

AUSTRIAN DOCTORS VISITORS PROTOCOL



Visitors Planning Information

Thank you for your interest and support of Austrian Doctors. We welcome visits from our dedicated partners, donors and supporters as a valuable, mutual learning opportunity. In order to ensure that you have a safe and rewarding visit, it is important that your visit is properly planned. The following guidelines will help to ensure your visit exceeds your expectations:

1. Visit Request Form

Your visit to an Austrian Doctors project begins with the visit request form. We require at least two weeks' notice to arrange a visit to our projects. Please understand that sometimes circumstances (e.g. national holidays and scheduling conflicts) prevent us from hosting visitors. Once we receive your visitor request form, you can expect a reply from us within seven business days.

2. Visitors Code-of-Conduct

Every visitor, who requests to visit an Austrian Doctors project, must read, and sign our visitors code-of-conduct and agree to uphold our commitment to protect the safety, security, privacy and dignity of children and vulnerable adults.

3. Confirmation

Once a visit has been approved, the project staff will work with you to schedule and plan your visit.

4. Visitor Liability

Visitors need to arrange adequate travel and health insurance prior to leaving their home country. Austrian Doctors is not responsible for personal injuries, loss or damage of personal property.

5. Visitor Donation

Austrian Doctors welcomes donations to our organization from visitors to help cover the time and human resource costs associated with planning and facilitating your visit. Direct payments, presents or in-kind donations to project staff and/or beneficiaries are not accepted, as they violate the Austrian Doctors anti-corruption guideline. Please note that any direct expenses incurred on your visit, such as transport to and from the project, meals or accommodation and translation, are solely your responsibility.

6. Background Information

Prior to arrival, visitors should try to gain a basic understanding of the culture, politics, economy, and security of the country and area to be visited. In addition, visitors are invited to learn more about Austrian Doctors via our website: www.austrian-doctors.at

7. Next Steps

If you have any questions with regards to child protection during your visit, please contact the Child Protection Representative in Salzburg via office@austrian-doctors.at or +43 664 150 78 88