

The logo for AWIPEV, featuring the word "AWIPEV" in a bold, blue, sans-serif font. To the right of the letters "V" and "E", the text "79°N" is written vertically in a smaller, blue, sans-serif font.

Arctic Research Base Ny-Ålesund

French–German Arctic Base

Introduction Seminar

Part I: Logistics

1st of February, 2024

Marion Maturilli, Dirk Mengedoht, Verena Mohaupt
Dominique Fleury, Serge Drapeau

Current Team – Fieke Rader, Mathilde Carbonnel, Apolline Pibarot
Team 2024-2025 – Alex Eickelmann, Wenceslas Marie-Sainte, Thomas Poinot

The mission

- Promoting French, German, Dutch and other international polar research projects on Svalbard
 - Atmosphere
 - Glaciology
 - Kongsfjorden system
 - Terrestrial ecosystems

Platform for short, medium, and long-term projects supported by logistics, facilities, and on-site personnel

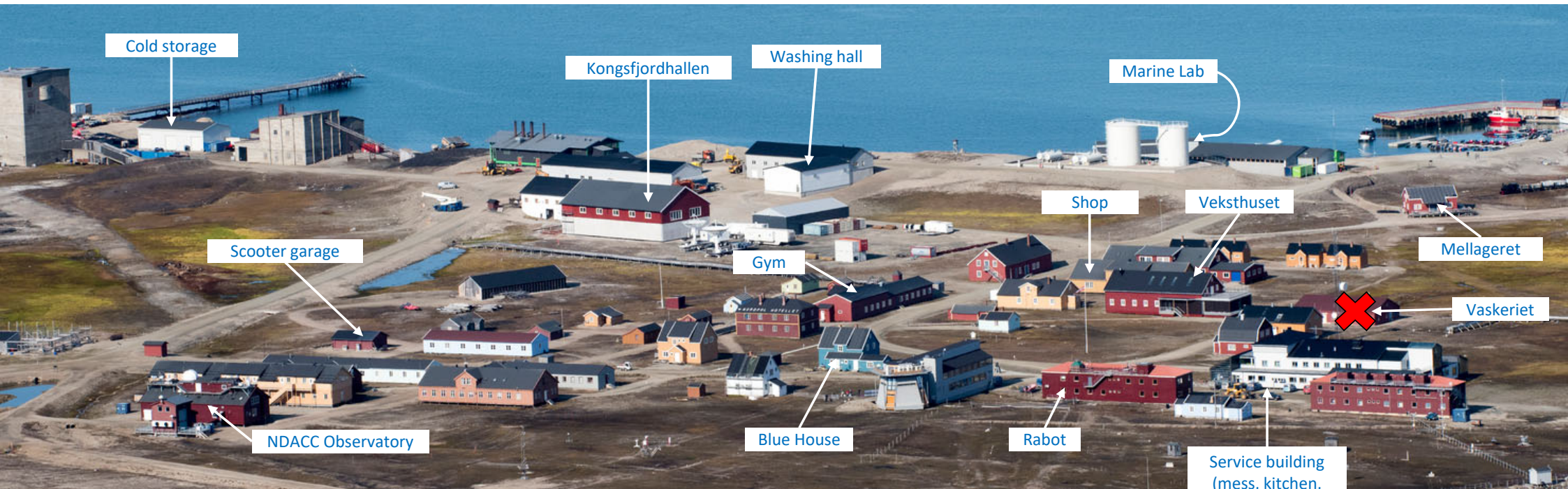
Today's topics

- 1. Ny-Ålesund overview**
- 2. AWIPEV facilities**
- 3. Radiosilence in Ny-Ålesund**
- 4. Preparing your stay in Ny-Ålesund**
 - a. Registration at the Research in Svalbard (RiS) database**
 - b. Apply for permits at Sysselimesteren**
 - c. Polar bear safety**
 - d. Booking Kings Bay services (Flights, Marine Lab, chemicals etc.)**
 - e. Forms and Requirements for AWIPEV**
 - f. Freight**
- 5. In Ny-Ålesund**

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5. **In Ny-Ålesund**

Ny-Ålesund Overview



Cold storage

Kongsfjordhallen

Washing hall

Marine Lab

Scooter garage

Gym

Shop

Veksthuset

Mellageret

Vaskeriet

NDACC Observatory

Blue House

Rabot

Service building
(mess, kitchen,
reception, social
room, KB offices,
nurse, recycling
center)

Ny-Ålesund Overview



Corbel ~5km East



Bayelva ~2.5km West

AWIPEV Facilities - Station Buildings

Rabot

4 double rooms + common room



Blue House

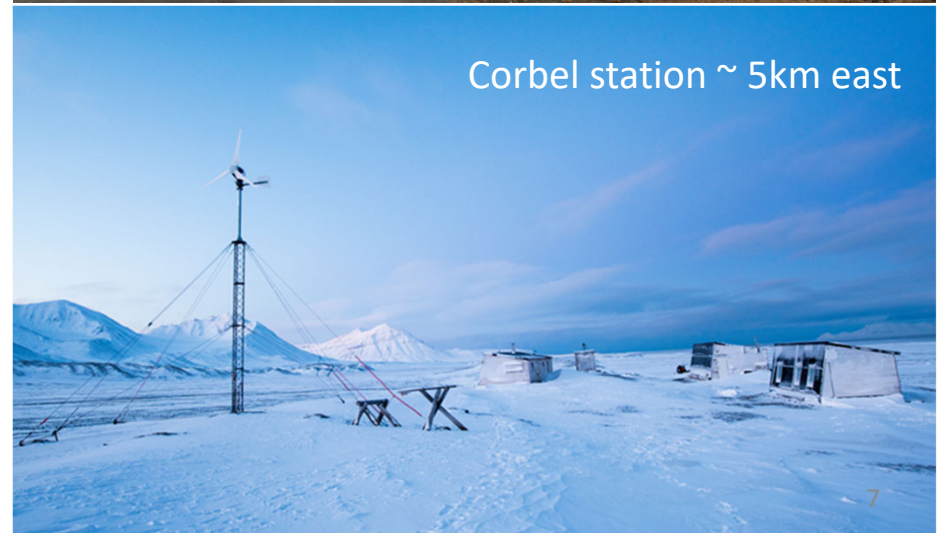
4 double rooms + common room



Observatory



Corbel station ~ 5km east



Infrastructures & Services

- Support up to 24 guests simultaneously
- Provide offices, seminar rooms, high speed internet, etc.

Laboratories

- Dry and wet labs, optical labs, workshops
- Atmospheric observatory
- Clean air and no light pollution observatory at Corbel station



Corbel is available for scientific projects

- Located ca. 5km outside Ny-Ålesund
- 3 buildings
 - Living area & kitchen
 - 3 bedrooms
 - Power supply
- 8 beds
- Electrical power
 - 2 Windmills 60 kWh/month
 - Solar panels 7 kW (nominal power)
- Internet connection
- Weather station



Field & maintenance support, technical operation

- Boats, snow scooters, bicycles, ...
- Necessary field & safety equipment
- Maintenance & routine operations of continuous measurements
- Field support



