

ALMA TRAVEL GUIDELINES

Help and advice for travel to Angola and Mozambique

Clergy and parishioners from the Diocese of London visiting Angola and Mozambique are entitled to insurance cover via the Diocesan Travel Policy for visits to link parishes. However, access to this policy requires travellers to recognise that they are ambassadors for the Diocese of London and ALMA, as well as representatives of their own parish link. They also commit to writing a report on their return for the ALMA website and sharing any practical information that may help others.

The following guidelines contain general information for people who are intending to travel to Mozambique and Angola to visit link parishes. This information has been gathered from the experiences of past ALMA travellers and will therefore always be a work in progress.

Your prime contact is the ALMA Office at London Diocesan House, which can be contacted by email almacoordinator@london.anglican.org or by phone 020 7932 1231.

PRIOR TO TRAVEL

1. Notifying ALMA of the intention to travel

All potential travellers* need to advise the ALMA Co-ordinator of their intention to travel and the purpose of their visit. This enables ALMA to advise on:

- Capacity in Partner Dioceses

The numbers of individuals and groups who travel to either country can place a burden on resources in those countries - transport, interpreters and hospitality etc.

Avoid duplication and possible conflict of interests if several visits are planned to an area.

- Practical aspects of travel: letters of invitation, visas, immunisations,

* This includes those who plan to visit for longer skill share or work based projects.

2. Diocesan Group Travel Insurance (*Appendix A tells you what to do*)

The Diocese of London has a Group Travel Policy to cover members of London parishes visiting their ALMA link parishes in Angola and Mozambique, or vice versa. This covers travellers on a one trip basis (for 30 days or less) and is only valid once confirmation has been received that the Underwriters have accepted the risk. There is no charge to parish travellers for this service.

3. Safety in Travel Plan (*Appendix B suggests questions for a plan*)

Completing a *Safety in Travel Plan* document will help you to think about the following details, given as examples. You **must** submit one to the ALMA Visits Officer before you travel.

UK Contacts: Next of kin, ALMA office (020 7932 1231), London Diocesan House (020 7932 1100)

In-Country Contacts: Mobile phone and/or landline numbers for

- In-country contact person, in case of emergency at home or en route
- Other diocesan contacts, such as the Bishop and in-country ALMA link officer
- British Embassy, High Commission or Consulate, particularly in relation to loss of passport
- Credit Card phone contact for lost or stolen cards (probably a UK number)
- Mobile phone contact for lost or stolen phone (probably a UK number)

Medical Facilities: You might want to find out the location of the nearest high-quality hospital.

4. Passport

Your passport must be valid for at least 6-9 months, with up to 3 blank pages.

5. Visa Application

Getting visas before booking flights avoids potential cancellation/rebooking charges if the visa were to be declined. However, flights are typically cheaper the earlier they are booked and visas are only valid for a certain length of time.

Striking the right balance has to remain with each travel group, with awareness that the Diocesan insurance will not normally cover cancellation charges in the unlikely event that a visa is refused.

The quickest way to obtain a visa is to download an application form from the web site, obtain all the required documents and then go to the appropriate Embassy or High Commission. When specifying the purpose of your visit, "visiting church friends" is more appropriate than "tourism".

ANGOLA

Angolan Embassy: 22, Dorset Street, London W1U 6QY Tel: 020 7299 9850
(further information from Visas section on www.angola.org.uk)

The key document which enables a visa application to be submitted for an ALMA visit is an official letter from the Department for Religious Affairs to the Angolan Embassy in London requesting them to issue a visa. Once this letter has been received, the rest of the process is a formality, but the applicant must still produce all required documents, which include a travel itinerary.

MOZAMBIQUE

Mozambique High Commission: 21 Fitzroy Square, London W1T 6 EL Tel: 020 7383 3800
(further information from Consular Affairs section on www.mozambiquehighcommission.org.uk)

They recommend applying only 1-2 months before travel, saying they are most unlikely to decline an application. They will want to know where you are staying.

6. Immunisations and disease prevention

Consult your GP or practice nurse about the immunisations you will need, leaving plenty of time for the programme of jabs. They will also be able to advise you on malaria prophylactics and which pill to take. A first time user may need time to try pills out in advance to ensure no adverse effect.

