2018
AWIPEV Base
Ny-Ålesund - Svalbard
Logistic introduction meeting

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The mission of the base is:

- to promote French, German, Dutch and other international polar research projects on Svalbard

- to be a platform for short, medium, and long-term projects supported by logistics, facilities, and on-site personnel
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 observatory at Corbel station
- underwater observatory at the old pier

Field & maintenance support, technical operation
- boats, snow scooters, bicycles, ...
- necessary field & safety equipment
- maintenance & routine operation of continuous measurements
Ny-Ålesund: AWIPEV facilities

Bayelva ~ 2.5km West

New Hall Storage

UWO

NDACC Observatory

Scooter garage

KB Marine Lab

Vaskeriet Lab

Blue House

Rabot

Corbel ~ 6km East
AWIPEV Facilities - Station Buildings

- Observatory
- Blue House
- Rabot
- Vaskeriet
AWIPEV Facilities - Corbel

• Located ~ 5km outside Ny-Ålesund

• Consists of 4 buildings (150 m²)
  - Living area & kitchen
  - Laboratory & workshop
  - Power supply
  - Housing

• 8 beds
• Social room & kitchen
• Electrical power (wind turbine & solar panel)
• Hot shower
• Internet connection
• Weather station

Corbel is available for scientific projects!
**AWIPEV vehicles**

- zodiacs, hard bottom boats
- dive boat (diving team usage only)
- bikes + trailers
- kick-sledges

2 hard bottom boats:
- Emily
- Sabrina

Snowscooters & sledges

Tip Top

Goupil
AWIPEV vehicles: Jean Floc’h

- 7m long, 2.5m wide, 2 60HP engines
- crane (max load 80kg), capstan, winch with inox cable 400m
- ladder for divers
- workspace for laptop
- electrical power 600W 220V~
- GPS maps (output NMEA), depth sounder 400m

You need a boatdriver!
AWIPEV vehicles: Luciole

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

You need a boatdriver!
Remote operated underwater vehicle

Capabilities:

- Maximum diving depth 300 m
- Underwater color video recording HD
- 2 halogen spot (2*250W)
- Diving parameters recording (GPS, Depth)
- CTD available
- Laser 3 pts
- Arm for taking samples
Ny-Ålesund is a radio silent area

- **Radio telescopes** at the Airport and at Brandal, operated by the **Norwegian Mapping Authority**, measure signals from distant **quasars**.

- **Local emissions increase radio noise.**

  - **Ban of all radio emitters between 2 – 32 GHz**

  - **i.e.: WIFI, GSM, BlueTooth, …**
Affected area: 20 km around Ny-Ålesund

- [http://kingsbay.no/research/radio_silence/](http://kingsbay.no/research/radio_silence/)
- [http://nysmac.npolar.no/practical/](http://nysmac.npolar.no/practical/)
Plan your stay

- NYA is a radio silent area
  - No mobile phone, WLAN, Bluetooth
  - Permission needed for use of any frequencies

- No Windows XP connected to network!

- Requests and orders to Kings Bay only via Station Leader
  (AWI projects need BANF)

- Media, journalists & artists
  - You need to contact the department of public relations & communication (resp. K&M AWI or COM IPEV)
Project registration & booking of participants

www.awipev.eu
Prevision 2018, # of scientific guests at AWIPEV-Base
(permanent & station support staff - not included)

36 projects visiting
(23 GER, 11 French, 2 Dutch)

12 projects without guests
(10 GER, 1 French, 1 Dutch)

→ 48 projects in total
Prevision 2018, # of scientific guests at AWIPEV-Base excl. flexible dates (permanent & station support staff - not included)

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12 projects without guests (10 GER, 1 French, 1 Dutch)
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Base occupancy & projects distribution 2018

Projects and Support Team distribution at AWIPEV Base 2018

@ Ny Alesund

@ Corbel
Prevision 2018, # of scientific occupants at AWIPEV-Base incl. flexible dates (w/o permanent & station support staff) with adjustments

