

### Administrative Requirements

1. Prior to travelling to Port-au-Prince (for the Site Visit and for the duration of the Work), Proponents/Contractor are requested to fill the Visit Request sheet identifying the individuals who will be on site for the works under this project. Information has to be duly filled and sent to the Departmental Representative who will forward this to the Canadian Embassy in Port-au-Prince for logistical purposes.
2. Transportation to and from the Airport is the responsibility of the Proponent/Contractor.
3. Travel insurance, visas and any immunizations required are not reimbursable by DFATD.

## VISIT REQUEST SHEET

| <b>CANDIDATE DATA</b>   |   |
|---|---|
| ORGANIZATION  |   |
| DIVISION  |   |
| Last Name   |   |
| First Name  |   |
| DOB   |   |
| passport #  |   |
| passport exp.   |   |
| Deployment Date   |   |
| To be deployed from: (hq, mission, Ottawa, Montreal, Toronto)   |   |
| To be deployed To: (mission, city, area)  |   |
| Flight information (inbound)  | - |
| Estimated Re-Deployment Date (Return to HQ/Mission)   |   |
| Flight information (outbound)   |   |
| Stream or organisation  |   |
| Expertise   |   |
| Tel   |   |
| BB Tel  |   |
| Email   | - |
| Sat Tel   |   |
| <b>DEPT/ORG CONTACT INFORMATION</b>   |   |
| Requests/Requirements needed from mission: (accommodation, office space, transport, airport transfers, ect) |   |
| Remarks   |   |