

Information for participation in voyages with research vessels of the GEOMAR Helmholtz Centre for Ocean Research Kiel

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Authorities of the expedition leader and the captain

During their stay on board and during the voyage, all participants are subject to the authority of the expedition leader and the captain or their authorised representatives. Cooperation between the captain and the expedition leader is regulated in the corresponding document, which can be accessed under

<https://www.geomar.de/zentrum/einrichtungen/wasser/antrags-und-einschiffungsmodalitaeten/>

Travel authorisation request / permission for participation in voyages

In order to ensure full insurance cover, before each voyage with *GEOMAR research vessels*, each participant must make a *travel authorisation request to their institute*.

The following applies for GEOMAR members:

A separate travel authorisation request is not required for voyages which start with embarkation in Kiel and end with disembarkation in Kiel. Participants are responsible for obtaining permission for participation in the voyage from their line manager. In case of doubt, please contact the Travel Management team or obtain information from the travel portal (<https://intranet.geomar.de/verwaltung/reiseportal>).

Travel documents

A passport which is valid for 6 months after the termination of the voyage is essential. This also applies for voyages in the international waters of the Schengen States.

For voyages which are exclusively in German waters, a valid ID card is sufficient.

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A valid ID card or passport must also be carried on **day trips** with the research cutter LITTORINA and the research vessel ALKOR.

To simplify embarkation, the Passport or ID card numbers – **also for day trips** – should already be entered in the embarkation file 14 days before departure.

Safety

The institute and the shipping company operate the ships so that risks are prevented or minimised as far as possible. However, it is in the nature of things that voyages on research vessels involve a risk of injury, under certain circumstances permanent injury or even fatalities. In order to minimise residual risks, the information regarding safety on board and health protection must be observed.

For safety reasons, the consumption of all alcoholic spirits (>20 percent) is prohibited on board all ships.

Personal protective equipment (safety helmet, safety shoes and if necessary, overalls) must be worn, above all when working on deck). During work with open railings or stern flaps, working life jackets must be worn. If required, these will be provided on the ship. Otherwise, the on-board regulations must be complied with.

Export control and customs clearance:

Regarding the processing of export control and customs, we refer to the leaflet “Export Control & Customs for Research Cruises” on the GEOMAR homepage.

<https://www.geomar.de/zentrum/einrichtungen/wasser/antrags-und-einschiffungsmodalitaeten/>

Please note: This leaflet also applies to voyages in the Baltic and North Sea.

Lead times for processing:

Export control: 3 months before start of the voyage

Customs clearance: 7 working days before loading

In case of questions, the Staff Unit Export Control & Customs can be contacted via zoll@geomar.de and exportkontrolle@geomar.de.

Working hours: Availability times of crew members

With the introduction of the Marine Labour Convention (MLC) 2006, the working and living conditions of seafarers has been newly regulated on a global basis.

One of the essential aspects of these regulations is the more intensive inspection of the deployment and rest periods of seafarers.

For both the crew and scientific staff, the legal provisions on working and rest times are authoritative; for the crew, the provisions according to MLC 2006 apply.

For the scientific operation on the RV ALKOR this means:

- 24-hour scientific operation is only possible with lightweight equipment (W 2, CTD etc.). On deck, 2 ship mechanics will be available.
- The use of elaborate or heavy research equipment (W 3, W 7, crane operation, gravity core, moorings, ROV, JAGO etc.) is possible between 08:00 and 18:00.
- Changes to the core working hours are possible but need planning ahead and result in corresponding rest times of the deck crew.

The "Overview of work organisation on board", which also provides explicit information about general conditions, is displayed on all ships.

1. According to Section 48, Paragraph 1 of the Maritime Labour Act, the following working and rest times must be complied with:

a) Maximum working hours of 14 hours in any 24-hour period and 72 hours in any seven-day period

b) Minimum rest hours of 10 hours in any 24-hour period and 77 hours in any seven-day period

2. On a ship calling at several ports in quick succession, the maximum working hours may be deviated from during the days of frequent port succession. The requirements for the minimum rest periods must be complied with (Section 48, Paragraph 2 Maritime Labour Act).

3. The minimum rest period may only be divided into a maximum of two periods, one of which shall have a minimum duration of six hours and the other a minimum duration of one hour. The period between two consecutive rest periods must not exceed 14 hours (Section 45 Paragraph 3, Maritime Labour Act).