AWIPEV Facilities - Land vehicles

Emily



Goupillette



Goupil



Tip Top



Snowscooters & sledges



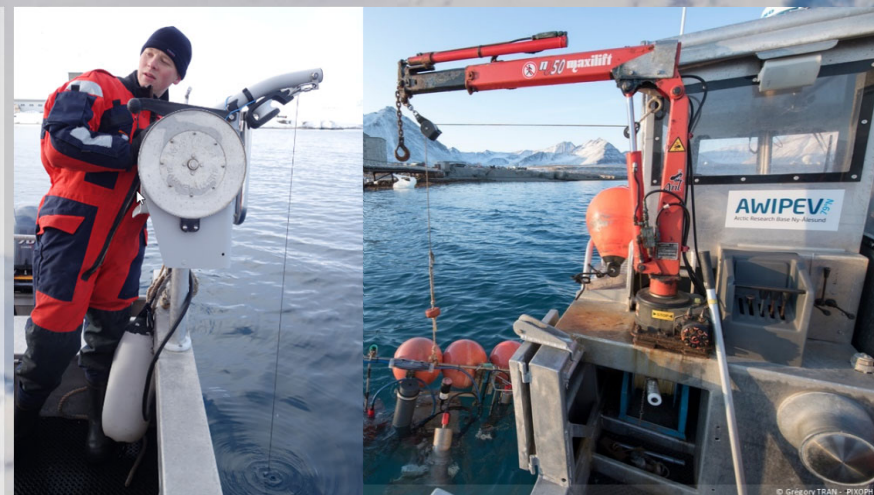
+ Bikes & trailers, kick-sledges

AWIPEV Facilities – Boats driven by station staff

Jean Floc'h

- 7m long, 2.5m wide, 2 x 60HP engines
- Crane (max load 80kg), capstan, dyneema cable 400m
- Electric winch with 400m dyneema cable (max load: 30kg)
- Ladder for divers
- Workspace for laptop
- Electrical power 600W 220V~
- GPS maps (output NMEA), depth sounder 400m

You need a boatdriver, operated by station staff only!



Malaurie

- 5.3m long, 70HP engine
- Electric winch with 400m dyneema cable
(max load: 30kg)
- GPS maps and depth sounder
- Lighting for night navigation
- Designed for polar night operations

**You need a boatdriver,
operated by station staff only!**



Luciole



- **Luciole 70 HP** – can now be used by scientists
- **2 Hard bottom boats**
 - Polar Tomato 40HP
 - (Sabrina 100HP)
- **6 Inflatable boats 25/40HP**
 - 5 Zodiac MK3 GR 4.7m
 - 1 Zodiac MK2 GR 4.2m
- **1 Polarcirkel dive boat 150HP**

Polar Tomato



Polarcirkel



©Lisa Spotowitz

Tools and workshops

- **Bring your own tools for your project**
 - Tools at the station are for maintenance of observatory, cars, boats and ongoing station operation
 - Borrowing in individual cases possible, but bring your own tools if you need them extensively
- **Working in workshop is possible but room is limited**
 - Workshop cannot be reserved
 - Discuss with station staff if shared use is possible



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Restrictions on the use of Radio transmitters – 20km radius

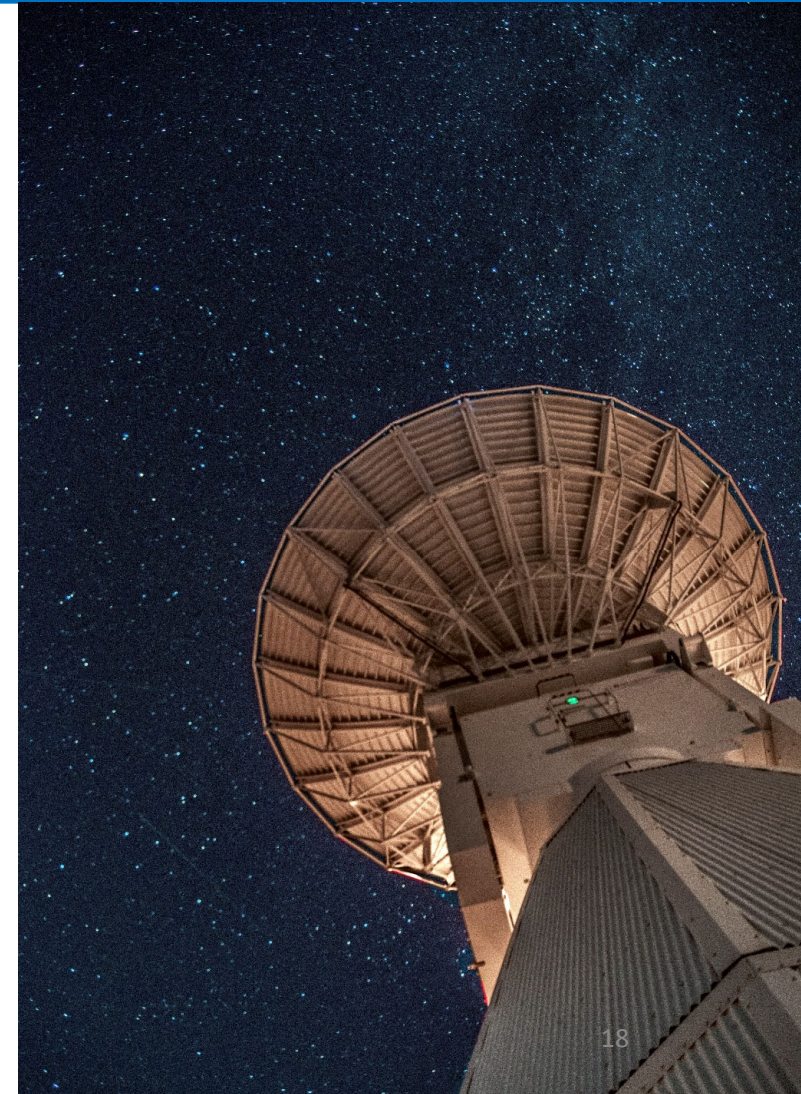


Why Radio silence?

- Radio telescopes (operated by the Norwegian Mapping Authority (Kartverket))
- GFZ satellite receiving antennas
- Other instruments all over Ny-Ålesund (area)

➔ local emissions increase radio noise

➔ ban of all radio emitters between **2 – 32 GHz**



Radio silence in Ny-Ålesund

Each instrument that is a radio emitter between 2 – 32 GHz is prohibited.

Practically this means:

- No WiFi, BlueTooth
- **So: No drones, radio clock, camera, speakers, headphones, remotes, etc.**
- **Turn off Bluetooth and WiFi or use flight mode**
 - Attention for iPhone users: switch off Bluetooth in settings!

Other instruments emitting outside of 2 – 32 GHz **MUST** get permission first by the Norwegian authorities before use.

What's new:

GSM (3G/LTE) now available

- Phones can be used partially, But:
 - Not all providers, no guarantee!
 - Don't use phones in shared/common areas, especially at meal times etc!!

Each instrument that is a radio emitter between 2 – 32 GHz is prohibited.

Practically this means:

- No WiFi, BlueTooth → **No drones, radio clock, camera, speakers, headphones, remotes, etc.**
- **Turn off Bluetooth and WiFi or use flight mode** (iPhone users: switch off Bluetooth in settings!)

What's new:

GSM (3G/LTE) now available → Phones can be used partially, But:

- Not all providers, no guarantee!
- Don't use phones in shared/common areas, especially at meal times etc!!

To use any RF emitters/receivers get permission by the right authorities before use...

