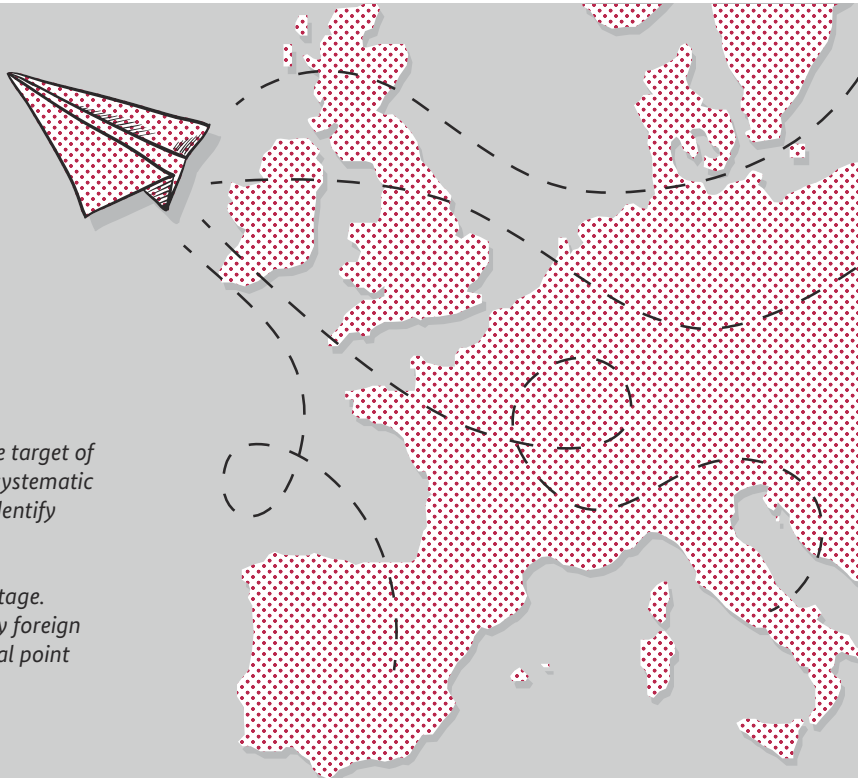


Business Travel Security

During business trips abroad, there is a risk that you become the target of foreign intelligence services' espionage activities. This makes a systematic preparation and follow-up all the more important in order to identify and minimise potential threats early on.

It is also helpful to contact the security authorities at an early stage. BfV is in charge of countering espionage activities carried out by foreign intelligence services. Therefore, we are available as a confidential point of contact.



Checklist

BEFORE THE TRIP

- ✔ Inform yourself about the **threat situation, security situation and legislation in your country of destination**, especially when travelling to states posing particular security risks according to section 13, subsection 1, number 17 of the Security Vetting Act (Sicherheitsüberprüfungsgesetz – SÜG). For example, refer to the travel and security advice provided by the Federal Foreign Office.
- ✔ Inquire about **experience of other travellers and advice from individuals responsible for security** and take advantage of **training opportunities**.
- ✔ Make a list of **emergency contact addresses** (corporate security, embassies/consulates, medical care etc.). Enter your name on the **crisis preparedness list of the Federal Foreign Office (ELEFAND)**.
- ✔ **Caution with regard to IT:** Do not bring any personal devices. Use a **special (unencrypted) laptop** without access to your company's network and/or a **special (unencrypted) mobile phone with** only the most important telephone numbers / data stored.
- ✔ **Caution with regard to documents:** Only bring the documents that are absolutely necessary for the trip. Make copies and leave them at home / in the office.
- ✔ Be careful **not to produce too many data** (such as location and mobility data). When filling out entry and registration forms, provide truthful information, but keep it as general as possible (e.g. on employment).

DURING THE TRIP

- ✔ Be cautious when **individuals you do not know approach you and when you receive gifts** in order to avoid compromising situations. If possible, do not travel unaccompanied.
- ✔ Plan your **means of transportation and your itineraries** in advance.
- ✔ Keep away from potentially **dangerous situations** (e.g. protests).
- ✔ Keep conversations **about confidential matters** to a minimum.
- ✔ If you have to give **devices containing sensitive data to third parties**, use a **safety bag** with a manipulation-proof self-adhesive seal and a unique barcode.
- ✔ **Only use your own chargers** – other chargers may be manipulated.
- ✔ Avoid open **Wi-Fi and Bluetooth connections**.
- ✔ Be cautious vis-à-vis **service providers / service personnel**.

AFTER YOUR RETURN

- ✔ Talk over your trip with your **fellow travellers and the individuals responsible for security**.
- ✔ Have the **devices taken on your trip** checked for malware and change the **login credentials** used during your trip.
- ✔ Write down any **conspicuous events and irregularities you have observed** and inform the competent institutions (corporate security, security authorities).

Notes



DID YOU MAKE ANY **NEW CONTACTS**?

.....



DID YOU RECEIVE ANY **GIFTS**?

.....



WERE YOU PUT **UNDER PRESSURE**?

.....



DID YOU HAVE THE **DEVICES YOU TOOK WITH YOU** CHECKED?

.....



DID YOU NOTICE ANYTHING ELSE THAT WAS **UNUSUAL**?

.....



Wirtschaft & Wissenschaft.
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Verfassungsschutzverbund des Bundes und der Länder

BfV (Bundesamt für Verfassungsschutz) and the 16 domestic intelligence services of the federal states are the domestic intelligence community. They cooperate closely in the field of preventive economic security. Thus a strong network is formed that extends to where your company is based. Please visit www.verfassungsschutz.de to find a list of contacts at the federal state authorities.



Gemeinsam. Werte. Schützen.

The Economic Security Initiative (Initiative Wirtschaftsschutz) is an initiative by BfV, BKA, BND and BSI. On their information platform www.wirtschaftsschutz.info they offer their expertise in the field of economic security together with various partners. This includes the issue of cyber crime as well as economic and scientific espionage or IT security.

Your direct contact to economic security