

Copies to: Principal Investigators and Co-Investigators of AFI-funded projects scheduled to conduct fieldwork operations during the 2010/11 Antarctic field season.

7th February 2010

ACTIONS AHEAD OF 2010/11 FIELD SEASON

With the close of 2009/10 Antarctic summer field season only a few weeks away, the AFI office at BAS is looking ahead to the planning of operations for the next field season. There are seven AFI-funded projects currently scheduled for fieldwork during 2010/11 (these are listed in [Annex 1](#)); for two of these, 2010/11 will be the project's second field season. Additionally, requests for 2010/11 fieldwork support through the Collaborative Gearing Scheme may yet be made, as the associated deadline is 31st March 2010.

To help ensure that the various administrative deadlines leading to the 2010/11 field season are adhered to, we adopt a somewhat formalised approach to integration of the AFI projects into the BAS field programme. This briefing note sets out deadlines for various tasks that we ask Principal Investigators – or their delegated nominees – to undertake, in preparation. The deadlines have been scheduled to harmonise with BAS Field Operations planning meetings and/or to externally imposed deadlines. By observing them, Principal Investigators can alert the AFI Office to potential problems at an early stage, at which solutions are more readily devised. A schedule for activities and deadlines leading to the start of the field season is appended to this letter. It is especially important that field participants note, at this stage, the dates for the BAS Antarctic Briefing Conference, held at Girton College, Cambridge, and (if appropriate) the Field Training course.

Annexes to this letter contain detailed information about specific matters of: Health and Safety, FCO permits, outline field plans, packing and shipping of cargo to the Antarctic, importing biological samples into the UK, and a reminder about NERC/BAS policy on public relations with regard to AFI-funded projects. For convenience and for reference, all the Annexes are provided from the AFI website. You may access the files from [here](#). Individual messages specific to your project will not, of course, be included.

1. Recruitment of Field Staff

Please note that it is a condition of your AFI award that any research assistant and/or student who will be working in the Antarctic on your project **must be identified no later than 30th June** immediately prior to the field season for which fieldwork is scheduled for your project is scheduled. They need not actually be employed by you from this date, but BAS must be able to communicate with them from that date. BAS will not be responsible for recruiting unless this has been specifically agreed with the BAS Co-Investigator, and this will only happen in the case of BAS-led proposals or BAS-split awards. Please take particular note of the advice in Section 4 of the [AFI Notes for Participants](#), where the need to start the recruitment process early is emphasised. In your planning, please allow sufficient time both for the pre-fieldwork training (BAS Antarctic Briefing Conference, etc.) and adequate scientific induction, especially if you plan to send a postgraduate student into the field. Experience indicates that it is a false economy to preserve time for the writing-up stage that should have been allocated to fieldwork preparations.

It is the responsibility of the BAS host (the BAS Co-Investigator if there is one, otherwise the AFI Coordinator) to ensure that the required information about field participants is supplied to the BAS AFI office by the due date.

Please see Section 10 of the [AFI Notes for Participants](#) for information about personnel screening and medical aspects. New recruits will be required to undergo a medical examination by their own GP, to BAS guidelines. Any offer of employment should, at interview stage, be made subject to a satisfactory medical examination. Note also that if you propose that a member of staff remains on a BAS research station over winter, then he or she will also be required to attend an informal interview with a member of BAS Personnel Section and the appropriate Base Commander. In this case, BAS Personnel Section should be given maximum advance notice, so that a convenient date can be arranged as soon as possible after the primary interview.

If you are recruiting a new member of staff, then you should advise the AFI Coordinator as soon as the interview date is known. BAS Personnel section will then ensure that your preferred candidate receives notification of the medical requirements, shortly after the interview. Thus, the examination and approval of medical fitness by the BAS Medical Unit can be made with minimal delay. Note that if the doctor has identified (on the back of the BASMU4 form that he or she will complete) that an individual is medically fit, without any queries, then you can be confident that medical reasons will not prevent you from making an offer of employment. Please inform the AFI Coordinator of the name of your preferred candidate as soon as possible after the interview, together with contact details. Existing staff will normally have their medical examination after 30th June, and the medical-related information will be supplied when BAS has been provided with contact details.

