Information for participants of voyages with research ships of the GEOMAR Helmholtz Centre for Ocean Research Kiel

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. The "Instructions for voyagers on FB Polarfuchs" which are attached at the end of this document apply for Polarfuchs. 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 ships 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.
A valid ID card or passport must also be carried on day trips with the Littorina, Alkor and Poseidon. To simplify embarkation, the Passport or ID card numbers – including for day trips - should 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 ships 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 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 regulations on board must be complied with.

**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.

The statutory provisions on working hours and rest periods are crucial both for the crew and for the scientists; for the occupation, the regulations apply according to MLC of 2006.

For scientific operation on RV POSEIDON and RV ALKOR this means:

- 24-hour research operation is only possible with light tackle (W 2, CTD etc.). On deck then there are 2 ship mechanics available.
- The use of heavy research unit (W 3, W 7, crane, gravity, anchorages, ROV, JAGO, etc.) is from 8:00 a.m. to 18:00 p.m. possible.
- Changes in the core working hours are possible, but require pre-planning and have appropriate rest periods for the deck crew as a consequence.

In future the "Overview of work organisation on board", which also provides explicit information about general conditions, will be displayed on all ships.

1. According to Art. 48, Paragraph 1 of the Marine Labour Law, the following working and rest times must be complied with:
   a) Maximum working hours of 14 hours in each period of 24 hours and 72 hours in each period of seven days.
   b) Minimum rest period of 10 hours in each period of 24 hours and 77 hours in each period of seven days.

2. For ships which arrive at several ports within a short period, there may be deviations from the maximum working hours during the days in which there are frequent arrivals in port. The requirements for the minimum rest periods must be complied with (Art 48, Paragraph 2 Marine Labour Law).

3. The minimum rest period may only be divided into a maximum of two periods, of which one must 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. (§ 45 Paragraph 3, Marine Labour Law)
**Working hours 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. This can be found here: [https://intranet.geomar.de/fileadmin/content/leitung/personalrat/DV/DV-Arbeitszeiten-Expeditionen.pdf](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 expedition voyage, entry into port is generally specified for 8:00 in the morning. All participants are requested to vacate their cabins during the morning, and to leave the ship by 18:00 at the latest.**

**Insurance**

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

**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 commences 96 hours prior to arrival on the ship and terminates 96 hours after leaving the ship at the end of the voyage. This is to ensure that the journey to and from the ship is insured.

Excerpt from the coverage catalogue (per person):

- Disability (basic amount) EUR 100,000.-
- In case of full disability EUR 300,000.- (Progression 300%)
- Death by accident EUR 20,000.-
- Accident in service EUR 15,000.-
- Costs for cosmetic operations EUR 15,000.-

**Auslandskrankenversicherung:** (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 ship.

Sickness and accidents which are due to willful action are not insured.

The insurance covers all participants regardless of their nationality or their permanent place of residence for a journey 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 journey, if there is no other insurance cover.

Information: Participants who wish to take a holiday locally before or after the leg of the journey, 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.

For emergencies, the contact details (name, address, telephone number, e-mail address) and a contact person must be notified to the GEOMAR shipping coordination with the "Insurance Folder" form. In addition, further details of the insurance can be obtained on request from the office stated above.

It is also recommended that for trips with the research cutter LITTORINA and with the research launch POLARFUCHS, accident insurance should be taken out, which includes cover for the increased risk for work on board as well as the journey to and from the ship.

For GEOMAR employees, including students under contract, as well as for named guests in GEOMAR scientific programmes, there accident insurance is provided by the Gesellschaft zur Förderung des Helmholtz-Zentrums für Ozeanforschung Kiel. This includes the stay on board as well as the direct arrival and departure. The insurance cover is up to €52,000 in case of invalidity and €26,000 in case of death. An insurance contribution of €0.20/day per person is expected. This will be collected by the expedition leader and transferred to the Society’s account. For this, the expedition leader will draw up a list ("Group Accident Insurance" form) and submit this to the coordination office by e-mail before the start of the voyage.

Health

Participants in the voyage are not expected to provide a health certificate (fitness for service at sea). However, all participants 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 POSEIDON and 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. 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 and Poseidon, the health care leaflet must be signed by each participant and handed over to the expedition leader. It is recommended that all participants in the voyage 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
The possibilities for catering on board vary according to the ship. The costs which are incurred will be invoiced in different ways.

ALKOR & POSEIDON:
For voyages lasting several days catering is provided to participants free of charge. This also includes beverages such as tea and coffee, but not soft drinks. For participants from GEOMAR 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 one-day voyages only a midday meal is possible on both ships. The expedition leader will collect a contribution of 40% of the daily rate from the participants on board – at present €2.60 – and will pass this on to the administration for accounting against receipt via the control office.

LITTORINA:
Catering provided on board must be paid for directly to the cook. This also applies for catering which is ordered but not used.

POLARFUCHS:
No catering can be provided on board. Food which participants bring with them can be heated in a microwave.

Ship <-> shore communication
Communication to and from the ship can be carried out by telephone, fax, e-mail or internet. At sea, communication will usually be via satellite. In port and close to shore also by 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, fax and e-mail
The connections for the particular ship can be found under www.geomar.de, by clicking on the small blue "More" on home page under: "Above water" and then clicking on the right hand page "Connections to ships".