Interhealth's Travelshop is a useful place to browse, either in person at 111 Westminster Bridge Rd (Waterloo or Lambeth North stations) or online at <http://www.interhealth.org.uk/travelshop.html>

Note: the Diocese is not a member of Interhealth, so Interhealth's consultations and medicine prescriptions are not available to you. The range of other travel goods may well prove of use.

A useful travel health website is www.fitfortravel.nhs.uk

7. Accessing current information on the country to be visited

- To be fully aware of all the current issues that may affect you during your stay in Angola and Mozambique, it is important to access various agencies, particularly the Foreign and Commonwealth Office, www.fco.gov.uk (see its Travel advice by country section)
- Many websites give up to date information regarding the current political situation and whether or not a traveller is likely to encounter problems at border crossings e.g. between Mozambique and Malawi.
- Information can also be gathered from the appropriate Embassies.
- <http://wikitravel.org/en/Mozambique> is a useful website.

8. Risk Assessment for Travel (*Appendix D suggests topics for consideration*)

NGO workers who travel abroad usually undertake a risk assessment and ALMA considers this to be good practice for anyone travelling as an independent to Angola and Mozambique. The risk assessment is not intended to cause alarm or put anyone off travelling, but is a common sense appraisal of the situation in the country at the time of travel in terms of personal safety, health and wellbeing. Undertaking a risk assessment highlights various issues for example:

- The need for specific immunisation vaccinations and/or medications
- Personal safety when out and about

ON YOUR RETURN

Visit Report

ALMA values a short written report with photos, where possible, on each visit. This will be put on the ALMA web site so that everyone can see and learn from what is happening in our link dioceses.

If this could be prepared soon after the visit and sent to almacoordinator@london.anglican.org it would be greatly appreciated.

Suggestions for these travel guidelines

Please inform the ALMA Co-ordinator of any amendments/additions to this document. It can only be as helpful as the contributions ALMA receives.

Appendix A: Diocesan Group Travel Insurance

In order to process applications for cover under the Diocesan policy the following guidance should be closely adhered to:-

1. **One** person from each group to be nominated as the contact person for Diocesan House (usually the group leader) and to take responsibility for gathering the information below and transmitting it to the ALMA Co-ordinator:
 - a. The full names and addresses of each person travelling as part of the group;
 - b. The dates of birth of each person in the group;
 - c. Details (in confidence) of any pre-existing medical conditions of each person;
 - d. Full flight details including dates and times of travel for both international and any internal flights and the associated flight numbers.

Naturally the same requirements apply to an individual traveller.

2. Please let the Diocese know as soon as you have booked and paid for tickets. We appreciate that plans change but it is much easier to postpone agreed insurance than it is to arrange it at short notice. The Diocese pays in advance for the cover in order to facilitate the cheapest and most easily available insurance – if you wish to travel at short notice we cannot guarantee that there will be enough money left at any one time to cover your trip. In any event Underwriters need time to process your request and assess the risk.
3. Travellers must be **over the age of 16** and **under the age of 69** on the date of outward travel.
4. Pre-existing conditions – if any proposed traveller is taking ANY medication (other than birth control) the insurers need to know. Should you not inform the Underwriters of any condition and you require treatment, they may not cover you.
5. Hire of Vehicles – **if applicable, please read carefully the section in the policy document on vehicle cover**, basically this does not extend very far and you will need to take out additional cover from the Hirer – it can prove expensive if you don't!

You are strongly advised not to travel without insurance cover and to apply for group or individual cover as early as possible. **If the Diocese of London is given less than ten days notice of intention to travel with full travel details we reserve the right to refuse to process the application.** Please note that responsibility for applying to the Diocese for cover rests solely with the group or individual concerned.

Contact Details

Please contact the ALMA office via almacoordinator@london.anglican.org or by phone 020 7932 1231.

Once the underwriters have accepted the risk each member of the group will normally be sent a copy of the policy document (or, for visitors from Africa, the ALMA rep or vicar of the London parish will be sent a copy.)

Appendix B: Safety in Travel Plan

Name of Traveller

Destination

Dates of Travel

Introduction

A general description of the overall travel plan and purpose of visit, including the UK point of contact (further details under appropriate headings).