For use of the Littorina, there are three scenarios to choose from regarding working hours for scientists and crew:

1. Day trips and multi-day trips with daily working hours, e.g. 7:00 – 17:00, daily 10 working hours for the crew.
Work always starts and ends in the port.
For scientists this means: **Be prepared for daily exit times with Littorina usually from 8:00 to 16:30.**
2. Multi-day trips with work at night.
As there are two navigators (ship's command and helm) on board, continuous journey from Monday 7:00 to Sunday 7:00 is possible without having to stop in a port. This means that the 72 hours of total working hours/week will be completed and the ship must be in port from Sunday 7:00 to Monday 7:00 **with absolute resting time for the crew.**
3. If there shall be **no additional lay day in the port** for a multi-day trip of more than six days, a second officer (navigator) must be employed.

To be noted:

- ❖ It must be clarified in advance whether the costs for the additional staff will be covered by the CAU presidential board (for journeys by the university) or can be paid from a project.
- ❖ As the additional navigator needs their own cabin, only up to four scientists can participate in the research voyage.

Working hour regulations for voyage participants:

The working hours for voyage participants are also regulated. Please consider the regulations as primarily protective standards for your own personal safety.

Further details of working hours are regulated by the relevant service agreement. They can be found here: <https://intranet.geomar.de/fileadmin/content/leitung/personalrat/DV/DV-Arbeitszeiten-Expeditionen.pdf>

You can also obtain further information from the HR team.

On the last scheduled day of the research voyage, entry into port is generally specified for 8:00 in the morning. All voyage participants are requested to vacate their cabins during the morning, and to leave the ship by 17:00 at the latest.

Insurance

The Reederei Briese shipping company has taken out accident and foreign health insurance for the voyage participants (except the crew) on board the research vessels **ALKOR** and **LITTORINA**.

Accident insurance: (R+V Versicherung - 65181 Wiesbaden)

This covers accidents within and outside of working hours (e.g. during leisure time on board or when on shore in port).

There is no insurance cover for the insured persons in case of accidents which are due to mental disturbances or loss of consciousness, including due to drunkenness, as well as strokes, epileptic fits or other seizures which affect the entire body of the insured person. However, insurance cover exists if these disturbances or attacks have been caused by an accident which is covered by this contract.

The insurance starts 96 hours before the arrival on board and ends 96 hours after leaving the ship at the end of the voyage. Thereby it shall be ensured that the arrival and the departure to/from the ship falls under the protection cover.

Extract from the list of services (for each person):

| | |
|-----------------------------|-------------------------------------|
| Disability (basic sum) | EUR 100,000.- |
| In case of total disability | EUR 300,000.- (progression 300%) |
| Death by accident | EUR 20,000.- |
| Service in case of accident | EUR 15,000.- |
| Costs for cosmetic surgery | EUR 15,000.- |

International health insurance: (Barmenia Versicherungen, 42094 Wuppertal)

This provides insurance cover for the necessary medical treatment of an insured person due to sickness or accident after crossing the land border of the country from which the insured person departs at the order of the policyholder, or from which the insured person departs and/or boards a research vessel. Sickness and accidents which are due to wilful action are not insured. The insurance covers all participants regardless of their nationality or their permanent place of residence for a voyage of 90 days duration. If the planned departure is delayed and there is no other insurance cover available, insurance cover is granted for a maximum of 20 days.

In the case of premature return, there is also temporary insurance cover for a maximum period of 20 days; at most until the date of the originally planned end of the voyage if there is no other insurance cover.

Information:

Participants who wish to take a holiday on site **before** or **after** the leg of the voyage, must take out their own insurance for this period as well as for the arrival and the departure, as this period or the journeys are not a part of the expedition.

Health

It has been internally verified (08 February 2022) that the fitness for sea service examination is not necessary. The Staff Department HSE and the ship coordination recommend such an examination. From a legal point of view, however, this is not required.

Each voyage participant should be aware that work at sea can be strenuous, especially work on deck, and should be conscious of their own capabilities. Prior to longer voyages with the ALKOR, an examination by your doctor and dentist is recommended, pointing out the pending voyage. You should cancel your participation if you have any doubts that your health will not allow such exertions.