„Restrictions on the use of radio transmitters”

<https://nyalesundresearch.no/research-and-monitoring/researchers-guide/using-radio-frequencies/>

Use of **RF emitters** between **2-32 GHz** generally **forbidden!**

- Procedures for eventual exceptions:
 - Approval by NySMAC
 - Apply for Nkom permission
 - Contact Kartverket (NMA) and coordinate with GFZ / observatory engineer

Procedures for use of **RF emitters** outside **2-32 GHz**:

- Approval by NySMAC
- Apply for Nkom permission

Procedures for the use of **RF receivers** include:

- Approval by NySMAC
- Apply for Nkom permission (in very rare cases)

For NySMAC approval contact:

dominique.fleury@ipev.fr (IPEV) or marion.maturili@awi.de (AWI)



Use of UAVs

- Only for scientific purposes
- Ideally outside 2-32 GHz

Permissions needed (depending on type of UAV)

- RF emitter permission by Nkom
- Permission by Norwegian Civil aviation authorities
- Permission of Sysseimesteren
- Permission of Norwegian National Security Authority
- Permission of Norwegian Ministry of Foreign Affairs
- Insurance



All information:

<https://nyalesundresearch.no/research-and-monitoring/researchers-guide/using-air-space/>



USB-C-Ethernet / lightning -Ethernet adapter for mobile phones, tablets and laptops



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Register yourself at the Research in Svalbard (RiS) database

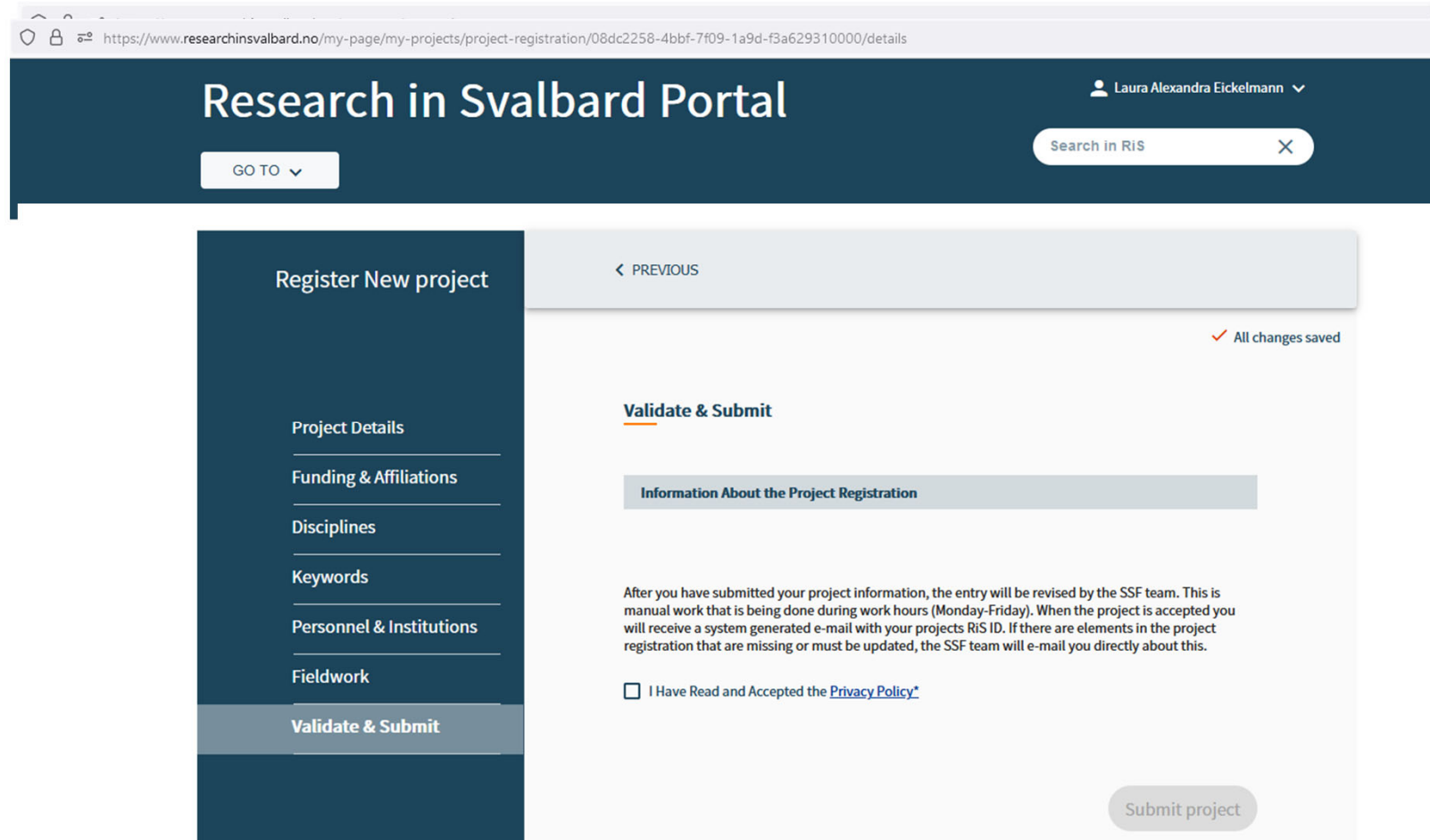
www.researchinsvalbard.no

- Create your account at RiS **mandatory - everyone** working on science / research projects at Svalbard **MUST have a RiS user account**
- Independent from the project you work with
- This includes students, technicians
- Fill in your mobile phone number

General tip: do RiS registration and bookings as early as possible.



Register your project at the Research in Svalbard (RiS) database → task of project leader



The screenshot shows the 'Research in Svalbard Portal' interface. At the top, the user is logged in as 'Laura Alexandra Eickelmann'. The main navigation bar includes a 'GO TO' dropdown and a 'Search in RiS' search bar. The left sidebar lists navigation options: 'Register New project', 'Project Details', 'Funding & Affiliations', 'Disciplines', 'Keywords', 'Personnel & Institutions', 'Fieldwork', and 'Validate & Submit' (which is highlighted). The main content area shows a 'PREVIOUS' button, a confirmation message 'All changes saved', and a 'Validate & Submit' section. Under 'Validate & Submit', there is a heading 'Information About the Project Registration' and a paragraph explaining the manual review process by the SSF team. Below this is a checkbox labeled 'I Have Read and Accepted the Privacy Policy*'. A 'Submit project' button is located at the bottom right of the form area.

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Preparing your stay: Permits



Apply for research permits at Sysselmesteren using RiS

Permits are e.g. needed for:

- All field work
- Access to bird sanctuaries/restricted areas
- Installing an instrument in the field
- Taking flora from the tundra
- bringing/taking/marking animals

New fixed deadlines for applying for fieldwork:

- 1 January for fieldwork in March, April, and May.
- 1 March for fieldwork in June, July, and August.
- 1 July for fieldwork in September, October, and November.
- 1 October for fieldwork December, January, and February.

The screenshot shows the 'Research in Svalbard Portal' website. At the top, there are two yellow notification banners: 'Application deadlines to the of Governor of Svalbard in 2024' and 'Svalbard Strategic Grant 2024'. Below these is a dark blue header with the site name and a user profile for Laura Alexandra Eickelmann. The main content area features an article titled 'Introduces fixed application deadlines for research activity on Svalbard' published on 1/16/2023. To the right of this article is a 'Contact persons' sidebar listing Ingvild Øyjordet and Egil Rønning. Below the article is another section titled 'Researchers and educational institutions' published on 6/20/2019, with a list of links including 'Notification, insurance and reporting obligations', 'Regulations and travel restrictions', 'Requirements for research and educational institutions', and 'Guidelines for researchers in Svalbard'.