- KOL 11: shifted to June
- KOP56: shifted to first half of April, can stay at KB
- KOP141: can stay at KB?
- KOP151: 3 persons shifted to June
- KOP161: fix at beginning of April, can stay at KB
- KOP168: only 4 persons on site
- KOP171: May campaign shifted to 2019
- KOP175: campaign split in 2 parts, only 4 persons in May, 3-4 persons in August, can stay at KB
- KOL01 (EGON & Marion): probably later?
1. Registration of project at the Research in Svalbard (RiS) database
   → mandatory for all research conducted on Svalbard
   → http://www.researchinsvalbard.no

2. Booking of flights, lodging, Kings Bay services (Marine Lab, chemicals etc.) as well as application for permits has to be done via RiS.
   → Long-term projects & bookings made 6 months before arrival are prioritized
   → Marine Lab bookings are year round, first-come, first-served
   Register as early as possible!

3. KB trawler “Teisten” operate during 1 May - 30 Sept
   → Bookings for April should be made before 31 January
The Research in Svalbard database (RiS) contains information about research and monitoring projects in Svalbard and surrounding waters. Logged in users can submit applications and reports for research activity and book services in Ny-Ålesund.

**LOG IN**
Register and update projects.
Apply for research activity.
Book Ny-Ålesund

Username (e-mail)
Password
Log in
New user
Forgot password

**SEARCH**
No login needed to search all information about research in Svalbard.

Search

**KEY NUMBERS**
3070 projects
12089 publications
9595 datasets

**THIS YEAR**
88 active projects
9 new registrations
25 countries
351 scientists

Full screen
E291592, N6121955
73.026182°N, 7.736270°E
Norsk Polarinstitutt, Svalbardmannen på S....

Map: 222 active fieldwork locations today

www.researchinsvalbard.no
Task of Project Leader

1. **Registration of project** at the Research in Svalbard (RiS) database

2. **Create a field period** (to be done for each stay in NYA)

   **IMPORTANT:** For all **new bookings** a **new field period** need to be given.
   Editing an existing field period can lead to booking errors.

3. **Retrieve all necessary permits through RiS**
   
   → Send the granted permits to the station leader **before** your arrival at the base.

4. **Booking** of all participants, Marine Lab and Teisten at Kings Bay through RiS

5. **AWI 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.
Tasks of ALL participants

1. Every participant receives an automatic email → check data, fill out the form & send it back to us!

2. Fill in the requested forms, regarding if your project is booked via AWI or IPEV
Logistics needs AWIPEV

<table>
<thead>
<tr>
<th>Who?</th>
<th>THIS QUESTIONNAIRE HAS TO BE FILLED BY THE OFFICIAL PROJECT LEADER (&gt; PI)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Why?</td>
<td>THIS SHORT QUESTIONNAIRE IS AN UPDATE OF INFORMATION OF YOUR LOGISTIC NEEDS, AS THERE MIGHT HAVE BEEN CHANGES SINCE THE PROJECT APLICATION. IT ALLOWS THE AWIPEV BASE TO KNOW YOUR NEEDS AND WITH THIS INFORMATION THEY CAN PREPARE YOUR STAY AND DEFINE THEIR SCHEDULE. FOR THIS, TRY TO BE AS SPECIFIC AS POSSIBLE. PLEASE TICK ALL THE TIME YES OR NO AND SPECIFY IF YES!</td>
</tr>
<tr>
<td>When?</td>
<td>PLEASE SEND THE QUESTIONNAIRE LATEST 6 WEEKS BEFORE YOUR STAY AT THE BASE.</td>
</tr>
<tr>
<td>How?</td>
<td>Save file and send with title: logistics_needs_&quot;project number+name+year&quot;</td>
</tr>
<tr>
<td></td>
<td>To: <a href="mailto:Dominique.Fleury@ipev.fr">Dominique.Fleury@ipev.fr</a>, <a href="mailto:Dirk.Mengedoht@awi.de">Dirk.Mengedoht@awi.de</a>, <a href="mailto:station@awipev.eu">station@awipev.eu</a></td>
</tr>
</tbody>
</table>
Freight

• Try to send as much as possible with the AWI/IPEV container

• Extra freight has to be announced and agreed upon by AWI/IPEV

• Flight to/from Ny-Ålesund:
  
  if your luggage exceeds 20kg

  → inform booking@kingsbay.no before.

