

All email addresses of contact persons can be found on page 2

All forms mentioned below are available on the NIOZ Website under cruises/ forms and checklists

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 the chief scientist takes care of organisation and co-ordination of all activities related to the cruise in good consultation with all involved. Good and timely consultation with the MRF co-ordinator and NIOZ technical staff (MTM, MTE and AA/CTD -) 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 fills in the different TAFs. The TAF forms should be sent by email to the MRF-co-ordinator (Erica Koning).

Vaccinations-Visa: The Chief Scientist is responsible for the scientific party. Please make sure that all participants have the proper vaccinations and visa. 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 the country for private reasons. In case of problems, please contact the MRF-co-ordinator (Erica Koning).

Personal Details: all participants need to fill in a "Personal Details Form". The personal detail form is available on the NIOZ website www.nioz.nl under cruises/forms and checklists. 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. Please check the validity of the passports of the scientific party. If in doubt, contact MRF-co-ordinator (Erica Koning).

Safety and Security regulations

Safety and security on board are paramount, and all participants are required to follow a 'Basic Safety at Sea' course prior to departure. A valid Medical Certificate is mandatory. 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. 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.

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.

Travel Application: All participants have to fill in a "Travel Application Form". The chief scientist collects these forms and sends these to the SML office (Mildred Jourdan) by email as soon as possible (at least six weeks before the cruise starts, or preferably earlier to get better air fares!). Mildred 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 to 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 the SML office.

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

Cleaning equipment and lab containers: every science party has to make sure 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 chief scientist to SML (Peter-Roy Alkema). Safety information is required for all substances. Check the list (Dangerous goods safety sheets Pelagia) on the NIOZ website (cruises, forms and checklists) 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 to be brought on board or transported to a port of call the completed 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.

Checklist for chief scientists

Be very thorough with customs procedures. Even sending home a few souvenirs in a container can bring NIOZ on the black list of the Customs Department!!!. If you wish to send goods to the ship in any port of call please contact SML (Peter-Roy Alkema) who will co-ordinate the shipment via the shipping agent.

NIOZ participants are expected to use the bar coded **Track & Trace** system that has fully replaced the old customs list. Others may use the Customs Form (Excel format) available on the website under cruises/ forms and checklists.

E-mail facilities: RV Pelagia has a permanent internet connection and email addresses are available on board for the science team. For all participants the email address normally will be forename.surname@rvpelagia.nl. Do not try to send mail to this address before the actual starting date of the cruise. 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: All cruises are listed on the cruise page on the is a website on the NIOZ website under cruises. A diary or daily report from the chief scientist is highly appreciated, in Dutch or English, depending on the 'character' of the cruise together with some photo material in low resolution. Please send your contributions by e-mail to Jan Nieuwenhuis.

Safety boots/safety helmets: everyone must wear safety boots and helmets during hoisting activities 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 Rob Dapper (HRM Department).

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

Technical Evaluation Meeting Report: At the end of the cruise a Technical Evaluation Meeting is held to discuss the technical performance of ship and staff. The Master will send the resulting TEM report to the relevant groups at NIOZ.

Post Cruise Assessment Form: The chief scientist is welcome to send a Post Cruise Assessment to the MRF Co-ordinator (Erica Koning). The post cruise assessment is meant for all non-technical comments, complaints or remarks on the performance of ship, crew and support staff.

Cruise Report: after the cruise the chief scientist prepares a Cruise Report in accordance with the requirements of the Funding Agency. Please send your cruise report (electronic version only) to the NIOZ MRF-co-ordinator (Erica Koning) and the Data Management Group. The chief scientist is responsible for providing copies for the countries who provided diplomatic clearance.

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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E-mail addresses and telephone numbers:

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NIOZ Website: <http://www.nioz.nl/>
PELAGIA Website: <http://www.nioz.nl/> via the RV Pelagia Facebook link

Customs affairs for Chief Scientists.

Introduction:

The implementation of the European Union 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 means crossing the outer EU border, even when the ship is under EU flag and will not enter a foreign port.

Therefore, all goods on board of the ship other than those permanently installed 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 the customs document will be treated as 'first entry into the EU' and will be subjected to import duties and VAT, together some 25 % of the value of the goods.

If one declines to pay the import duties and VAT the goods will be treated as 'bonded goods' from now on and will spend the rest of their lifetime 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 EU.

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

- a) goods are left behind at sea, in a mooring or a lander, or have been lost at sea
- b) goods previously exported 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 goods to sea these have to appear on a document called 'Aangifte tot tijdelijke uitvoer'. NIOZ holds a permit from customs that exempts us from providing detailed documents, but allows for a short-form type of goods listing instead. Few details are requested, but those that are requested such as weight and serial number are essential and need to be provided.

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. sampling vials, filters, batteries, chemicals, tissues, gloves and whatever else may be used on a cruise.

Consumables need to be declared for permanent export on a separate customs document. It is important that the number of boxes matches the number of items on the customs document.

Goods that will re-enter the EU with a similar value as on departure need to be stated in full. Goods re-entering

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

Bonded goods.

NIOZ holds a license to store so-called bonded goods in its customs depot. All goods in the depot are considered **not** to be in the EU. These goods have come in from countries outside the EU or from ships returning to the EU and are stored until they will be used again at sea or sent out of the EU. Bonded goods cannot be used in the country.

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.

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.

You will be Chief Scientist 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 with part of your equipment 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 and returning to Texel on board of the ship at a certain date
- b) free goods leaving Texel, staying behind in the mooring, indicating expected return date and path
- c) bonded goods leaving Texel, staying behind in the mooring, indicating expected return date and path
- d) free goods leaving Texel, returning to the EU via separate transport from the port of disembarkment

You will have to obtain documents from your colleague Chief Scientist regarding the lander that will be recovered:

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

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: www.nioz.nl under construction)

For c, e, f, consult the NIOZ SML (Peter-Roy Alkema)