

All e-mail addresses of the mentioned contacts can be found at the end of this checklist

All mentioned forms are available on the NIOZ Website under research facilities, checklist and forms

Cruise number: you will find your cruise number on the inventory of the cruise projects that comes with the Pelagia cruise schedule.

Project number for NWO funded cruises: contact the MRF-co-ordinator (Erica Koning) for your project number.

Diplomatic Clearances: 3-6 months¹ before the cruise starts a "Notification of Proposed Research Cruise" must have been submitted. The filled in Notification forms with site and station co-ordinates and map of research area should be made available to the MRF-co-ordinator (Erica Koning) in time for timely submission via diplomatic channels.

Cruise meeting(s): after de yearly cruise planning meeting in August/September, the chief scientist takes care of organisation and co-ordination of all activities in relation to the cruise in good consultation with all involved. Good and timely consultation with the NIOZ technical staff (MTM, MTE and AA/CTD -experts) on equipment, containers, loading plan and technical support on board is essential. When drafting the Work plan it should be taken into account that working hours for the crew are 10 during the day. Additional hours are only possible at the discretion of the Master. Working hours for the technical support crew is 11 per day.

Technical Application Form (TAF): Shortly after the cruise planning meeting the chief scientist consults the various experts and fills in the different TAFs. A copy of the initialled TAFs is to be provided to the experts, to the MRF-co-ordinator (Erica Koning) and to the head of MTc (Marck Smit).

Vaccination: information on vaccination requirements for different countries can be obtained at the Personnel Department (Joke Mulder). For sign on/sign off procedures the requirements can be less stringent than for travelling in the respective country. This should be taken into account for people intending to stay and/or travel in that country for private reasons. Joke Mulder can inform you on the procedure that applies for your participants.

Personal Details: all participants need to fill in a "Personal Details Form (PDF, RTE format)". The chief scientist collects these forms, checks them a/o. on validity of passports and visa, and sends the forms to Mildred Jourdan (SML secretariat) at least four (4) weeks before the cruise starts. **Only the latest format should be used!** Information on requirements as to validity of passports in different countries, and whether visas are needed for your port-calls, can be obtained from the Accounts Department (Hilde Kooijman).

Safety and Security regulations

Safety and security on board are paramount, and the chief scientist takes care that everyone is fully acquainted with the Safety and Security regulations. A safety instruction and training will take place on board at the beginning of each cruise. All participants have to take part in this safety training. Safety is everyone's responsibility. Failure to obey the rules can result in being expelled from the ship.

Seaman's Book: RV PELAGIA has 14 single cabins for the science team. The ship is certified for a maximum of 12 passengers. If the science team exceeds 12 participants the others are required to have a valid seaman's book, including medical certificate and STCW'95 basic training.

¹ The UNCLOS deadline is 6 months. This applies for most countries, including Iceland, Ireland, Italy, Norway, Portugal, Spain.

Exceptions for the following European countries: 4 months: France. 3 months: Belgium, Denmark, Germany, Greece, UK.

The NIOZ technical support staff members are all in possession of such a licence. Mildred Jourdan keeps record of the seaman's books of NIOZ staff.

Travel Application: All participants have to fill in a "Travel Application Form". The chief scientist collects these forms and sends these to the Accounts Department (Hilde Kooijman) as soon as possible (at least six weeks before the cruise starts, or preferably earlier to get better air fares!). Hilde takes care of the travel arrangements and insurance and has contacts with the shipping agents.

Insurance: Every participant who has filed a travel application form is insured when travelling to and from the ship via the NIOZ travel insurance (Policy number AON 2255099). When an incident occurs for which direct help is needed, in case of hospitalization, serious accident, casualty or death as well as break down of a private motor vehicle and/or driver, call-back to The Netherlands and substitute accommodation/hotel, ELVIA Assistance should be contacted **immediately** (Phone +31205929292 on call day and night; fax +31206654000).

When you are on board Pelagia you are on NIOZ territory (similar to the NIOZ institute), where the liabilities of the employer apply. Furthermore, the P&I insurance of the ship applies, which includes emergency evacuation to a hospital by helicopter. The P&I insurance also applies to participants from abroad and/or participants with a foreign nationality.

For participants not employed by NIOZ, and who do not work on board in service of another employer, it is wise to arrange travel insurance for the whole cruise period. This also applies for non-NIOZ participants who arrange their own travel. Participants who want to travel before or after the cruise for private reasons should take care of their own travel insurance for that period!

Flight details: flight details (flight numbers, date and time of arrival/departure) of those (foreign) participants who arrange their own travel, should be provided at least 1 week before the cruise starts for the sign on/sign off procedure that will be arranged via the shipping agent in the respective port of call. These details are to be sent to Hilde Kooijman.