Please note that BAS Personnel section will need to be able to exchange information with all personnel travelling to Antarctica in 2010/11, during the two months prior to the BAS Antarctic Briefing Conference (5th–9th **September 2010**). Medicals, dental checks and arranging the provision of field clothing, should be completed during this period, unless they have been carried out already (at interview stage, for example). Note that the costs for the medical examination – up to £120 per person – should have been included in your proposal and are not the responsibility of BAS. It is BAS policy that all personnel should have a dental check-up by their own dentist prior to the commencement of their fieldwork season. It is the individual's responsibility to ensure that he or she is not in need of dental treatment, before travelling to the Antarctic. Information about Antarctic Briefing Conference is available on the BAS website, at:

<http://www.antarctica.ac.uk/staff/conference/introduction.php>.

Please send to the AFI Coordinator, **no later than 30th June 2010**, contact details for all science and technical personnel involved in your project fieldwork.

2. Submission of Outline Field Plan

We request a brief summary of your field plans (~1-2 sides of A4, and map), outlining your science objectives and especially your logistic plans and requirements, together with details of the nature of any samples to be collected. If your work requires access to an Antarctic Specially Protected Area (ASPA) or Antarctic Specially Managed Area (ASMA), then please include a description of the activities planned in this area and of the steps that will be taken to minimise disturbance to it. Please use a minimum of technical jargon and avoid the use of acronyms. Visit the following web pages for a map of the locations of designated ASPAs or ASMAs:

Antarctic Specially Protected Areas: http://www.ats.aq/e/ep_protected_aspamap.htm

Antarctic Specially Managed Areas: http://www.ats.aq/e/ep_protected_asmamap.htm

The Outline Field Plan is required ahead of the Field Operations Working Group meeting in May 2010, which will finalise the proposals for the 2010/11 field season. It will be circulated to those logistic staff who will have involvement with your project, so that all relevant personnel are familiar with your needs and aspirations. We will use it also as a basis to summarise plans for the field season, as given on the AFI web-site. A few sample reports are shown in [Annex 2](#). Please submit your plan electronically to the AFI Coordinator at BAS, **no later than Friday 23rd April 2010**.

If there are any changes to your plan or to your requirements for support after this point, please ensure that you advise the AFI Coordinator immediately.

3. Antarctic Permits

The Antarctic Act (1994) and associated regulations implement the Protocol on Environmental Protection to the Antarctic Treaty (1991) in UK law. Amongst other things, the Act sets out a permitting system for all British activities undertaken in Antarctica. For details, see: <http://www.fco.gov.uk/en/travel-and-living-abroad/your-trip/antarctica-visitors/permits-for-expeditions/>. Under the terms of the Act, all persons working with BAS south of 60°S must be authorised by a *Section 3* permit from the UK Foreign and Commonwealth Office (FCO). The FCO has agreed that persons working on AFI projects (including those supported through the Collaborative Gearing Scheme, CGS) can be incorporated within the BAS *Section 3* permit. The AFI office at BAS will therefore ensure that all personnel who will be undertaking fieldwork with BAS will be named on the BAS *Section 3* permit; you do not need to complete a separate *Section 3* permit application.

Entry into areas protected under the Protocol (Antarctic Specially Protected Areas) or under the Convention on the Conservation of Antarctic Marine Living Resources requires a *Section 9* or *Section 11* permit, respectively. The taking of (or harmful interference with) fauna or flora requires authorisation via a *Section 7* permit. If your project is likely to require such a permit, you should contact the AFI Coordinator at the earliest opportunity.

***Section 6* permit applications:** – applicable to geoscience projects.

The FCO requires that, if there is an intention to collect rock or mineral samples (including lake or marine sediments) from Antarctica, a *Section 6* permit application must be made. Principal Investigators should submit a copy of the completed application [see [Annex 3](#)] to the AFI Coordinator at BAS, **no later than 14th May 2010**. The AFI Coordinator will then be responsible for forwarding *Section 6* permit applications to the FCO. Please estimate the type and quantity of material that will be collected and mark their locations as closely as you can define them, on a map included with the Outline Field Plan.

Some specific points relating to the *Section 6* application form are as follows:

- i. *Question 1 et seq:* The Principal Investigator for the project is the organising contact; the other field staff should be listed in Question 7. If a person is not yet recruited, then write, for example, “One post-doctoral research assistant (to be recruited)” and inform the FCO later of the name, when confirmed.
- ii. *Question 8* – Note that this application covers all geological activities, including lake and marine sediment coring, dredging, as well as rock, mineral and fossil collecting.
- iii. *Question 11* – Please write: “Application is being made within the British Antarctic Survey’s licence”.
- iv. *Question 14* – Please write: “No”.
- v. *Question 15* – Please write: “A Preliminary Environmental Assessment form has been completed and sent to the Environmental Office at the British Antarctic Survey.”
- vi. *Question 17* – Quote a very loose bracket for the duration of your field project, to allow for some disruption of your planned timing. If your project spans two field seasons, there is no need to complete two separate forms, provided that all of the required information, including the overall timescale, is included in the original application – especially if different localities are involved in the two seasons.

