



Information for preparing your Work at AWIPEV Base in 2018

Dear Colleague,

This letter is intended to provide you and all participants of your expedition to the French-German Arctic Research Base AWIPEV with basic information for the preparation and accomplishment of your expedition. Please distribute this letter to all of your team members.

General information

General information about the AWIPEV Base, our resources and facilities, as well as all forms and instructions can be found on www.awipev.eu.

Some important things:

- Ny-Ålesund is a radio silent area (no Wi-Fi, Bluetooth, mobile phone), you need permission for the use of any frequencies
- Computers running on Windows XP are not allowed to be connected to any network
- All request to Kings Bay have to be done via the Station Leader (AWI projects need a BANF)
- You and your team members are obliged to inform yourself about **safety regulations on Svalbard**:
<http://www.sysselmannen.no> Please, read especially the chapter "*Planning a trip*" under the "*Visitors*" section.
- Please, read the **Base rules** before your arrival:
http://www.awipev.eu/fileadmin/user_upload/www.awipev.eu/files/Station_Rules_2015.pdf
- If you plan field activities into delimited areas or activities that have an impact on the environment (digging, semi-permanent installations, vertebrate animals interventions, use of helicopter, etc..), you need an official permission from the Governor of Svalbard. Information about fieldwork on Svalbard and permits can be found here: http://www.forskningsradet.no/prognett-ssf/Research_permissions/1254013737002

Project registration, application for permits and booking: the RiS Database

www.researchinsvalbard.no

All research projects on Svalbard have to be registered in the Svalbard Science Forum (SSF) database Research in Svalbard (RiS). **All booking of flights, lodging and Kings Bay services (Marine Lab, chemicals, Teisten) as well as application for permits have to be done by RiS.** Please send all granted permits to the Station Leader before your arrival at the base.

Upon registration, you will receive a project number (RIS ID), which is needed for booking your stay in Ny-Ålesund. Projects which have been registered in RIS before might use their previous RIS ID but have to modify the respective project entries.

Attached please find and follow hints provided by **Kings Bay AS** for RiS usage.

Steps for preparing your stay:

Follow info given at <http://www.awipev.eu/en/base-access/booking-your-stay-at-awipev.html>

- **Project leaders:** create a **field period** (has to be done for each stay in NYA) and **apply for all necessary permits**. Please send all granted permits to the Station Leader before your arrival at the base.
- **Book your transport, lodging and Kings Bay services through RiS.** This includes the Longyearbyen – Ny-Ålesund flight and back. You have to provide valid invoicing information here (for AWI projects: please create a BANF for Kings Bay services or freight and send it to the Station Leader and Silke Henkel before arrival at the base). The flight schedule can be found on www.kingsbay.no/visitor_information/flight_schedule/

MV Teisten operates between 1st May and 30th September. To use the boat outside of this period, request has to be submitted before 31st January each year.

Important: Double check your bookings in detail and make sure they are correct. Wrong bookings of people's status, dates, etc., that have not been corrected before arrival in NYA will be fully charged. If you have problems to correct mistakes due to problems with RIS, then contact the AWIPEV station leader!

- **Shooting course in Ny-Ålesund:** We require a yearly refresher course for each person wanting to borrow AWIPEV rifles. This normally takes place the day after arrival, which means the first day you have to stay in town! Book the refresher course (AWIPEV-course) with Kings Bay for all participants holding a valid AWI or Kings Bay polar bear safety course (expires after 36 months). Book the AWI or a Kings Bay full course if you have no valid license.

Note: the village can only be left with a valid license since a rifle must be carried. If you have no license you must be accompanied by someone who has a license and rifle.

- **Every expedition member** automatically gets an email providing further information and forms which have to be completed and sent back to the AWI or IPEV logistics department.
- You need to organize your **flights from Europe** to Svalbard on your own. We strongly advise you to not book before your stay in NYA is confirmed. If you don't receive a confirmation by Kings Bay after 2 weeks, you can inform the Koldewey-Secretariat at koldewey@awi-potsdam.de
- Important: the allowed weight for ALL luggage on the shuttle flight is 20kg. Extra luggage can be booked via RIS, just add it to your normal booking. Even if extra luggage is booked, there is no guarantee that your extra luggage will be on your flight. If the extra luggage is essential then please check with the AWIPEV stationleader and the Kings Bay reception: booking@kingsbay.no. If you have heavy equipment, organize the transport beforehand! (Please see freight section).
- Prepare and send the **Logistic Needs Form** at least 6 weeks before departure to Ny-Ålesund. This document enables us to organize your stay and coordinate the resources at the station. In order to drive **zodiacs or boats** you need to have the German 'Sportbootführerschein See' or the French 'permis plaisance option côtière'.