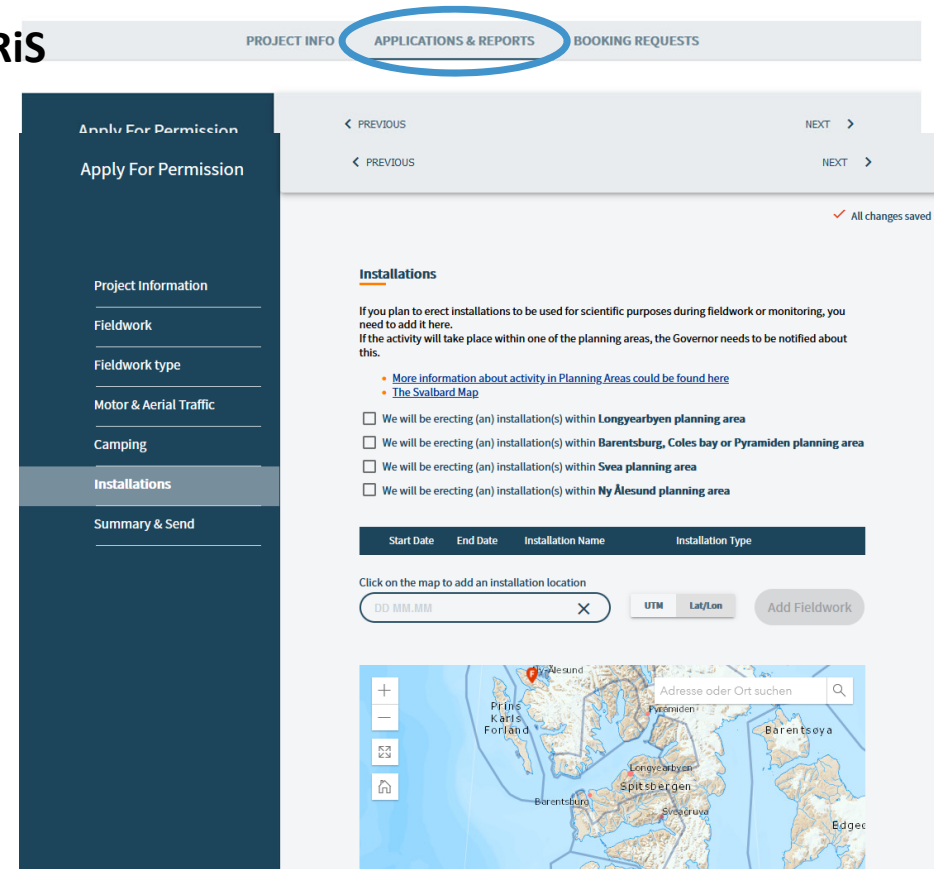
Find more Information at: <https://www.sysselmesteren.no/en/researchers/guidelines-for-researchers-in-svalbard/>

Apply for research permits at Syssemesteren using RiS

How to apply?

- As project leader In RiS
- On your project, go to „Applications & Reports“
- Fill in everything for your project
- Notification of granted permits you should receive via email
- Send the granted permits to the station leader **before** your arrival at the base
- Have all your permits with you when doing fieldwork!

For information about the (absence of) the need of a permit considering the Nagoya protocol, please write to: nagoya@awi.de
For now, no permit is needed in this legal framework.

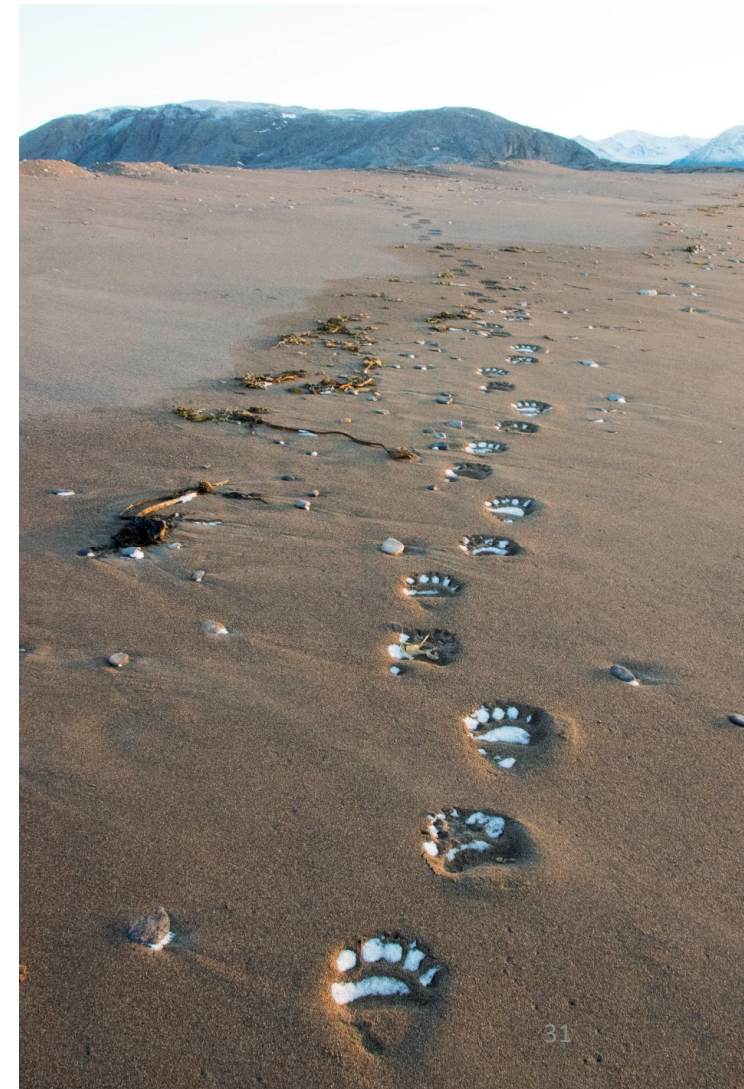
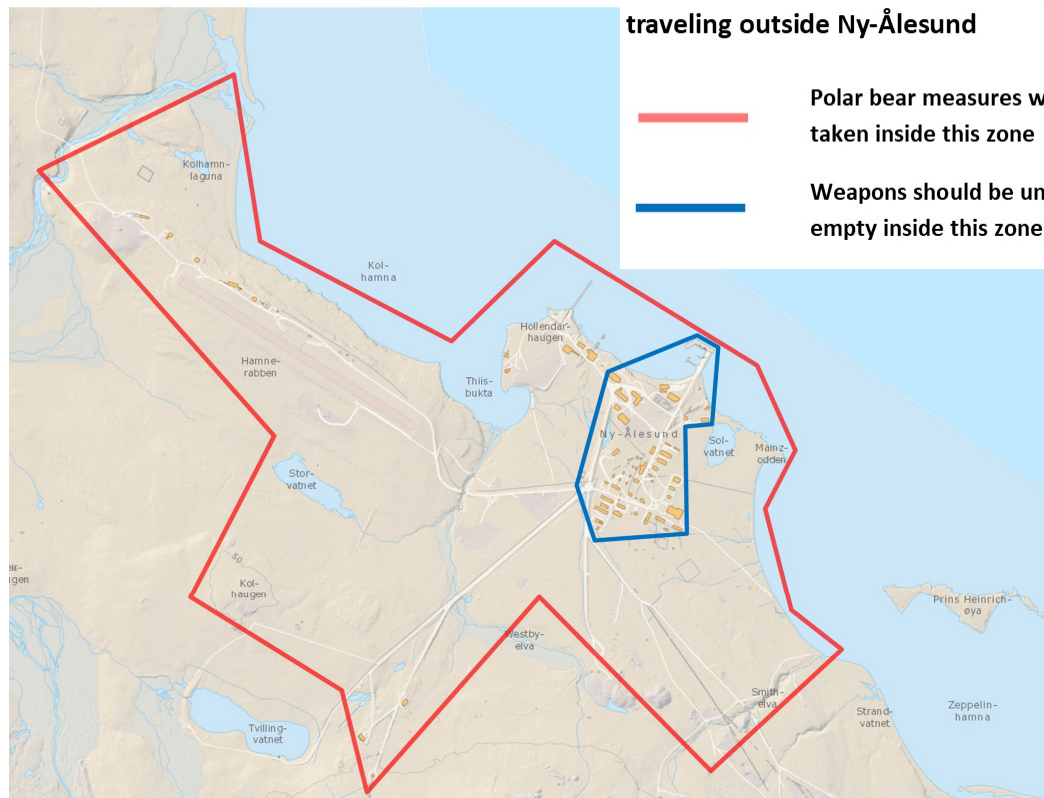