Preliminary Environmental Impact questionnaire: – The FCO also requires that **all** individual projects satisfy a Preliminary Environmental Assessment, prior to commencement of proposed fieldwork. BAS has been granted delegated authority prior to manage this assessment, for AFI-funded projects. An electronic copy of the questionnaire can be downloaded from [Annex 4](#); the completed form should be returned to Mr Rod Downie, Environmental Manager at BAS (e-mail: rhdbas@bas.ac.uk) and copied to the AFI Office at BAS (afibas@bas.ac.uk) **no later than 14th May 2010**.

4. Health and Safety

The Health and Safety at Work Act 1974 requires BAS, as a responsible employer, to ensure that all reasonable and practical Health and Safety procedures are adopted by its staff, contractors and visitors. Several subsequent regulations place a requirement on BAS to conduct risk assessments on aspects of its activities. As far as is practical, BAS seeks to apply UK Health and Safety standards to its activities in the Antarctic and requires its collaborators to do likewise.

BAS manages all of its occupational health and safety hazards through the BAS Safety Management System (SMS). The BAS SMS is certificated to the BS OHSAS 18001 standard and is independently audited every 6 months.

As noted in the BAS SMS, BAS has a ‘24 hours a day’ duty of care for all persons working in Antarctica with/for BAS. For this reason BAS has developed a specific procedure for the health and safety management of persons conducting fieldwork on behalf of AFI-funded projects. The procedure is as follows:

- **Step 1** – The AFI project Principal Investigator (or person delegated by the Principal Investigator) completes a preliminary hazards assessment form ([Annex 5](#)) and returns it to the AFI Office at BAS (e-mailto: afibas@bas.ac.uk). **The completed form should be received no later than 30th June 2010**.

This very simple form enables BAS to assess what hazards and activities the project will entail and what current systems and safety procedures at BAS already exist to manage them. If BAS has a system of control already in place, and if the AFI project can follow this, then no further H&S documentation may be needed from the Principal Investigator. This assessment will also enable the identification of those hazards or activities which are new to BAS and will therefore require further risk assessment and management by the AFI project staff.

- **Step 2** – On the basis of the information provided on the preliminary hazards assessment form, BAS will provide the AFI project Principal Investigator (or delegated person) with the BAS generic risk assessments and safety procedures which apply to the AFI project. Additionally, BAS will alert you of any aspects of the AFI project requiring further specific risk assessment.

AFI project staff must understand the safety measures explained in the BAS risk assessments and procedures. It will be the responsibility of AFI project staff to identify areas of concern (incomplete coverage of all aspects of safety management for the project, for example, or queries about how to follow BAS procedures).

NB. Training provided by BAS in the UK is considered to be a key safety measure. Therefore, if AFI project fieldwork staff are unable to attend the required training courses, this could render the BAS ‘duty of care’ incomplete.

If BAS does request a specific risk assessment from the AFI project (relating to ionising radiation, for example, or a COSHH assessment), the BAS Health and Safety Adviser is available to provide guidance to ensure that the risk assessment is completed satisfactorily.

- **Step 3 –Final review of the project safety management.**

A final review of safety management procedures for the AFI project will be made by the AFI Coordinator in conjunction with the BAS Health and Safety Adviser. This review may include input from specialist advisers such as the BAS Biological, Chemical, Explosives, Dangerous Goods or Ionising Radiation Advisers. The purpose of the final review is to ensure that all the appropriate safety measures are in place for the AFI project fieldwork and for BAS support thereof.

5. Insurance Cover

Please note that, as advised in the [AFI Notes for Participants](#), personal accident cover under the Joint Councils' Superannuation Scheme, for injuries or accidents sustained in the course of official duties, is likely to deliver only minimal benefits to non-BAS personnel working with the BAS programme in the Antarctic. You are therefore strongly advised by BAS Establishments to take out appropriate accident insurance. In line with standard NERC policy, neither personal accident insurance nor equipment insurance can be charged to AFI.