Freight

As Svalbard is not part of Schengen you need to prepare customs declarations. Please make sure you have export papers for all equipment to ensure reimport without custom fees.

Ship Cargo

In any case you should send heavy equipment by ship cargo. Usually, Ny-Ålesund is served by ships once a month between April and December. Please, contact the responsible persons for shipment:

IPEV - Isabelle Thepaut (ithepaut@ipev.fr); AWI - Silke Henkel - Silke.Henkel@awi.de

AWI and IPEV will send routinely container from Bremerhaven, respectively from Brest, to Ny-Ålesund and back. Try to send as much as possible with this containers! (Excluding chemicals and dangerous goods)

The deadlines for the 2018 AWI containers are:

First container:

Deadline for packing lists and freight list to logistics: 01.03.2018

Deadline for delivery in Bremerhaven: 05.03.2018

Deadline for delivery in Brest: 12.03.2018

Departure Brest: 19.03.2018

Scheduled arrival date in NYA: 10.04.2018

Second container:

Currently in evaluation at the

Please use only the current versions of the freight and packing lists! The documents can be found on <http://www.awipev.eu/en/base-access>. Check also the AWI Logistik expeditions page, which provides e.g. info and forms for transportation.

Freight: Mail and Air cargo

Other equipment packed in parcels of maximal 20 kg can be sent by usual post mail (mind that sending via UPS, FedEx, DHL entails routing issues and additional cost subsequently). Urgent equipment might be sent by air cargo, subjected to limited availability: please check with Kings Bay Reception booking@kingsbay.no copy to station@awipev.eu. In general, air freight is NOT encouraged.

Detailed information about how to send air freight to and from Ny-Ålesund is given by KB:
http://kingsbay.no/visitor_information/freight/.

Please, **inform the AWIPEV-Base in advance of any equipment that is on its way** (mail to logistics.engineer@awipev.eu cc. stationleader@awipev.eu), incl. your invoices address and/or AWI ordering number (BANF) as well as the Airway Bill Number. This procedure assures that the base can keep track of your equipment.

Frozen Samples

The safest way to transport your samples is to bring them with you! If you do need to transport your samples otherwise, please read the attached guide for transport of frozen samples and contact the base staff well in advance.

For +4°C and -20°C samples transport with Bring cargo can be organized. -80°C samples can be sent to Bremerhaven with RV Heincke, late September. Apart from that transport by plane via couriers is possible. In any case, make sure to bring adequate boxes or dry-shippers with you!

For certain samples export permissions from Sysselmannen as well as import permissions from veterinary or plant protection authorities are needed.

Projects data bases and presentations:

Please remember, that your project will be listed in the AWIPEV project data base

http://www.awipev.eu/en/science/projects_in_2018/ (about mistakes, please inform Koldewey@awi-potsdam.de)

You will find your AWIPEV project number and the RiS number here. Please update all projects with *italic RiS numbers*.

While in Ny-Ålesund, you shall make a **presentation of your project** there for the local community and for other scientists on site. Last year's seminar series was a success. Small posters (size A1 to A4) are welcome as well.

Do not hesitate to contact us for more information!

Scientific management: Roland Neuber (AWI) and Pascal Morin (IPEV) management@awipev.eu

Logistics: Dirk Mengedoht (AWI) dirk.mengedoht@awi.de and Dominique Fleury (IPEV) dominique.fleury@ipev.fr

Freight: Silke Henkel (AWI) silke.henkel@awi.de and Isabelle Thépaut (IPEV) isabelle.thepaut@ipev.fr

Media enquiries: Folke Mehrtens (AWI) folke.mehrtens@awi.de and Aude Sonneville (IPEV) aude.sonneville@ipev.fr

AWIPEV Base: stationleader@awipev.eu (Piotr Kupiszewski and Rudolf Denkmann)

We wish you a successful and pleasant stay at the AWIPEV Base!