.0 Oversight of International Visitors

- 9.1 Individuals or departments planning events for international travellers must contact the International Office for assistance in organizing and planning the visit.
- 9.2 Affiliates participating in international travel as visitors invited by the College to the province of Newfoundland and Labrador will provide legible copies of passports, insurance and other documents required by the International Office.
- 9.3 The International Office will provide advice and work with travellers and their institutions or businesses to assist with travel processing. The College is not responsible for missed travel opportunities due to visa processing delays or restrictions for destinations of travel.

10.0 Code of Conduct

- 10.1 Students and employees are expected to follow the Student Code of Conduct and the Employee Code of Conduct, as applicable, when travelling internationally.
- 10.2 All international travellers must honour the customs and culture of the country they are visiting while also respecting their own culture. Country-specific dress codes must be followed throughout the duration of the trip.

Approval History

Approved by President	November 9, 2021
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