- **Medical service:** There is no doctor on board. However, there is the legally required on-board pharmacy with the necessary medicines to deal with sudden illness and emergencies. Voyage participants who require regular medication should bring sufficient quantities of medication with them.
- **Vaccination certificate and blood groups:** If required, important information from vaccination certificates or regarding the blood group can be deposited with the expedition leader. This information will be treated confidentially.
- **Pregnancy:** According to the regulations of the Trade Association, pregnant crew members are not allowed to go to sea. For the protection of those involved and for reasons of liability, these regulations also apply to persons joining the ship.

Before each voyage with the Alkor, the health care leaflet must be signed by each voyage participant and handed over to the expedition leader. It is recommended that all participants attend the 1-day marine safety course (approved by the BG Verkehr).

Emergency addresses

Each participant can inform the expedition leader of the address of a person who can be contacted in case of emergency.

Catering

For multi-day voyages on ALKOR and LITTORINA, catering is provided to voyage participants free of charge. This also includes beverages such as tea and coffee, but not soft drinks. For GEOMAR employees, the institute administration will pay tax on these free meals as benefits in kind. The basis for this are the travel expense invoice or the voyage instruction. For voyages for the GEOMAR, in individual cases the institute will examine whether projects can be charged for the costs of catering.

For day trips, only lunch is possible.

Ship <-> shore communication

Communication to and from the ship can be carried out by telephone, e-mail or internet. At sea, communication will usually be via satellite. In port and in coastal areas also via mobile telephone.

Rules for e-mail, Internet and telephone communication:

- No large files
- No long conversations;
- No junk mail;
- No SKYPE
- If possible, use landline numbers (see below)

Telephone and e-mail

You can find the connections valid for the vessels under www.geomar.de if you click on “On and Under the Sea” on the homepage and then on the right side on “Research Vessels” and then scroll down to the very bottom. Under the grey highlighted “Connections to the vessels”, you will find the connections.

Internet access

ALKOR

- **Access** is via the on-board network and vSAT. Please note the rules for PCs which you bring yourself (see below)
- **Costs:** The costs are covered by the institute's flat rate. However, only a small bandwidth is available (max. 1024down/256up), so the transfer of extremely large files is prevented by the firewalls of the system controls, as is the use of video calls. In coastal areas, faster LTE connection is available.
- **E-mail:** possible with web mail via the personal land address. Except for the bridge (see above), special addresses will no longer be issued.

LITTORINA

- **Access** is currently only via cable connection at the mooring on the Westufer pier or in coastal areas via WLAN or LTE. E-mails can only be read and sent from there.

Private communication from on board to land via telephone or fax must be paid on board by the user at the end of the voyage. GEOMAR reserves the right to invoice for costs for private communication which considerably exceed the normal amount.

Mail

For participants on ALKOR voyages to foreign ports of arrival, mail can be sent on board via the agencies, e.g.:

Harry Recipient

RV ALKOR

c/o the agency address

Information regarding the agencies will be provided by the control centre or the expedition leader.

Network access for computers brought on board

All computers which are brought on board must comply with minimum standards for the protection of others from computer viruses etc. These standards are:

- An administrator password must be set for each computer
- Virus protection, which is updated immediately prior to the voyage, must be installed and active
- The firewalls of the operating system must be active
- The updates of the operating system must be up to date
- Only licensed or license-free software may be installed

NB: The expedition leader and the captain or their authorised representative are authorised to examine whether these conditions have been complied with before a computer is connected to the ship's network. Network access will be refused if these conditions are not complied with.

Check list for network access with laptops / PCs which you bring with you

In order to operate your laptop / PC in the **Alkor** on-board network, it is automatically assigned its own IP address by the DHCP after it is plugged into the network socket. No manual settings are necessary.

“Network settings” – *Next* - “TCP/IP” – *Next* - “Obtain IP address automatically” must be set.

Internet and network operation are then possible with the rules and limitations which are prescribed by the firewall. A satellite tariff is available for Internet. (max. 1024 down/256 up/45GB per month)

Before you connect your PC or laptop to the Poseidon network, please note the following points:

- **Is a virus scanner installed?**
- **Is the virus scanner set for automatic updates? Is the virus pattern up to date?**
- **Has the laptop or PC been checked for viruses before it is entered into the network?**
- **Is the administrator account protected with a password?**
- **Is the Windows firewall or another firewall active on the PC?**
- **Please check your external data carriers!**

Check USB sticks, CD-ROMs, DVDs etc. for viruses before connecting them to the network! USB sticks are the most common cause of introduction of malware into protected networks!