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Preparing your stay: Polar bear safety

Always bring a firearm and a flare gun when traveling outside Ny-Ålesund

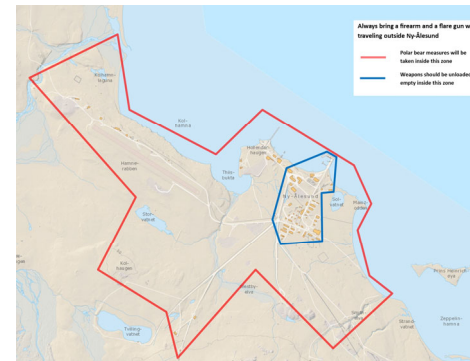


Preparing your stay: Polar bear safety

Every project doing fieldwork at AWIPEV needs:

at least two people per working group in the field who are able to share bear watch

- Full safety course every 3 years
(from: AWI, Kings Bay, NPI, UNIS)
- Rifle permit by Sysseimesteren
- Refresher course every year on site



Polar bear protection courses

AWI Full course:

- valid for 36 months
- Takes a day for theory and practice
- For registration contact Elena Tschertkowa (elena.tschertkowa-paulenz@awi.de)
- Theory part also online for other group members

Full course possible on site with Kingsbay → book in RiS

- only possible if you already have permit



AWI Polar bear protection course

Dates in 2024:

28.02
13.03
24.04
29.05
19.06

Yearly refresher course: done by Kingsbay, book in RiS → paid by AWI for everybody coming to AWIPEV

Rifle permit from Sysselmesteren

You need:

- **Proof of weapon training**
(Accepted are: AWI full course, UNIS course, Kingsbay full course, and others)
- **Police certificate – no older than 3 months**

For now this permit is valid for ever

Appr. 2-6 weeks processing time

Link for applying:

https://skjema.no/sysselmesteren/utlanvopenengelsk#_edoc_section=139eb1f4-9d0c-43a9-a498-03d03cfc065

privacy' with a toggle switch. Below this are three buttons: 'Log in using ID-porten', 'Log in using username and password', and 'Directly to form without logging in'. At the bottom, it says 'Skjema.no is developed by Sem & Stenersen Prokom | Privacy'." data-bbox="501 436 971 799"/>

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Preparing your stay: Booking Kings Bay services



Use RiS for booking flights, lodging, polar bear courses, Marine Lab, chemicals etc.

→ task of project leader

The screenshot shows a web browser with three tabs open, all pointing to the RiS booking system. The main content area is titled "Request New Booking" and includes a sidebar with the following menu items: Fieldwork, Personnel, Transport & Cargo (highlighted), Lodging & Provisions, Facilities, Safety & Weapons, Equipment, Storage & Freezer, Chemicals, Billing Information, and Summary & Send. The main content area displays "Fieldwork Dates" with a confirmation message "All changes saved" and a table with the following data:

Date From	Date To	Host
01 Jan 2024	31 Dec 2024	NyÅ-RS: AWIPEV-FrenchGerman

Below this is the "Transport" section, which includes a "+ Add New" button and a section for "Airplane by Lufttransport - Flight 1". It features radio buttons for "Round trip" (selected), "One way from Longyearbyen", and "One way from Ny-Ålesund". A note states: "There are flights two days per week between Longyearbyen and Ny-Ålesund. Please check the [flight schedule and available seats](#)". At the bottom, there are date pickers for "Departure Date*" and "Return Date*", and radio buttons for "Morning" and "Afternoon" for both departure and return.

Use RiS for booking flights, lodging, polar bear courses, Marine Lab, chemicals etc.

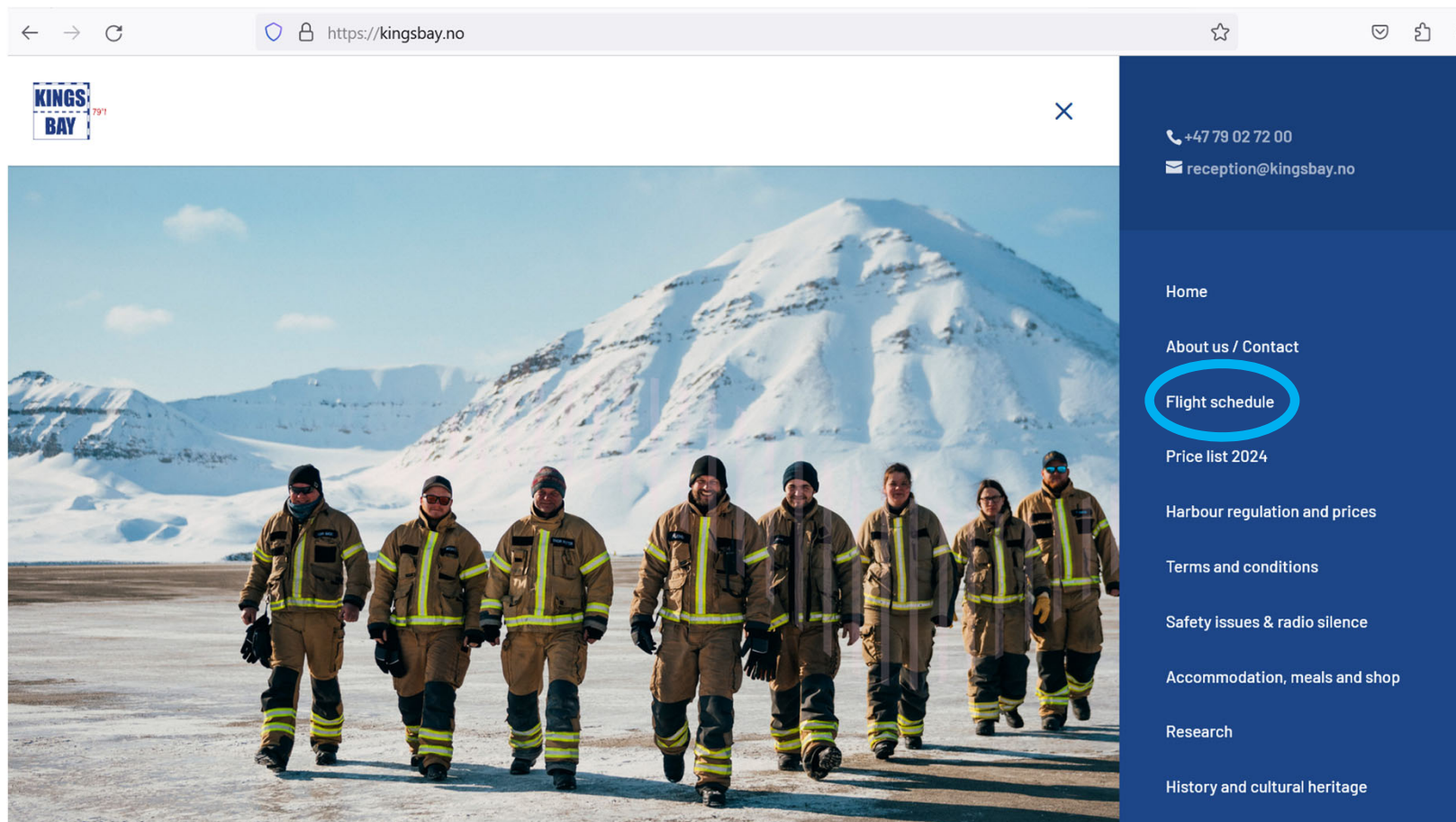
→ **task of project leader**

- KB flight & board are part of your travel expenses
- KB labs are booked year round
- First-come, First-served - Register as early as possible!
- Chemicals are booked via RiS too.
- Things that are not possible to book in RiS: only via AWIPEV Station Leader!
- Fill in tax number / org.number + address of your institution – split bookings for different bills
- Any emails considering invoicing: put Station Leader in Cc.