Country Profile

Using information from the FCO website¹, BBC website², and any other information sources, please write a brief paragraph on the current situation in the country.

Communications

UK Contacts

	Name	Office Tel	Home Tel	Mobile & Email
UK contact				
ALMA				
Next of Kin				

In country Contacts

	Address	Office Tel	Home Tel	Mobile & Email
My in country contact details				
British Embassy, High Commission or Consulate				
Credit card loss or theft (probably a UK #)				
Mobile phone loss or theft (probably a UK #)				

Medical Facilities

The nearest high-quality hospital is:

The distance in time to access the above:

Evacuation

How would this be facilitated if necessary?

¹ www.fco.gov.uk

² http://news.bbc.co.uk/1/hi/country_profiles/

Appendix C: Hints and Tips

(This document is only be as helpful as the information we all share)

Be prepared to sing!

Our brothers and sisters in Angola and Mozambique love to sing and greatly enjoy hearing us sing to them. So don't be surprised when you are asked.

Care of your luggage

Having your baggage cling film wrapped avoids pilfering.

Check permissible weight and number of hold/cabin luggage items with the airline you are using.

Phones

The recommendation is to take an unlocked mobile phone and to buy a SIM card in Angola or Mozambique. A basic Nokia phone can be as little as £15 in Car Phone Warehouse.

Photographs

Check that people are happy to be photographed. Those connected with the church are likely to be very happy to be photographed, but some others may object strongly.

Avoid taking pictures of people in uniform, bridges etc.

Useful items to take

- ALMA momentos such as T-shirts and postcards; perhaps even an ALMA banner for your link parish (pattern available from almacoordinator@london.anglican.org)
- Mothers' Union badges
- Wind up torches, solar chargers for mobile phones
- Mosquito net and repellents, hand wipes, water purifier
- Extensive first aid kit

Presents

It is wise and sensitive to give presents in public to the whole church you are visiting.

Some gift suggestions:

- African Bible Commentary in Portuguese, £20 each. *Available from the ALMA office.*
- Friendship Bowls from Created – available in two sizes in Bright and Antique finish
<http://www.createdgifts.org/product/2121062/Bright-friendship-dish>
- Global gourd-box from Created
<http://www.createdgifts.org/product/3031105/Global-gourdbox>

Connecting flights Maputo-Lichinga in Mozambique (as of June 2010)

Incoming and outgoing flights to Lichinga (via Johannesburg and Maputo) are on Mondays, Tuesdays, Thursdays and Saturdays.

Monday's flight to Lichinga is the best: 8.40 from Johannesburg, via Maputo, arriving 14.00 in Lichinga. The other days you will need an overnight stop in Maputo to connect through.

Tues/Thurs/Sat flights from Lichinga connect with flights through to Johannesburg the same day, so you can return to Europe the same evening.

Appendix D: Risk assessment for Overseas Travel

Using the information gathered, identify the potential threats that you consider are relevant to your proposed trip on the chart below.

Enter the potential threats in Column A. Then using the ratings shown below, enter the appropriate score in Columns B & C. Multiply these ratings and enter the total in Column D. In Column E, enter how you can reduce the risk. In column F state if, in your opinion the risk you have identified is acceptable for you and for the organisation. Note, ratings greater than 8 may be unacceptable risks, but you may decide you perceive a risk to be too high even if the rating is lower than 8.

A	B	C	D	E	F
Potential threat	Likelihood of threat (see below)	Impact of incident (see below)	Assessed risk (B x C)	Risk reduction (Explain how to reduce risk of each threat)	Is risk acceptable? (Yes/No)
Crime/Security <i>Eg – Mugging and /or car-hijackings</i>	3	2	6	<ul style="list-style-type: none"> • Only go out in daylight hours • Do not go out alone • Conceal valuables • Avoid market area (except with a known guide) • Never resist violent theft 	Yes
Transportation				<ul style="list-style-type: none"> • Take sensible precautions for vehicle safety; seat belts etc. 	
Health					
Food/Drink/Hygiene					
Climate					
Other Risks					

Rating: Probability of Event: 1 = Very Low, 2 = Low, 3 = Medium, 4 = High, 5 = Very High
Likely impact of Event: 1 = Very Low, 2 = Low, 3 = Medium, 4 = High, 5 = Catastrophic