Careful use of USB sticks is essential! USB sticks can be immunised against malware! For all who are interested, a program for immunising USB sticks is available on the external hard drive of the bridge PC.

- **Is the operating system up to date?** (Service Packs). Are automatic updates activated?
- **Please report virus alarms to the maintenance companies immediately**

Reimar Wolf, Technical Inspector/ Briese Schifffahrts GmbH & Co. KG

Planning of voyages:

Each expedition leader is required to enter their voyage-specific information into the Marine Facilities Planning (MFP) voyage planning software.

www.marinefacilitiesplanning.com/

In case of questions, do not hesitate to contact the ship coordination.

Cruise reports

Weekly reports:

For multi-day voyages (four days and more) on the Alkor and Littorina, a weekly report (1-2 pages) on the progress of scientific work on board must be prepared. At the end of the respective week (during Sunday), the weekly report should be sent to forschungsschiffe@geomar.de

Report after short voyages on the equipment test on Alkor:

After the voyage, a short report (one DIN A4 page) about the procedure and success or failure of the equipment test drive to forschungsschiffe@geomar.de.

Cruise Summary Report (CSR)

Immediately after the end of the research voyage, the expedition leader sends the Cruise Summary Report (CSR) with the data which has been obtained during the voyage to the German

Oceanographic Data Center (DOD) at the Federal Maritime and Hydrographic Agency (BSH) in Hamburg; dod@bsh.de. The data are archived by the DOD and can be accessed there.

Cruise report / GEOMAR REPORT / voyage report / final report

For all voyages which are authorised by the control group, two months after the voyage, the cruise report must also be transmitted using the specified form template to the addresses which are stated in the authorisation note and to the GEOMAR coordination office.

Two months after completion of an ALKOR research voyage, a final scientific report / results report is expected from the German Research Vessels portal (GPF) (see <https://www.portal-forschungsschiffe.de/fahrtberichte>). Copies are also sent to the e-mail addresses forschungsschiffe@geomar.de, the Federal Foreign Office: 604-900@diplo.de, [bibliotheksleitung@geomar.de](mailto:bibliothekslitung@geomar.de) and datenmanagement@geomar.de.

The addresses for transmission of reports and data, which are required by foreign authorities, together with the dates for submission are stated in the authorisation notes. The expedition leader must ensure that reporting is carried out within the required period.

Transmission of data or raw data to relevant addresses must also be notified to the GEOMAR ship coordination.

On transmission of the reports, **if necessary**, reference should also be made to other websites from which additional information can be obtained.

For cruise reports or articles written after departure, the library employees request that the *JLSRF articles for the large equipment used are cited.

<http://jlsrf.org/index.php/lsf>

*JLSRF = Journal of large-scale research facilities.

The Alkor, Poseidon and Littorina cruise reports can be accessed in the OceanRep database under the link: <http://oceanrep.geomar.de/>

Canteens

ALKOR: As there is only a small store, canteen items are only carried in exceptional cases (e.g. on expeditions to the Mediterranean Sea). However, in good time, i.e. at least one week before the start of the voyage, the expedition leader can send a list of requirements to the captain by e-mail. These will then be ordered via the ship's provisioner. Duty-free spirits can be purchased (within the context of the general customs regulations), but these will only be issued by the responsible crew member when leaving the ship at the end of the research expedition. The ordered goods must be completely accepted and paid for to the captain in cash in EURO. Foreign

currency and EC or credit cards will not be accepted. It is often cheaper for participants to purchase goods themselves. Frequent voyagers almost always do this.

LITTORINA: There is no canteen. Please bring canteen items with you.

Miscellaneous

There is a washing machine and a dryer on board the ALKOR.

As the leisure facilities on board are very limited, videos can contribute to variety.

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Confirmation of acknowledgement to the captain

With my signature I confirm that I have carefully read and understood the instructions for voyage participants of the GEOMAR Helmholtz Centre for Ocean Research Kiel. Within the scope of my participation in the voyage, I will comply with the rules stated therein.

Declaration of consent for the processing of my personal data

I agree to the collection, archiving and forwarding of my personal data in accordance with Art. 26 GDPR (Article 6 (1) (b-d, f)).

Vessel: _____ Voyage no.: _____

Name: _____ Date of Birth: _____

Date: _____ Signature: _____