6. Shipment of Cargo to Antarctica

BAS will undertake, within its normal logistic overheads, to ship equipment and materials to BAS Antarctic Stations, on board BAS-NERC vessels. This will include the packing of cargo. For planning purposes, it is important to assume that air freighting will *not* be possible, as being dependent on air freighting may make your project vulnerable.

BAS vessels normally depart from the UK in late summer or early autumn of each year: the RRS *James Clark Ross* departs in early September and the RRS *Ernest Shackleton* in early October. The deadline for the receipt of cargo at the BAS packing stores is **a minimum of** four weeks prior to loading. BAS vessel itineraries, and the timing and positioning of each project, determine the cargo route that will be adopted for each project. Note that there are strict limits on the amount of equipment that can be flown to Rothera on the Dash-7 at the start of the field season; the AFI Coordinator should be consulted for further details.

For planning purposes, you should assume that all cargo required for shipment to Antarctica must be delivered to BAS stores by mid-August, for shipment on the RRS *James Clark Ross*. You will be notified of the actual deadline date, when that information is available. For equipment returning from Antarctica, you should allow 2 weeks for receipt of goods after the ship docks in the UK.

BAS Shipping section will require advance notice of extreme hazards (e.g. explosives, bio-hazards, radiochemicals) and will be pleased to discuss any packing/shipping requirements. It is also important that you discuss with them any special requirements at an early stage, e.g. for returning biological sample collections to the UK. Note that such returning cargo may only be sent as frozen stow (-20°C) or cool stow (+4°C). You will need to provide special containment for transportation under different conditions – and, in any case, you will need to discuss the feasibility of your requirements with BAS Shipping section as soon as possible.

Please refer to [Annex 6](#) for further information about the shipment of cargo for AFI project. A copy of the Cargo Packing form (.xls format) may be obtained from [Annex 7a](#). For shipment of hazardous goods there is a separate Cargo Packing form, [Annex 7b](#).

6.1 Biological Samples Import Licensing [see [Annex 8](#) for further details]

All biological samples derived from BAS southern operations are returned to the UK on BAS vessels. Biological samples may not be returned by airfreight, or hand-carried. BAS has a legal responsibility to ensure that the importation complies with regulatory authorities.

BAS currently applies for Defra import licences covering the following biological materials:

- Plants (including soil samples, and freshwater samples within the surface metre of the water column);
- CITES (endangered species, mainly whale and fur seal);
- Animal Pathogens (animal tissue or culture)
- Preserved samples and products of animal origin (including fishery products)

BAS will assume responsibility for the licensing arrangements required to import all biological samples returned from Antarctica to BAS in Cambridge. The Principal Investigator for each AFI project will be responsible for ensuring that BAS is given the information needed to make the Defra licence applications in timely fashion, and to ensure that the biological material will be transferred to laboratories or institutions that hold the appropriate Defra licence(s).

6.2 Deadlines

To ensure that packing and shipping deadlines are met, you should at this stage work on the basis that all cargo, including equipment for scientific cruises, must be delivered to the BAS Logistics Store during **August (deadline to be advised)**, for shipping on the RRS *James Clark Ross*.

Project Leaders must consult Kath Nicholson [BAS Shipping section] **no later than 28th May 2010**, to discuss the appropriate shipping route and determine the packing deadline. It is important to discuss requirements for both the southbound cargo and returning northbound cargo at this stage.

6.3 Contacts

BAS Shipping section will require advance notice of extreme hazards (e.g. explosives, bio-hazards, radiochemicals) and will be pleased to discuss any packing/shipping requirements. Any enquiries should be directed to Kath Nicholson, direct line: 01223 221466 (tel.); 01223 464740 (fax); e-mail: kani@bas.ac.uk.

7. Pre-Antarctic Briefing and Training

Staff and visitors who have no previous Antarctic experience are required to attend the [BAS Antarctic Briefing Conference](#), unless they will be engaged solely on ship-based projects. The Antarctic Briefing Conference will be held at Girton College, Cambridge, on 5th – 9th September. For those working exclusively on ship-based projects, a ‘briefing pack’ will be provided by post. All those who will participate in fieldwork on land and located away from a BAS research station must also attend Field Course training. This is scheduled for 13th – 16th September. Personnel who will be at Rothera for the summer season, and whose work programme does not require them to work off station, will not be required to attend Field Course training. Even for staff and visitors who have previous Antarctic experience with other operators, attendance at the BAS Antarctic Briefing Conference is a requirement. Attendance at the Field Course may be waived at the discretion of the Director of BAS, if it can be demonstrated that the applicant has had recent, relevant training.

