

# MEMORANDUM OF UNDERSTANDING

## BETWEEN THE BRITISH ANTARCTIC SURVEY (BAS) AND THE BRITISH ANTARCTIC SURVEY CLUB (BAS Club)

### Purpose

1. The purpose of this Memorandum of Understanding (MOU) is to codify the framework and overall arrangements under which BAS and the BAS Club agree to continue working together.

### Membership of the BAS Club

2. Membership of the BAS Club is limited to past employees of Operation Tabarin, the Falkland Islands Dependencies Survey (FIDS), past and present employees of the British Antarctic Survey and individuals closely associated with these organisations. The list of members has exceeded 1000.

### Management of the BAS Club

3. The President of the BAS Club is Dr R B Heywood. A Committee of nine full members and co-opted members as required meets five times a year to conduct the Club's business. The annual subscription is £10. The Hon Treasurer who is a member of the Committee administers the finances of the Club. The yearly accounts are independently audited, and the Club has never been in deficit. The BAS Club administers the Fuchs Medal, the Laws Prize, a Benevolent Fund and an Oral Heritage Fund. The Secretary of the BAS Club is an *ex-officio* member of the Fuchs Medal Committee, and the Chairman of the BAS Club is an *ex-officio* member of both the Fuchs Medal (as Chairman) Committee and Laws Prize Committee.

### The Objectives of the BAS Club

4. The BAS Club was re-launched in 1976. Its objectives are:
- To ensure that members are kept in touch with BAS and Antarctic activities by circulating a Magazine twice a year and arranging an Annual Reunion.
  - To encourage other reunions, meetings, lectures, film shows and any other functions that may be necessary to achieve the objectives.
  - Where possible to assist any member or dependant, for reasons of ill health and/or limited financial resources, who would benefit from some assistance through the Club's Benevolent Fund.
  - To support projects that document the Antarctic life and the work of members.

### Support Provided by BAS

5. BAS will provide basic office facilities at Cambridge for the BAS Club, including:
- A networked PC with backup of electronic files, a telephone, stationery and free postage & use of post room services for routine mail.
  - Filing cabinet storage for back-issues of BAS Club Newsletters and Magazines, merchandise and files.
  - Space on the BAS server to host the BAS Club website [www.antarctica.ac.uk/basclub](http://www.antarctica.ac.uk/basclub)
  - Use of the e-mail address [basclub@bas.ac.uk](mailto:basclub@bas.ac.uk) for the BAS Club Secretary.

- Permanent visitor security passes for the BAS Club Secretary and the Treasurer to allow access to the BAS Club office area.
  - Use of a meeting room at BAS Cambridge for the Committee Meetings five times a year.
  - Sporadic use of a meeting room at BAS Cambridge for other Club business.
  - Space on a staff notice board to advertise the BAS Club and its activities.
  - Basic curation by the BAS Archives Service of the Club's archives and paintings. This includes appropriate storage when not on display and the provision of a list.
6. To support the Club's objectives, BAS will
- Organize, through the appropriate BAS Board Member, a Saturday-afternoon Open Day at BAS Cambridge in midsummer for BAS Club members to precede the Club's Annual Reunion. This event will not occur more than every three years.
  - Maintain the Memorial Orchard, as part of normal grounds maintenance.
  - Keep the Book of Remembrance in the Library and, when requested, make it available to visitors.
  - Apply normal security measures (camera and 24hr surveillance) to help protect the Husky Dog Monument in the interest of all parties
  - Keep the BAS Club Secretary aware of any problem or incident to either the Memorial Orchard or the Husky Dog Monument
  - Display prominently in BAS Cambridge a listing of Laws Prize winners and Fuchs Medallists.
  - Support, to the extent practicable, BAS Club members engaged in projects that document the history of FIDS and BAS, including access by appointment to the BAS Archives Service and MAGIC. The arrangements to support specific projects, such as Oral Heritage, will be agreed with BAS on a case-by-case basis.
  - Include a briefing note on the BAS Club in the departure information for staff leaving BAS after more than five years' employment.
  - Add/replace files on the BAS Club website
    - Files provided by the BAS Club
    - IceSheet pdf

### **BAS Club Commitments**

7. For its part, the BAS Club will:
- Pay all costs associated with publishing, printing and dispatching the BAS Club Magazines.
  - Provide copies of the BAS Club Magazine to the BAS Library and Archives and to UK Antarctic stations and vessels.
  - Administer the Fuchs Medal nomination and selection procedures each year, and the Fuchs Medal, Laws Prize, Benevolent and Oral Heritage funds.
  - Present the Fuchs Medal and update the display of prize-winners.
  - Respond to BAS requests for information on past Antarctic activities
    - By publicising such requests in the Magazine
    - By accepting referrals from members of the public enquiring about current whereabouts of former members of staff who might be Club members.
  - Publicize the current work of BAS to members by
    - Republishing IceSheet on the Members-Only section of the BAS Club website.
    - Republishing parts of the BAS Annual Report in the BAS Club Magazine.
  - Ensure that Club members conform to health & safety standards and requirements when visiting BAS Cambridge.
  - Contribute to the maintenance costs of the Memorial Orchard and maintain the two Garden seats and the Polar Sundial.
  - Sponsor for heritage proposals from the Club community that involve BAS.

- Ownership and responsibility for the Husky Dog Monument and its general maintenance

**Working Together**

8. When appropriate, BAS and the BAS Club will consult and liaise on matters of mutual interest, such as Antarctic heritage records & artefacts, and the remembrance of BAS staff that perished in the Antarctic.

**Conclusion**

9. This MOU is a declaration of intent and best endeavours by both parties, and is not legally binding. Both parties agree to operate this agreement in a spirit of goodwill and mutual co-operation.

10. The primary points of contact for the overall operation of the MOU are the designated BAS Board Member, currently John Shears, and the BAS Club Secretary.

11. The MOU will be reviewed every 3 years.

12. The signatories to the MOU will jointly agree a way forward in the event of a dispute that cannot be resolved at a lower level.

**For the British Antarctic Survey**

Signed: ..... Date: .....  
Name: Prof. N Owens..... Position: Director BAS

**For the BAS Club**

Signed: ..... Date: .....  
Name: Mr T.R.Allen..... Position: Chairman of BAS Club