AWI internal projects: projects using KB Marine Lab, Teisten, chemicals, and freight create a **BANF number** and send it to the station leader and logistics department (Silke Henkel) **before** your arrival at the base.

Preparing your stay: Booking Kings Bay services

Check flight schedule before booking



The screenshot shows a web browser window with the URL <https://kingsbay.no>. The page features a large image of eight people in heavy winter gear walking across a snowy landscape with a large snow-covered mountain in the background. The Kings Bay logo is visible in the top left corner. On the right side, there is a dark blue navigation menu with the following items: Home, About us / Contact, Flight schedule (circled in red), Price list 2024, Harbour regulation and prices, Terms and conditions, Safety issues & radio silence, Accommodation, meals and shop, Research, and History and cultural heritage. Contact information for the reception is also displayed: +47 79 02 72 00 and reception@kingsbay.no.

Check flight schedule before booking

The screenshot shows a web browser window with the URL <https://kingsbay.no/flight-schedule/>. The page title is "Flight Schedule – Lufttransport". At the top, there are dropdown menus for "April" and "2024", and a "Change Month" button. Below this, there are three tables of flight data for production flights on 2024-04-02, 2024-04-04, and 2024-04-08. Each table has columns for Departure time, Route #, Origin, Destination, and Remaining Seats.

2024-04-02 production				
Departure time	Route #	Origin	Destination	Remaining Seats
0930	751	LYR	NYA	12
1015	752	NYA	LYR	10
1530	753	LYR	NYA	7
1615	754	NYA	LYR	13

2024-04-04 production				
Departure time	Route #	Origin	Destination	Remaining Seats
0930	751	LYR	NYA	14
1015	752	NYA	LYR	14
1530	753	LYR	NYA	5
1615	754	NYA	LYR	14

2024-04-08 production				
Departure time	Route #	Origin	Destination	Remaining Seats
0930	751	LYR	NYA	13
1015	752	NYA	LYR	7
1530	753	LYR	NYA	6
1615	754	NYA	LYR	13

Keep in mind when booking flights

- **Plan your arrival on Monday and consider minimal support on weekend**
- Station staff not working during weekends (only weekend duty)
- Standard working hours: 8:00 – dinner; evening duty – latest return at 22:00 hrs
- Kings Bay (KB) staff on weekend duty – reduced support or more expensive
- For groups travelling with more than 5 pax per flight a charter flight is required
- **Include bad weather in your schedule!**

Norwegian public holidays

- 28.03. - 01.04.2024 - Easter Holidays
- 01.05.2024 - Labor Day
- 09.05.2024 - Ascension Day
- 17.05.2024 - Constitution Day
- 19.05 & 20.05.2024 - Whit Sunday & Pentecost
- 25.12 & 26.12.2024 - Christmas

Kings Bay Terms & Conditions

- Price list 2024: https://kingsbay.no/wp-content/uploads/2023/12/Prisliste-2024_v2_eng.pdf
 - Everything more expensive
- Cancellation or changes to bookings:
 - need to be done > **22 days prior to arrival** ! (charged otherwise) (even more strict for groups and charter flights, check **Kings Bay Terms and Conditions**)
- Bookings **made** through **RiS** must be **cancelled through RiS**.
 - Cancellations are not valid until this has been done.

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Preparing your stay: Forms and requirements for AWIPEV

https://www.awipev.eu/practical-info/

Contact | Data protection | Imprint | Sitemap | English

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- Freight
- Safety HSE
- Forms and Documents
- Introduction Seminar

Access

Forms and Documents

Safety / HSE

Freight

Gjelder hele Svalbard

https://www.awipev.eu/practical-info/access/ 120%

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Arctic Research Base Ny-Ålesund

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To use AWIPEV as a platform for your work, please follow the indications below:

- Project Proposal
- Planning Field Work
- Booking Your Stay
- Practicalities
- Media Visits

Preparing your stay: Forms and requirements for AWIPEV

https://www.awipev.eu/practical-info/

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- Introduction Seminar

Access

Forms and Documents

Safety / HSE

Freight

Gjelder hele Svalbard

Preparing your stay: Forms and requirements for AWIPEV



Required from Projects:

- Logistic Needs Form
- Risk Assessment (under Safety/HSE)

Required from Project Participants:

Booking via AWI:

- Personal Questionnaire
- Medical Questionnaire
- Expedition Clothing

Booking via IPEV:

All Forms and Information will be provided by IPEV

Safety Regulations and Station Rules

- Code of Conduct
- Sexual Misconduct Policy
- Drug and Alcohol Policy

https://www.awipev.eu/practical-info/forms-and-documents/

AWIPEV
Arctic Research Base Ny-Ålesund

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AWIPEV > Practical Info > Forms and Documents

Documents to download:

- Project Proposal
- Access: Required by Projects
- Access: Required by Project Participants
- Freight
- Safety / HSE
- AWIPEV Introductory Seminar
- Information / Fact Sheets 46

Logistic needs form – For ALL groups

SUPPORT ON THE BASE			
<i>Vehicles</i>			
Boat (specify if boat driver needed and est. time)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Remarks
Boat license present? If yes, please state name	<input type="checkbox"/>	<input type="checkbox"/>	
Boat specification (crane, winch...)	<input type="checkbox"/>	<input type="checkbox"/>	
Scooter	<input type="checkbox"/>	<input type="checkbox"/>	
Car support	<input type="checkbox"/>	<input type="checkbox"/>	
<i>IT support (computer/network)</i>			
Installation of equipment or need IP address	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Remarks
<i>Personnel support</i>			
Support on the field (only temporal)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Remarks (to do what ?)
Possible help needed to set up equipment	<input type="checkbox"/>	<input type="checkbox"/>	
Maintenance/ support for measurements after your stay	<input type="checkbox"/>	<input type="checkbox"/>	
<i>Other technical support</i>			

Send logistic needs **six weeks before arrival** to logistics@awipev.eu and to station@awipev.eu

Logistic needs form

Keep in mind:

- Chemicals coming mainly by boat → bound to Norbjørn schedule. Order chemicals via RiS!

Use of chemicals and dangerous goods			
BE AWARE THAT ONLY TRAINED PERSONNEL IS ALLOWED TO WORK WITH CHEMICALS OR DANGEROUS GOODS.			
FOR MORE INFORMATION SEE:			
Use of chemicals and dangerous goods in Ny-Aalesund			
	Yes	No	Remarks (specify type or amount)
Chemicals (ordered at KingsBay)	<input type="checkbox"/>	<input type="checkbox"/>	
Chemicals waste, foreseen (see with KingsBay)	<input type="checkbox"/>	<input type="checkbox"/>	
Liquid nitrogen (SPECIFY AMOUNT)	<input type="checkbox"/>	<input type="checkbox"/>	
Dry ice (ordered at KingsBay)	<input type="checkbox"/>	<input type="checkbox"/>	

- Specify LN2 amount!
 - needs time to be produced and cannot at all times be produced
 - LN2 in place is mainly produced for own observatory needs

If larger amounts (> 15L): coordinate beforehand with observatory engineer: observatory.engineer@awipev.eu

Risk assessment – For ALL groups

Risk Assessment

All AWIPEV projects are required to have a risk assessment for their activities in the field and at the station. Resulting safety measures have to be taken and operating instructions are to be shared with all team members.