Radio-isotopes, radio-active substances: to work with radio-active substances while on Pelagia you need to have a licensed expert on board; contact the licensed experts in the institute, who will also take care of the necessary paperwork.

Cleaning equipment and lab containers: every science team has to take care that the equipment and lab containers used are cleaned thoroughly before leaving the ship. The next team is entitled to find equipment and labs in good working conditions.

Dangerous goods on transport: a list of all substances from all participants should be provided by the cruise leader to SML (Peter-Roy Alkema). Safety information is required for all substances. Check the list of 'Dangerous Goods Safety Sheets Pelagia' on the NIOZ website or ask Peter-Roy for more information. For chemicals not listed yet, a new form ('Empty safety sheet') should be filled in and send to ARBO/Health&Safety (Ronald van Bommel) for an official check. Please collect forms from all participants and send these as one batch to Peter-Roy **at least 1 week before transport or departure.**

Customs lists: for all equipment and material you want to bring on board or that is transported to a port of call the filled in customs lists should be provided to SML (Peter-Roy Alkema) at least 1 week before the goods will be brought on board or will be offered to NIOZ for transportation to a port of call.

Contact Peter-Roy Alkema, who can help you with the **Track & Trace** system (see below). There is a difference between temporary export with re-import goods, and T1-goods (bonded goods). For an explanation on customs and the use of the different forms see attached notice:

Customs affairs for Chief Scientists. *Be very careful with the customs procedures.* Even packing in some souvenirs in the containers can bring NIOZ on the Black List of the Customs Department!!!. Information to the Captain on goods despatched to a port of call has to be co-ordinated via the respective shipping agent and SML (Peter-Roy Alkema).

A bar coded **Track & Trace** system has been developed that as of 2006 will fully replace the old customs list. The chief scientist is requested to fully co-operate to have this system implemented. Instruction (short course) will be organised.

E-mail facilities: e-mail addresses available on board for the science team. After boarding the ship, the chief scientist will take care of the distribution of e-mail addresses in good consultation with the Captain. For NIOZ participants the address normally will be niozname@rvpelagia.nl. Do not try to send mail to this address before the actual date when the cruise starts. E-mail is transferred to and from Pelagia every hour. Messages should be kept as short as possible, avoid formats, attachments etc. Size limitation 10 kb (= 2 A4 flat text). Please use flat text when possible, as this reduces the number of bytes.

PR: Pelagia website/ cruise track/ cruise diary: There is a website on the NIOZ external web for the [Pelagia cruises](#), maintained by Jan Nieuwenhuis. Texts are requested from the chief scientists in Dutch or English, depending on the 'character' of the cruise, together with some illustrative material in low resolution. A diary – daily or every other day – , is made by, or on behalf of the chief scientist during the cruise and sent by e-mail to Jan Nieuwenhuis, who will put it on the web, also during weekends.

Safety boots/safety helmets: everyone must wear safety boots and helmets while on deck. Participants need to buy their own safety boots. Helmets are available on board.

Substance abuse: there is zero tolerance for drug abuse.

Sexual harassment: in case of sexual harassment the chief scientist and the Captain are contact person and confidential mediator.

Overtime/Attendance lists: these lists should comprise all(!) participants and are to be completed at the end of each cruise and submitted to Joke Mulder (Personnel Affairs).

Cruise Summary Form: the chief scientist is responsible for the data management of his cruise. The Data Management Group provides support. Please contact DMG (Taco de Bruin) before your cruise starts. He will give you the necessary information and material.

Technical Shipboard Report: during the cruise the chief scientist makes a technical report (or at least one A4-page with relevant comments/remarks/complaints). This report should be discussed with the technical support staff on board regarding technical problems with equipment/containers etc. The report should be distributed to the captain, the NIOZ MRF-co-ordinator (Erica Koning), MTE, MTM, SML and the Data Management Group.

Post Cruise Assessment Form: Every Chief Scientist has to complete the Post-Cruise Assessment Form (PCA) *within a week* after completion of the research cruise.

Cruise Report: after the cruise the chief scientist makes a Cruise Report in accordance with the requirements of the Funding Agency, including copies to be forwarded to the diplomatic clearance providing countries and copies to be sent to the NIOZ MRF-co-ordinator (Erica Koning) and the Data Management Group. Please provide both electronic and paper versions.

Cruise Summary Reports (CSR) (formerly Roscop Forms): these forms will be filled in by the Data Management Group. Nevertheless the chief scientist retains the formal obligation to provide these forms.

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ELVIA Assistance Phone +31 (0) 20 592 9292 day and night on call; fax +31 (0) 20 665 4000.

NIOZ Website: <http://www.nioz.nl/>
PELAGIA Website: <http://www.nioz.nl/cruises>

Customs affairs for Chief Scientists.

Introduction:

The implementation of the European Community has had several effects on customs affairs in its member states.

