



January 30, 2014

Jeffrey Riedinger
Vice Provost for Global Affairs

Dear Jeff,

As Vice Provost for Global Affairs you are tasked with oversight of the UW's international travel security management. As you know, the university is served by two travel-related committees. The *International Travel Risk Advisory Committee (ITRAC)* is charged with reviewing UW global travel policies. The *International Travel Oversight Committee (ITOC)* reviews requests from individual UW students and from UW study abroad program faculty seeking waivers from the university ban on travel by undergraduate students participating in for-credit programs to locations on the U.S. Department of State's Travel Warning list. ITOC also reviews requests to travel to locations for which our travel insurance/assistance providers require a security/safety review. On occasion, ITOC also will conduct an after-action review following a major overseas incident.

To better promote the health and safety of UW faculty, students and staff when they are engaged in international research, education and/or service, I charge you with executing the following adjustments to our structure:

- Modifying the mandate and reconstituting the membership of ITRAC, henceforth to be named *the International Travel Risk Assessment and Safety Committee (ITRASC)*.
- Disbanding ITOC and transferring its responsibilities to ITRASC.

ITRASC will advise me on health and safety issues related to international travel by UW students, faculty and staff. This committee is tasked with the following responsibilities:

- Review and recommend international travel policies to UW leadership.
- Review health and safety risks associated with international travel and recommend locations for inclusion on the restricted travel list.
- Review and approve/deny requests for waiver of the ban on UW travel to locations on the restricted travel list.
- Recommend program modifications or suspensions due to health or safety concerns.
- Establish and maintain a UW International Travel Registry for UW students, faculty and staff and encourage use of the same.
- Review and recommend appropriate coverage for international travel insurance and assistance policies for UW students, faculty and staff.
- As needed, review and recommend responses to major international incidents.

The scope of oversight and policy review for the International Travel Risk Assessment and Safety Committee will include:



- undergraduate students engaged in international travel under UW auspices, whether on a for-credit or non-credit basis
- graduate students engaged in international travel under UW auspices, whether on a for-credit or non-credit basis
- faculty and staff traveling under UW auspices
- overseas UW education and/or research centers and offices

The International travel Risk Assessment and Safety Committee (ITRASC) should include the following members (or their designees¹):

- Vice Provost of Global Affairs, *Chair*
- Vice President for Student Life
- Senior Vice President for Finance and Facilities
- Dean and Vice Provost, The Graduate School
- Dean, School of Medicine
- Chancellor, UW Bothell
- Chancellor, UW Tacoma
- Chair, Department of Global Health
- Senior Assistant Attorney General

Ex officio members of the International Travel Risk Assessment and Safety Committee (ITRASC) should include:

- Director, Office of Study Abroad
- Global Emergency Manager

ITRASC should reach out to experts from the UW faculty and administration for pertinent advice. It is my hope this committee will be constituted and convened during winter quarter 2014.

Sincerely,

Ana Mari Cauce
Professor of Psychology and American Ethnic Studies
Provost and Executive Vice President

¹ Designees should have authority to make decisions on action items at ITRASC meetings.