First aid training requirements are prescribed according to the following work categories:

Ship (cruise) based	Station based (Short term)	Station based (Long term)	Field based (Short term)	Field based (Long term)
Category: B1 “First Aid at Work” training recommended but not mandatory	Category: B1 “First Aid at Work” training recommended but not mandatory	Category: B2 “First Aid at Work” training required.	Category: B3 Attend Briefing Conference First Aid Training (or, if appropriate, one-day refresher course held on 8th September)	Category: B3 Attend Briefing Conference First Aid Training (or, if appropriate, one-day refresher course held on 8th September)

B1, Research stations – Only activities in immediate vicinity of the station will be permitted, i. e. no recreational trips, unless a “First Aid at work” certificate is held.

B1, Ships – If the individual does not hold a “First Aid at work” certificate, then any land-based activities are liable to restriction.

Note that this Table is essentially a guide to training requirements; it is not a rigid prescription. BAS Personnel section will decide on individual requirements, on a ‘case by case’ basis.

Attendance at a Manual Handling training course could be advantageous for those who will be participating in fieldwork; this is at the discretion of Principal Investigators and would need to be arranged independently of BAS.

Please note that the **BAS Medical Unit (BASMU) First Aid course (9th – 11th September)**, which directly follows the Antarctic Briefing Conference at Girton College, will usually be available to BAS staff only, with the exception of AFI-funded personnel who will be engaged ‘deep field’ projects (i.e., off station). It is the responsibility of non-BAS staff who will not be engaged in projects off station, to arrange their own “First Aid at Work” training, prior to travelling to the Antarctic. *Those without a current First Aid certificate will not be allowed to undertake fieldwork.*

For staff and visitors with previous experience of working with BAS, the BAS Training Officer (Denise Chapman, e-mail: dacha@bas.ac.uk) should be contacted to determine what training is required for each person.

The BAS Training Officer will contact Antarctic visitors in late July/early August, to notify them of their training schedule. Hosts of Antarctic visitors/consultants will be responsible for ensuring that their visitors comply with the BAS requirements and are made aware of the schedule of courses, with plenty of notice. Any variation will only be allowed with the BAS Director’s agreement. Hosts, or a deputy, must arrange to meet their visitors during the Antarctic Briefing Conference, to discuss the preparations for the forthcoming season. Where one or more Co-Investigators of an AFI project is a member of BAS staff, then the BAS Co-Investigator will normally act as the BAS host. Where an AFI project has no BAS Co-Investigator, the AFI Coordinator will act as BAS host.

7.1 Personal Survival Techniques Training

[Only for those involved in open-deck working on ship]

In order to heighten safety awareness, prevent accidents and provide incident response training, formal instruction is required. Therefore, in line with the training requirements for seafarers, all BAS personnel and visitors (including AFI participants) engaged on open-deck duties on a research cruise, are required to hold a valid STCW (Standards of Training, Certification and Watchkeeping) ’95 Personal Survival Techniques certificate. This is the

internationally agreed standard of personal survival training required for seafarers. The training lasts a day and will be held at one of several UK marine colleges (most likely the National Sea Training Centre at Gravesend in Kent). Courses are run frequently and must be arranged individually by the AFI project Principal Investigator. A list of available course centres can be obtained from the BAS Training Officer. The cost is of one day duration and the course fee (estimated at £140 per person), together with associated travel and subsistence costs, should have been included in your AFI award and is not recoverable from BAS.

Personnel in transit on BAS vessels will not be expected to undertake this training.

On joining the ship, personnel will be required to present their certificates to the ship's Master, who holds all marine certificates in case of an inspection. Without this certificate, personnel will not be permitted to undertake work on deck. Continuing training and drills are part of the ethos of the STCW '95 provisions and all personnel will be expected to comply with on-board briefings and drills.

