

Barter Cruises Guide for the use of RV METEOR and RV MARIA S. MERIAN

Background

Both, R/V METEOR and R/V MARIA S MERIAN are part of the European barter system that six major partners run since 1996: BMBF (D), IFREMER (F), NERC (UK), NIOZ (NL), CSIC (E), and IMR (Bergen, N). The use of both ships within barter cruises needs to be implemented into the usual national system to run these ships. This guide is thought to assist all parties involved, to smoothly prepare and conduct such cruises. The major parties are

- the Principal Scientist (PS), who will lead the cruise and who will be responsible for all scientific aspects including logistics of scientific equipment while preparing and conducting a cruise
- the commission (SkfOz) of the German Research Foundation (*DFG*) which allocates cruises to applicants
- the Control Office (CO, '*Leitstelle Deutsche Forschungsschiffe*'), hosted by and located at the University of Hamburg. The CO links the scientists and the private shipping companies, which crew and run the ships. The CO also is responsible for the two ships' annual budget provided by the German Research Foundation (*DFG*) and the Federal Ministry for Science and Technology (*BMBF*)
- the cruise's Scientific Coordinator (SC) who is nominated by the SkfOz to scientifically and logistically coordinate several legs of which a cruise may consist
- the cruise's Scientific Barter Advisor (SBA) who for each barter cruise is asked by the national coordinating board (*KG Schiff*) to assist the PS in all aspects while preparing, conducting and reporting a barter cruise. The SBA is expected to be familiar with the "German system" to run research cruises on German ships.
- The German office for foreign affairs (*Auswärtiges Amt, AA*) for diplomatic clearances

Allocation of a barter cruise

Allocation of a barter cruise starts with a partner's barter request to OFEG. The German OFEG delegate in a first step will check if the requested cruise fits to R/V METEOR or R/V MERIAN or another German barter ship; this check includes the ship's size (class), the area of investigation, the ship's and the requested cruise's general schedule, technical requirements. While the national reviews are recognized within OFEG, it is essential for

the PS to fill a 1-page form as logistic and technical summary background for this first check (cruise application summary form attached).

If this first check is positive, i.e. the OFEG delegate and the CO agree that the requested cruise could technically and logistically be conducted on one of both ships, the responsible scientific commission (SkfOz) of the German Research Foundation (DFG) finally will decide on one of its bi-annual meetings if the requested barter cruise can be allocated. Note that this part of the process usually will be finished 1 year or longer ahead of a cruise.

Tasks of the coordinator:

For cruises allocated to one of both ships, several cruise legs may be linked together under a single cruise-ID for logistic and other reasons; this maybe so even if there is no obvious scientific link between the legs. The SkfOz then nominates an experienced scientist as coordinator to support the CO in preparing and conducting the cruise. For barter cruises, coordinators are expected to perform their tasks as usual. Due to the general barter arrangements, coordinators cannot apply for costs of the barter users in the coordinator's application (see below).

Like for all other users, the PS of a barter cruise shall also be invited to and take part at the coordination meetings.

Control Office (CO) and Scientific Barter Advisor (SBA):

The CO (*'Leitstelle'*) acts as usual as a link between the ship and the users. Since users of barter cruises often are not familiar with the ship and the cruise planning process in Germany, the national supervising bord *KG Schiff* asks experienced German scientists to serve as a Scientific Advisor for the PS of a barter cruise, SBA. The SBA works closely with the CO and the cruise's PS.

The PS is asked to make himself familiar with the supports the ship provides both, technically and with personnel. The 1-page platform description will give first hints; the full handbook (available on the CO's web site in German language) with a lot of figures will answer many questions arising. Together with the CO and the SBA, solutions to any problems will be found if identified early in the process.

Costs for barter cruises:

All costs including travel and hotel expenses, transportation, rent for special or large equipment up to the port of departure and from the arrival ports on, shall be paid by barter users themselves from their own resources.

Port expenses, such as cost of cranes, forklifts, container movements in the port, transfers of scientists in the harbour, port-clearance, etc., as well as the ship's operating costs in

port and during the cruise are included in the barter; thus these costs will be paid by the ships' operator through the CO.