Send your risk assessment to [logistics \(at\) awi pev.eu](mailto:logistics@awi pev.eu) and [stationleader \(at\) awi pev.eu](mailto:stationleader@awi pev.eu) at least 6 weeks before your trip.

For process instruction how to accomplish a risk assessment, please refer to the HSE department of your home institution. AWI-internal projects can access according documentation in [Confluence](#). An introduction to the topic is also given each year at the [AWIPEV Introductory Seminar](#).

You may use the [AWI risk assessment template](#) or a corresponding document with similar content.

- Use AWI risk assessment template (several tabs in Excel sheet) or use template by own institution

Send risk assessment at least **six weeks before arrival** to logistics@awi pev.eu

German / AWI procedures

- Personal questionnaire send to Elena.Tschertkowa-Paulenz@awi.de
- opt. clothing list („Expedition Clothing“) send to bekleidungslager@awi.de

Medical check

- If stay <4 weeks, fill in medical questionnaire (page 3-8)
- If stay >4 weeks, make an appointment at WAZ (<https://www.waz-fh.de/kontakt/>)
 - Bring your filled medical form with you to the appointment
- **In both cases:** bring the (confidential) medical questionnaire (printed or on USB stick) in an closed envelope to AWIPEV
- Valid for 12 months or one overwintering.
- Send investigation at least 3 weeks before departure to doc@awi.de .

IPEV procedures

All Documents will be provided by IPEV

Medical check

- All participants need to fill in a medical questionnaire.
- After approval of your project with IPEV → contact with TAAF / IPEV medical centre
- Fill in medical form (page 3-6 by yourself, page 7-9 by own doctor)
- Send the form to medecin.paris@taaf.re ; sylvain.grandjean@taaf.fr ; audrey.sylvestre@taaf.fr
- You receive confirmation / certificate stating you are good to go.
- Bring (confidential) medical form in a closed envelope to the station

Short Break



Today's topics

1. Ny-Ålesund overview
2. AWIPEV facilities
3. Radiosilence in Ny-Ålesund
- 4. Preparing your stay in Ny-Ålesund**
 - a. Registration at the Research in Svalbard (RiS) database
 - b. Apply for permits at Sysselmesteren
 - c. Polar bear safety
 - d. Booking Kings Bay services (Flights, Marine Lab, chemicals etc.)
 - e. Forms and Requirements for AWIPEV
 - f. Freight**
5. In Ny-Ålesund

Freight options

1) AWI / IPEV container



2) On boat as individual freight



3) By plane as air freight or mail



General procedures and remarks

- Send as much as possible with AWI / IPEV containers
- Make sure to have export papers for all equipment (risk of 19% tax and additional customs fee)
- Announce all freight other than AWI / IPEV containers to stationleader@awipev.eu & logistics.engineer@awipev.eu
- Hand in all freight papers for return freight and samples 48h before departure to stationleader@awipev.eu & logistics.engineer@awipev.eu
- Label all your remaining boxes or parcels properly with label and packing(/content) list
- Be considerate with parcels
 - Not more than 40 kg for Zarges boxes.
 - Air freight needs to be transported by two people by hand in NyA

Preparing your stay: Freight by container



Next containers to AWIPEV:

	IPEV		AWI		
	Brest to NYA		Bremerhaven to NYA		
submission of freight papers	22. FEB 2024		11. JAN 2024	15. FEB 2024	12. APR 2024
Delivery to Warehouse / Hafenlager	22. FEB 2024	APR/MAY 2024	17. JAN 2024	21. FEB 2024	19. APR 2024
Expected arrival in Ny-Ålesund	23. MAR 2024	05. JUN 2024	23. MAR 2024	30. APR 2024	06. JULY 2024
Freight handling	IPEV forms (awipev.eu)		AWI forms (awipev.eu)		

! no chemicals !
! no dangerous goods (incl. batteries) !
--> chemicals to be ordered via Kings Bay <--

- **Dates for next containers to France and Germany tba**
- **Make sure that packing- and freight lists are same / similar on both ways for customs**

Contact for IPEV Container:

Pauline Dufrechou (pauline.dufrechou@ipev.fr)

Contact for AWI Container:

transport@awi.de (dangerous goods etc.)

hafenlager@awi.de (to arrange delivery to harbor warehouse)



AWI/German Customs

AWI container – AWI internal: Needed for delivery to AWI-Warehouse (= entry in free-trading-zone)

- 2 copies of freight list
- special customs paper “Statuspapier”

needs to be stamped by customs before entering otherwise entry to warehouse will be denied!

AWI container – AWI external: Needed for delivery to AWI-Warehouse (= entry in free-trading-zone)

- provide EXPORT CUSTOMS DECLARATION ex1 „Ausfuhranmeldung“ (no Statuspapier needed).

In case of questions contact transport@awi.de



Transporting freight in your luggage

- Flight to / from Ny-Ålesund:
 - if your **luggage > 20 kg** (total of carry on and “check-in” luggage)
 - (**100 NOK per kg** overweight extra)
 - inform booking@kingsbay.no before
 - You can book this in RiS
 - **NO guarantee that extra luggage will be on your flight!**



Sending parcels by plane

≤ 30 kg, send by post with

Deutsche Post, FedEx, TNT, etc.

To:

PI & Project number

c/o AWIPEV Base

PB 4

N-9173 Ny-Ålesund

> 30 kg, Parcels need to be sent as air

cargo with a forwarding agent

To:

PI & Project number

c/o AWIPEV Base

VIA LONGYEARBYEN

PB 4

N-9173 Ny-Ålesund

→ extra fees might occur
for parcels not sent by post
for transfer in LYB and
transport to NYA

Always put stationleader@awipev.eu & logistics.engineer@awipev.eu in Cc when organizing freight with carriers / Kingsbay

WE ABSOLUTELY NEED

- BANF number / invoice address for all air freight from / to NYA
- An email to the base to announce parcels coming to NYA
- If possible, the AWB number (air cargo)



Shipping individual freight by boat

- **For heavy weight (ca >30 kg) and/or big (awkwardly) shaped parcels, dangerous goods**
 - Cargo ship **Norbjorn** by BRING from Tromsø :
<https://www.bring.no/tjenester/pakker-og-gods/svalbard>
 - Keep in mind: additional costs for moving parcel on/off boat charged to projects.
- **Alternative transport possibilities (between NYA & LYB)**
 - SIOS offers support for additional freight transport with polish boat (HoryzontII)
 - Check SIOS website: https://sios-svalbard.org/News_20190121_a

Always put stationleader@awipev.eu & logistics.engineer@awipev.eu in Cc when organizing freight with carriers / Kingsbay .