Contact: BAS Training Officer, Denise Chapman

direct line: 01223 221512; fax: 01223 362616; e-mail: dacha@bas.ac.uk

8. Costs for travel, accommodation and field clothing

The cost for the return airfare(s) from RAF Brize Norton to the Falkland Islands (or from London Heathrow to Punta Arenas) has been 'top-sliced' from those awards which are not BAS-led, as have the costs of Antarctic field clothing for your field scientist(s). BAS will cover their standard living and accommodation costs, from arrival in Stanley (or Punta Arenas) southbound, until their return from Stanley (or Punta Arenas) at the end of the field season. You will be responsible for any travel and accommodation expenses to/from RAF Brize Norton (or London Heathrow), and to/from the Antarctic Briefing Conference in Cambridge, which should be charged to your AFI award. In the case of projects supported under the CGS, those expenses will be reimbursed directly, on request, from the AFI Coordinator. You will be asked to provide the associated receipts.

9. Fieldwork Reports

At the end of each field season, the senior field scientist for each project will be asked to submit to the AFI Coordinator a brief (2-4 pages of A4) report on the season's work and including particular highlights that may be of interest to a wider audience. This report will be made available to the wider community through the AFI Website. Furthermore, we hope that one or more representatives of your project will be available and willing to give a short oral presentation on the fieldwork highlights, and how they relate to the science objectives of your project, at the annual AFI Workshop. For 2010, the Workshop is scheduled for 13th-14th September, at Murray Edwards College (formerly known as New Hall), Cambridge.

10. Policy on Public Relations Issues within AFI

We ask Principal Investigators to take note of NERC policy on public relations arising from work carried out with financial support from AFI. Please ensure that you follow this guidance when handling any press and media coverage associated with AFI work. In published work, please remember to acknowledge the source of support for your work. You will find a copy of the guidance note in [Annex 9](#).

11. Schedule leading to the 2010/11 Field Season

- May** (date tbd) – BAS Field Operations Working Group (FOWG) to review proposals for 2010/11 field season.
- 23rd April** – deadline for submitting Outline Field Plan to AFI Coordinator (1-2 pages, and map).
- 14th May** – deadline for submitting a completed *Section 6* Antarctic permit application form (if required) to BAS AFI Office.
- 14th May** – deadline for submitting a completed *preliminary environmental assessment* form to the BAS Environmental Office.
- 28th May** – deadline for consulting BAS shipping section about cargo freighting route and determining the packing deadline.
- 30th June** – deadline for submitting details of field personnel contact information to the AFI Coordinator.
- 30th June** – deadline for submitting a completed *preliminary hazards assessment* form to the AFI Coordinator.
- early July** – deadline (date to be advised) for delivery to BAS Cambridge of Antarctic cargo that needs to reach Rothera before arrival of the RRS *James Clark Ross*. Items will have to be sent to the Falklands or Punta Arenas by commercial sea freight (arranged by BAS), for onward transport to Rothera by the BAS Dash 7 aircraft.
- 1st August** – latest date for medicals and dental checks.
- 1st August** – latest date for return of completed field clothing requirements form.
- early August** – deadline (date to be advised) for delivery of Antarctic cargo to BAS for packing, for shipment by the RRS *James Clark Ross*.
- 5th – 9th Sept. BAS Antarctic Briefing Conference, Girton College.
- 8th Sept. First Aid, one-day ‘refresher’ course.
- 9th – 11th Sept. BASMU First Aid course.
- 13th – 16th Sept. Field Training course.

Draft travel plans (schedules and routes) for all those travelling ‘south’ with BAS will be available at the BAS Antarctic Briefing Conference and from the AFI Coordinator thereafter.

The [AFI Notes for Participants](#) (in pdf file format) contains important information on logistic and administrative matters that are relevant for your pre-field preparations.

A hard copy of the BAS Antarctic Handbook, which is updated every other year, will be provided at the BAS Briefing Conference. This Handbook is provided to all participants in the BAS Antarctic programme. It contains some background information about the environment and organisation within which you will be working, outlines some of the steps that you need to take before travelling, and answers the most commonly-asked questions about living and working in the Antarctic. The contents may be viewed on-line at:

http://www.antarctica.ac.uk/staff/antarctic_visitors/handbook/handbook.pdf

In due course, copies of your outline field plan will be circulated to all participants in the forthcoming field season, so that they may be better informed about other AFI projects scheduled.

Finally...

Please do ensure that you include your AFI project number in the message header of any correspondence (letter or e-mail) regarding your project – to facilitate tracking of documents.

It is hoped that the information in this briefing will help to guide you towards a successful field season for your project. Please do contact me if you have any queries.

A handwritten signature in black ink that reads "M F Miller". The signature is written in a cursive style with a long horizontal stroke at the end.

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