Two important aspects are:

- a) harmonization of national law to European rule
- b) opening up inter member state frontiers while at the same time guarding the outer frontiers of the EC more closely.

From a customs' point of view, going out to sea on a ship, even when the ship is under EC flag and even when this ship will not enter a foreign port, means crossing the outer EC border.

Therefore, all goods on board of this ship other than the ones permanently on board have to appear on a customs document. Failing to state one's goods may lead to extensive problems and /or fines either when entering a foreign port or when returning home.

All goods not stated on any customs document will be treated as first entry into the EC and will be subjected to import duties and VAT, together some 25 % of the value of the goods.

If one declines to pay this amount the goods will be treated as 'bonded goods' from now on and will spend the rest of their lives in a customs depot, if not used at sea.

Customs recognize two main categories of goods:

- free goods – FCG (or T2)
- bonded goods – IPR (or T1)

Free goods.

Free goods are all goods for which import duties and/or VAT have been paid and thus may freely circulate in the EC.

Usually, most goods stated on the outgoing documents will still be on board when the ship returns in port. However, there are a number of possibilities causing that outgoing documents need to differ from incoming documents:

- a) goods are left behind at sea, in a mooring or a lander, floating around or simply lost
- b) goods are recovered from sea
- c) goods are loaded or unloaded in foreign ports and return home using a different route (truck, another ship)

The Chief Scientist will need to group all goods used on his/her cruise on separate lists (documents) in such a way that all these groups, that may re-enter the EC using different routes or having different re-entry dates, can be accompanied by their own matching documents. An example will be given later.

When taking such goods to sea they have to appear on a document called 'Aangifte tot tijdelijke uitvoer'. NIOZ holds a permit from customs that exempts from filling in detailed documents, but instead allows for a short-form type of goods listing. Filling in the correct weight and the serial number is very important.

Free goods are then subdivided again into two categories:

- a) permanent goods
- b) consumables

Consumables are all goods that will be used-up at sea e.g. stationary, batteries, chemicals, tissues, gloves and whatever else may be used on a cruise.

Consumables need to be declared separately on a customs document, and declared for permanent export.

Goods that will re-enter the EC representing the same value as on departure need to be stated in full. Goods re-entering

the EC are considered IPR (bonded), unless you have proof that equipment is of EC origin.

Bonded goods.

NIOZ holds a license to store so-called bonded goods in its customs depot. All goods in the depot are in fact **not** in the EC. They have come in from countries outside the EC or from ships returning to the EC, to be stored, awaiting the moment they will be used at sea again or sent out of the EC.

All movements of such 'bonded goods' have to be registered and accompanied by (extensive) documents. A mismatch in registration and factual presence in the depot may lead to fines and the obligation to relieve the goods from their bonded status at the price of paying the corresponding import duties and VAT.

Personal belongings.

Often, NIOZ transports or NIOZ ships bring home personal belongings of cruise participants without these persons actually being present at the moment of re-entry in the EC. In such a case these personal belongings may never contain one of the following:

- a) Duty free articles. All duty free articles should be carried into the EC in person, not in any transport.
- b) Forbidden goods, drugs, weapons, plants, seeds, soil, (endangered) animals, dead or alive, corals, ivory etc. See also the brochure.

NIOZ has zero tolerance for forbidden goods to be carried on board of one of their ships or transports and holds the Chief Scientists responsible for all his/her participants to comply with this rule.

Example.

As a Chief Scientist you will be on a cruise that will deploy a mooring and retrieve a bottom lander.

The cruise leaves from Texel and ends in a foreign port, where you will have to disembark part of your material to make room for the next cruise. The mooring and the lander are equipped with both free and bonded goods.

You will have to make separate documents for:

- a) free goods leaving Texel, returning to Texel on board the ship at a certain date
- b) free goods leaving Texel, staying behind in the mooring, indicating projected return date and path
- c) bonded goods leaving Texel, staying behind in the mooring, indicating projected return date and path
- d) free goods leaving Texel, returning to the EC via separate transport from the port of disembarkment

You will have to obtain documents from your colleague Chief Scientist regarding the lander to recover:

- e) free goods that are part of this lander, returning to the EC
- f) bonded goods that are part of this lander, returning to the EC

For a, b, d, use a document 'Aangifte tot tijdelijke uitvoer', available on the NIOZ web-site under S:\install\douane (Another, more simple version, is available on the NIOZ external web site at the address: under construction)

For c, e, f, consult the NIOZ SML (Peter-Roy Alkema) and your Chief Scientist.

Filename: checklist.doc
Directory: C:\Documents and Settings\nieuw\My Documents
Template: C:\Documents and Settings\nieuw\Application
Data\Microsoft\Templates\Normal.dot
Title: Shortlist Checkpoints preparation Pelagia Around Africa 2001 for
Cruise leaders
Subject:
Author: Marieke Rietveld
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