

PRO Ref. No.: 2020-10023

Copenhagen, 11 March 2020

CIRCULAR NOTE

**Coronavirus Disease COVID-19:
Travel and Meetings/Activities**

The Ministry of Foreign Affairs of Denmark, Protocol Department, presents its compliments to all Heads of Diplomatic Missions accredited to Denmark and to International Organisations and Other Missions resident in Copenhagen and has the honour to share our latest internal guidelines relating to the Staff of the Ministry of Foreign Affairs in Denmark and abroad:

Conducting meetings and travels:

The situation around Coronavirus is constantly evolving and the Ministry of Foreign Affairs is compelled to develop stricter guidelines for how to ensure the maintenance of our functions and our ability to continuously solve core tasks. At the basic level, this is by protecting ourselves as much as possible from infection at the workplace by, among others, limiting our contact with external actors. This means that in some areas we have to adopt a line that is more restrictive than the general guidelines of the Danish Health Authority as well as the travel guidelines of the Ministry of Foreign Affairs.

More specifically, this means that:

- all work-related travel and meeting activity must be reduced according to a clear 'need to' principle (including trips to countries that are in 'yellow' in the travel guides and meetings within own borders). This does not mean that all meetings and trips should be cancelled, but that all such activities should be subject to thorough evaluation and when possible should be held through VK/Skype or postponed. Only in cases where this is not possible and the activity is deemed business-critical should it go ahead as originally planned.*
- Necessary meetings in person (including internal meetings) should be conducted in accordance with the guidelines of the Danish Health Authority (no handshake/physical*

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contact, distance between meeting participants, sneeze/ cough in the sleeve). External meeting parties must be informed of these guidelines prior to the meeting.

- As previously instructed, with reference to the guidelines of the Danish Health Authority, it still applies that meetings cannot be conducted with persons who are subject to quarantine/ recommended self-isolation after arrival from a risk area or country cf. <https://www.sst.dk/corona>

- It is still the responsibility of the individual unit management to assess and determine whether an activity, travel or meeting is business critical/ crucial. And, this assessment, should follow a restrictive line.

The guidelines above will until further notice be in effect until and including Easter.

Additional instructions will follow regarding critical functions and units (that may be subject to stricter instructions than the ones above), increased use of the option to work from home and efforts to protect particular vulnerable employees.

Cross boarder travel and meetings/activities:

The necessity of official travel to any destination should be considered in light of relevant corona-related travel advice (travel restrictions, possible quarantine measures etc.) for the given destination.

The unpredictable and rapid development of risk assessments and quarantine measures being implemented by countries globally, however, makes it hard to assess, whether the activity in question may actually be affected directly or indirectly at the time of execution. You therefore need to be extra careful when planning a trip.

To counter this uncertainty, international travel, participation in meetings/ activities outside your country of residence, hosting of meetings/ activities in Denmark or by missions with participants arriving from 3rd countries should be planned using flexible tickets, clear cancellation policies regarding rental of facilities and accommodation as well as general consideration of cancellation options.

And when travelling, you should follow the good hygiene advice.....

The Ministry of Foreign Affairs is aware of the inconvenience caused by the above restrictions but asks for the Missions' understanding.

The Ministry of Foreign Affairs of Denmark, Protocol Department, takes this opportunity to renew to all Heads of Diplomatic Missions accredited to Denmark and to International Organisations and Other Missions resident in Copenhagen the assurances of its highest consideration.

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