  NO guarantee that extra luggage will be on your flight!
Freight: AWI container

• Transport by sea in spring, summer and autumn (to NYA) and in summer & autumn (to Germany)

• **No Chemicals or dangerous goods**
  → Have to be ordered at Kings Bay!

• **Freight list** (overview of the cargo) and **packing lists** (content of each box) to be delivered to Logistics **till 1th March 2018**
  

• **Delivery of goods at Hafenlager**: **deadline 5th March 2018**
  +49 471 4831 1901 (Markus Weynand)
  +49 471 4831 1902 (Ralf Witt)

• Expected arrival in Ny-Ålesund: **10th April 2017**
Freight: AWI container

- AWI-external: in addition provide EXPORT CUSTOMS DECLARATION ex1 (Ausfuhranmeldung)

- AWI-internal: For delivery to AWI-Warehouse and entry in the free-trading-zone you need two copies of freight list and a special customs paper (Statuspapier) which needs to be stamped by customs before entering → it will be denied entry in the warehouse otherwise!

- Make sure you have export papers for all equipment (risk of customs fee when reimported)
Freight: Air freight

Air freight

- Up to 20 kg, send by post to PI & Project number c/o AWIPEV Base PB 4 N-9173 Ny-Ålesund

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

- Above 20 kg, parcels are sent as air cargo (very EXPENSIVE!!!)

WE NEED ABSOLUTELY

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

- Read through the instruction document on [www.awipev.eu](http://www.awipev.eu)
- for certain samples export permissions from Sysselmannen as well as import permissions from veterinary or plant protection authorities are necessary
- Transport by BRING possible for +4°C and -20°C samples
- AWIPEV -80°C freezer to be sent after season
- Possibility of safe transport with RV Heincke, late September

…but: maybe you can take it with you?
Freight: Frozen samples

• Bring adequate boxes or dry shipper with you for the transport!

• If you need LN2, please contact the base staff well in advance

• If you need dry ice, please contact Kings Bay (→ Logistic needs!)

• Prepare the paperwork 48 hours before sending samples and deliver it to the base staff
In Ny-Ålesund

After arrival in NYA:

• Registration at the AWIPEV base and at the Kings Bay Reception with correct invoice address:
  
  For AWI

  Alfred Wegener Institut Helmholtz Zentrum für Polar- und Meeresforschung
  Am Handelshafen 12
  27570 Bremerhaven

• Assignment of your rooms at Blue House, Rabot or Kings Bay
  → no single rooms

• Introduction to the station rules, environmental rules and all relevant information by station leader

• Planning of fieldwork or labwork → logistics needs

• Shooting training → refresher course by Kings Bay according to NySMAC Charter
In Ny-Ålesund

- Ny-Ålesund Tuesday Seminar: each project is asked to present its work!
- Store opens twice a week
- Think of smart clothes for Saturday night dinner!
- Ny-Ålesund is a multicultural environment → be considerate
In Ny-Ålesund

At the end of your stay

- Cleaning, bills and preparation of the freight in due time!
- Disposal of chemicals → Kings Bay
- Please note: the Marine Lab is closed a major part of the winter
  → nothing will be kept in the Marine Lab freezers unless a written agreement is made in advance with the Marine Lab manager
- Registration of new field instrumentation in GIS database (provide data to Station Leader)
Our website

www.awipev.eu
In general: good communication is the key!
Further Questions?  
Please contact:

**Scientific management**  
Roland Neuber (AWI) & Pascal Morin (IPEV)

**Logistic coordination**  
Dirk Mengedoht (AWI) & Dominique Fleury (IPEV)

**Logistics and next station leader**  
Rudolf Denkmann

**Freight**  
Silke Henkel (AWI) & Isabelle Thépeaut (IPEV)

**Communications & Media**  
Folke Mehrtens (AWI) & Aude Sonneville (IPEV)

AWIPEV base staff
Good preparations and see you soon in Ny-Ålesund