



German Doctors e.V.
Löbestraße 1a
53173 Bonn
info@german-doctors.de

Vereinsregister-Nr. 9695
Eingetragen beim Amtsgericht Bonn
USt.-IdNr. DE292039254
Vorstände: Dr. Harald Kischlat,
Dr. Christine Winkelmann

Visitor Planning Information

Thank you for your interest and support of German 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 a German Doctors' project begins with the **Visit Request Form**. We require at least four weeks' notice to arrange a visit to our projects. Please understand that sometimes circumstances (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. Clearance Certificate

German Doctors believes **every person counts** and our work is testament to the dignity of each individual. Thank you for understanding that our first priority is to protect our staff, partners and clients and ensure their safety and well-being. For this reason, German Doctors requires each visitor to obtain a clearance certificate (police check/criminal background check) from their home country, if the visitor stays more than two days in the project. In countries where clearance certificates are not available, visitors will be required to complete an appropriate pre-departure reference check.

3. Visitor Protocols

Every visitor, regardless of age, gender or nationality, who requests to visit a German Doctors' project, must read and sign our **Visitor Protocols** and agree to uphold our commitment to protect the safety, security, privacy and dignity of children and vulnerable adults.

4. Confirmation

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

5. Visitor Liability

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

6. Visitor Donation

German Doctors welcome donation from visitors to help cover the time and human resource costs associated with planning and facilitating your visit. Please note that any direct expenses incurred on your visit, such as transport to and from the project, meals or accommodation and translation, are your responsibility.

7. Background Information

Before arriving, 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 German Doctors via our website: www.german-doctors.de

8. Next Steps

If you have any questions, please contact: cpo@german-doctors.de

Copies of the **Visit Request Form** and **Visitor Protocols** are included in the following pages.



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Visitor Protocols

German Doctors is committed to protect the safety, security, privacy and dignity of children and vulnerable adults in all of our projects.

All visitors are expected to assist us in protecting children and vulnerable adults by abiding by these Visitor Protocols at all times:

- » I will only travel to German Doctors' projects when I am accompanied by an authorised staff member during the visit. I will not revisit a project without an authorised staff member.
- » I will always be professional and culturally sensitive in my interactions with children and vulnerable adults.
- » I will not engage in inappropriate physical conduct with children or vulnerable adults such as hugging, kissing or blocking of normal movement.
- » I will not spend time alone with children or vulnerable adults. I will always ensure another adult is present.
- » I will not exchange personal contact details (home, work or hotel) with any child, vulnerable adult or their family.
- » I will only provide gifts that are approved by the authorised staff member. I will not provide cash gifts directly to children, vulnerable adults or their families.
- » I will not photograph, video or collect stories of adults without their prior allowance.
- » I will not photograph, video or collect stories of children or vulnerable adults without the prior approval from the authorised staff member and the person involved.
- » I will only photograph children and vulnerable adults when they are appropriately dressed, and I will respect their dignity and right to privacy at all times.
- » I will seek guidance from an authorised staff member when I am unsure of the boundaries of appropriate behaviour.

I have read, understood and agree to adhere to the German Doctors' Visitor Protocols. Additionally, I agree that my personal data will be processed to raptim Deutschland GmbH, if necessary, in order to book my flights.

I understand that the project visit will be stopped and necessary action will be taken should there be any breach of these protocols.

Name (Print): _____

Place, Date, Signature: _____



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Visit Request Form

Thank you for your interest in visiting a German Doctors' project. So that we can process your request, we ask that you complete and submit this form 28 days prior to your proposed visit so that we can consider the objectives and expectations of your visit.

Title	First Name	Last Name
Date of Birth		
Position / Profession		
Organization		
E-Mail		
Telephone		
Facsimile		
Address		

Please specify the project and the country you wish to visit and your intended date of travel

Why are you interested in visiting this German Doctors' project?

Are you currently connected to German Doctors? If not, how did you hear about our work?

How do you expect this visit will impact you and German Doctors in the future?

Thank you for completing this Visit Request Form. You will receive a response within seven business days.

If you have any questions, please contact: cpo@german-doctors.de