Transport options for Frozen samples

- As luggage in a dry shipper
- With Heincke (tba) (+4°C and -80°C, -20°C limited)
- In AWIPEV -20°C reefer (container) at end of season (tbc)
- Transport by [BRING](#) possible for +4°C and -20°C samples

Keep in mind

For certain samples **export permissions** from Sysselmasteren as well as **import permissions** from veterinary or plant protection authorities are necessary





Frozen samples as luggage

Bring adequate boxes or dry shipper with you for the transport

- If you need LN2 , please contact the base staff well in advance (Logistic needs form + e-mail)
- If you need dry ice, please contact Kings Bay (Logistic needs form)
- Have the know-how on handling dry shippers



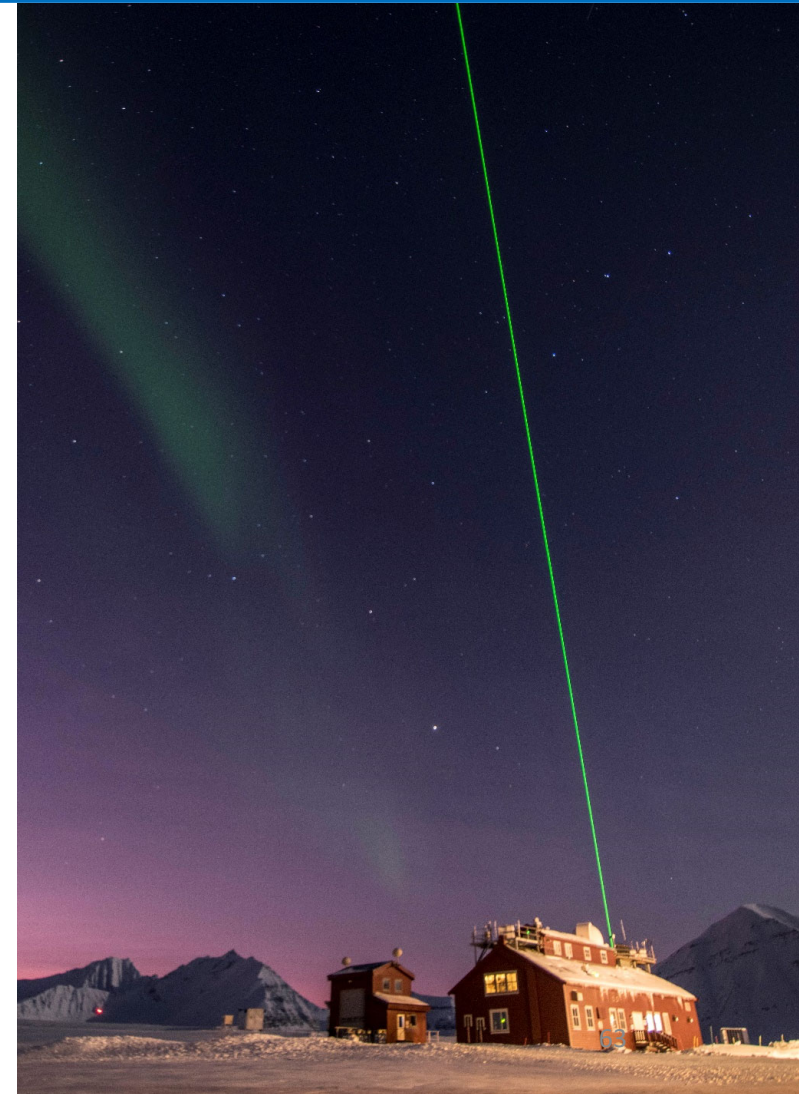
Prepare the paperwork **at least 48 hours before sending** samples and deliver it **to the base staff**

Media and communication

- If any journalist/artist/reporter wants to join your campaign:
always clarify first with AWIPEV media : media@awihev.eu
- Any publication on your work (scientific / popular / artistic):
 - we would be happy to know / receive a copy
 - Please reference your grant number in the publication

IT policy

- Up-to-date OS and viral protection
- Keep computers at station in updated form (communicate with station staff)
- Any fixed computer/instrument that is to be installed at AWIPEV network:
needs to be announced in logistics needs



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In Ny-Ålesund: after arrival

- Registration at the AWIPEV base & at the Kings Bay Reception **with correct invoice address**
- Assignment of your rooms at Blue House, Rabot or Kings Bay
→ single rooms only at Kings Bay
- Introduction to the station, safety and environmental rules and all relevant information by station leader
- Shooting training → yearly refresher course on site required

These procedures take up around 1 day, consider this in your work schedule



In Ny-Ålesund: to be considered

- Prepare small poster to introduce your group on whiteboard at reception
- Ny-Ålesund (Tuesdays) after dinner → „Public Science Talk“
 - Short presentation of your work is much appreciated 😊
- Svalbardbutikken opened on Monday & Thursday 17:00 to 18:00
- Think of nice clothes for Saturday night dinner
 - No working clothes, please!
- Ny-Ålesund is a multicultural environment
 - Be considerate and respectful with everyone!



"Reduce, Reuse, Recycle"

"Use bikes not cars"

Reduce any motorized traffic

Ask station personnel for bikes etc.



Registration of new field instruments in GIS database

- Provide data to station leader and Marion Maturilli
- GPS coordinates, type of instrument, evtl RF



In Ny-Ålesund: End of your stay



- **Prepare of the freight forms and freight 48h before leaving.**
- Clean (rooms, all workspaces, fridges, clothes from station)
- Collect medical documents
- Take care of your Bills
- Organize Disposal of chemicals → Kings Bay (additional costs)
- Please note: nothing will be kept in the AWIPEV or KBML labs and freezers
 - unless station leader agrees or a written agreement is made in advance with the KBML lab manager
 - additional costs for storage

Take home messages

- Be on time with any kind of booking – especially every thing involving RiS and permits
- Good communication is key! Put station leader in Cc when it comes to topics about the booking, invoicing, RiS, freight, ... And please ask questions.
- Respect the rules and procedures, both in the preparation as well as on site.

Good preparation is half the job! And keeps the station staff happy.

Talking about happy station staff...

... tea, coffee, cheese and (vegan) chocolate are always appreciated 😊

AWIPEV management team

Marion Maturilli (AWI) & Dominique Fleury (IPEV)
Dirk Mengedoht (AWI) & Verena Mohaupt (AWI) &
Serge Drapeau (IPEV)
management@awipev.eu

logistics@awipev.eu

Freight

Silke Henkel, Marcus Meierdirks (AWI): fracht@awipev.eu
Pauline Dufrechou (IPEV): pauline.dufrechou@ipev.fr
Isabelle Thépaut (IPEV) isabelle.thepaut@ipev.fr

Communications & Media

Esther Horvath (AWI) & Aude Sonnevile (IPEV):
media@awipev.eu

Station Leader

Fieke Rader & Alex Eickelmann
stationleader@awipev.eu

Observatory engineer

Mathilde Carbonnel & Celas Marie-Sainte
observatory.engineer@awi.de

Logistics engineer

Apolline Pibarot & Thomas Poinot
logistics.engineer@awi.de



AWIPEV<sup>N.67
79°N</sup>
Arctic Research Base Ny-Ålesund

French–German Arctic Base

Introduction Seminar

Part I: Logistics

8th of February, 2023

Marion Maturilli, Dirk Mengedoht, Verena Mohaupt
David Renault, Dominique Fleury

Team 2024-2025 – Alex Eickelmann, Wenceslas Marie-Sainte, Thomas Poinot

Today's topics

1. **Ny-Ålesund overview**
2. **AWIPEV facilities**
3. **Rules and radiosilence in Ny-Ålesund**
4. **Preparing your stay in Ny-Ålesund**
 - a. Registration of yourself and your project at the Research in Svalbard (RiS) database
 - b. Apply for permits at Sysselmasteren
 - c. Polar bear safety
 - d. Booking of flights, lodging, Kings Bay services (Marine Lab, chemicals etc.)
 - e. Forms and requirements at AWIPEV
 - f. Freight
5. **In Ny-Ålesund**