ALKOR and POSEIDON:

NB: For telephone calls and e-mail from on board to land please use the vSAT connection, as this is considerably cheaper than via Skyfile. If at all possible, please call landline numbers (4 C / min). If mobile phone numbers are called via VSAT, this costs about 40 Cent/minute and is therefore about 10 times more expensive.

Internet access
ALKOR and POSEIDON:

- **Access** is via the on-board network and vSAT. Please note the rules for PCs which you bring yourself (see below)
- **Costs**: at present, up to 45 GB per month the costs are covered by the Institute's flat rate. This data volume applies for the ENTIRE communication to and from the ship via vSAT. Because of this the transfer of extremely large files is prevented by the firewalls of the system control, as is the use of SKYPE.
- **E-mail**: possible with web mail via the personal land address. Except for the bridge (see above) special addresses will no longer be issued.
- **E-mail** to the ship: Please use the vSAT connection in normal cases (see above). This is considerably cheaper than the SKYFILE connection.

LITTORINA and POLARFUCHS

- **Access** is at present only via cable connection at the mooring on the Westufer pier. 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.

**Post**

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

Harry Recipient
FS POSEIDON
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 the latest version
- 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 Poseidon onboard network, this 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?

At GEOMAR, Sophos is available free of charge for scientific PCs. For private PCs which do not have a virus scanner installed, we recommend the free Avast Free Antivirus.
In contrast to the normal Avira Antivir this has especially small update volumes and a high update speed.

- 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
Cruise reports

Weekly reports:
For voyages of several days duration (four days and more) on the Alkor, Poseidon and Littorina, a weekly report (1-2 pages) on the progress of scientific work on board must be produced. At the end of the particular week (during Sunday) the weekly report should be sent to forschungsschiffe@geomar.de.

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 Deutsche Ozeanografische Datenzentrum (DOD) at the Bundesamt für Seeschifffahrt und Hydrographie (BSH) in Hamburg; dod@bsh.de. The data are archived by the DOD and can be accessed there.

Short Cruise Report
Two months after the end of the research voyage, the expedition leader sends the Short Cruise Report using the specified form to the addresses which are stated in the authorisation note and to the GOMAR coordination office. The brief report, which is about three pages in length must be written in English and should include a map of the course. Further details, e.g. a list of stations can also be provided.

Cruise Report / GEOMAR REPORT / Voyage Report / Final Report
For all voyages which are authorised by the control group, six months after the voyage, the Cruise Report must also be transmitted using the specified form to the addresses which are stated in the authorisation note and to the GEOMAR coordination office. Copies are also sent to the e-mail addresses forschungsschiffe@geomar.de, the Auswärtige Amt [Foreign Office]: 604-900@diplo.de, bibliothekschlitz@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 which are written after departure, the library employees request that the *JLSRF articles for the large equipment which is used are cited.
http://jlsrf.org/index.php/lsf

*JLSRF = Journal of large-scale research facilities.

The Alkor and Poseidon cruise reports can be accessed in the OceanRep database under the link: http://oceanrep.geomar.de/
**Canteens**
There are various regulations for the use of the canteen

**POSEIDON:** The steward sells a limited amount of daily requirements from the store, such as toiletries, savoury snacks, sweets and drinks (soft drinks, beer etc). 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. These must be paid for in cash in EURO at the end of the voyage. Foreign currency and EC or credit cards will not be accepted.

**ALKOR:** As there is only a small store, no canteen items are provided. However, in good time, i.e. at least 1 week before the start of the voyage the expedition leader can send a list of requirements to the captain by e-mail. He will then order these from 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.

**POLARFUCHS:** see LITTORINA

**Miscellaneous**
There is a washing machine and a dryer on board the ALKOR and the POSEIDON.
As the leisure facilities on board are very limited, videos which you bring with you can contribute to variety.

As of: February 2018

Attachment:
Instructions for voyagers on FB POLARFUCHS

On the basis of the "Instructions for Voyagers" for voyages with GEOMAR research ships, the special circumstances for the use of the Polarfuchs research cutter are stated here:

Captain’s authority to issue instructions:
The captain has the highest authority with regard to crew members and other persons on board (Art 121 SeeArbG [Law pertaining to work at sea]). Instructions from the captain must be complied with.

Maximum number of persons on board:
The construction and equipment safety certificate which is issued by the Federal Ministry of Transport allows a maximum of six persons plus two crew members, in compliance with the following conditions:

- Research voyages in the Kiel Fjord, the Kiel Canal, on the Elbe and the Eider
- National voyages in the Western Baltic in good weather
- No voyages in case of ice

If the number of persons is exceeded, the permit for the voyage becomes void. In this case, the captain is instructed not to depart. Infringements against this can result in the immediate decommissioning of the ship and heavy fines. In addition, the insurance cover in case of damage becomes void. Only the persons who are listed by name in the "Voyage Instruction" form may participate in the voyage.

Health and safety:
Personal protective equipment must be worn for work on deck. This consists of non-slip safety footwear and automatically triggered working life jackets (min. buoyancy 150 N). If required, working life jackets will be provided on the ship. Suitable work clothing and work gloves must be worn, depending on the type of work. A safety helmet must be worn when working with cranes. For work outdoors, adequate sun protection (full length clothing, headgear, sunglasses, UV skin protection) must be worn as necessary. In addition, the on-board regulations and protective measures which are specified in the risk assessment for the particular work must be complied with.