Diplomatic Clearances:

R/V METEOR and R/V MARIA S. MERIAN both sail under German flag. Thus, the government of the Federal Republic of Germany is responsible for any diplomatic clearance for research to be undertaken in any Exclusive Economic Zones and for port calls of any coastal state. Therefore, guides and forms apply as outlined by the German Foreign Office (*Auswärtiges Amt, AA*) and as available on the CO's web site.

With this in mind, the SBA shall start in due time the diplomatic clearance process. Observing the guides set by the AA, the SBA, the PS and the CO, will check which coastal states are concerned, which forms are to be filled by the PS, and where to find them. Timely delivery of the filled forms by the PS to the SBA and the CO is essential for a smooth clearance process. The CO finally will check the forms for consistency, sign them and forward them to the AA. A copy will be provided to the PS and the SBA. The CO and the SBA will keep the PS informed on the status of the clearance process.

The decisions of the respective coastal states will be provided by the AA through the CO to the PS and the SBA. The PS shall be prepared that according to the UN Law of the Sea, which Germany has signed, a coastal state has the right to send an observer with the cruise. The travel and costs for travels of observers will be organized and paid for by the CO.

Expedition brochure:

For each METEOR and MERIAN cruise, an expedition booklet for general information for the public will be compiled, printed and distributed by the CO. Barter cruises will also be considered in this booklet. Contributions encompassing the cruise's scientific aim, its preliminary schedule and participants, are expected from the PS. Together with the coordinator, the SBA will advise the PS on form, contents and size of his contribution. Examples see the CO's website.

Quality control (Final discussion):

At the end of the cruise (leg), a final conversation (*Abschlussgespräch*) between the PS and the captain is an essential part of quality control at barter cruises. It is usually conducted and documented in English. It is signed as 'seen' by both parties. The supervisor and the German OFEG representative will receive a copy of the documents through the shipping company and the CO. **It is for internal use only.**

Reporting:

DFG expects reports by the PS for RV METEOR and MARIA S. MERIAN cruises including barter cruises. The documents are usually written in English:

- Weekly reports of the PS on progressing work to the CO; 1 page; e-mail transfer. Examples on the CO's web-site.
- Technical cruise report: participation of the user concerning scientific and technical details at the end of the cruise; takes about 1/2 h at the end of the cruise while the master and the PS are still onboard; copy via CO to the SBA and to the German OFEG representative
- Scientific summary report for diplomatic purposes (in English); ca. 5 pp; to the CO; copies to the SBA and to the German OFEG representative; due 6 weeks after the cruise
- Cruise report in English in the agreed format of the PS' institution via supervisor to the CO; less 40 pp; a copy to the German OFEG representative; due 6 months after the cruise

Final remarks:

This guide and its updates is in agreement with the German OFEG representative. It may also serve accordingly as a guide for conducting barter cruises on other German vessels.

For more information please find the attached documents and see the embarkation modalities on our homepage: <http://www.ifm.zmaw.de/leitstelle/> .

Dated: 12.07.2011

Embarkation modalities for barter users:

The port times of our research vessels are calculated efficient. In order to avoid discrepancies and delays to the scientific worktime on sea, the Leitstelle asks to attend all responsible users that the queried informations serve the extremely important fine adjustment directly before begin of voyage between science, Leitstelle, agency, vessel and shipping company:

You can embark the day before vessel will leave the port and you may stay on board in the port of arrival the first night.

For preparing the labs and for taking the scientific equipment it would be the best, if you come with a small group on arrival day to the vessel. Sometimes they start with loading/stripping activities directly after the discharging of the equipment of the last cruise.

But please inform the Captain who wants to come on board on arrival day. These people may eat on board but they must stay at night in a hotel.

All transportations from airport to hotel and from hotel to airport will be arranged by Master in cooperation with the local agent. For this we need minimum 2 weeks before the cruise starts all flight details, address from hotel also in the list “Embarkation Modalities” at our homepage. This excel-list includes several folders (cabin-list also). As example you can find these documents for RV “MARIA S. MERIAN” attached. To fill out the documents please download the forms at our homepage: <http://www.ifm.zmaw.de/leitstelle/reisen-des-fs-maria-s-merian/>

Hotel accommodation must be paid by your institute, transportation in port we pay via agent.



Embarkation modalities

(please send as email attachment at least 14 days before begin voyage to "Leitstelle".)

The port times of the RV "MARIA S. MERIAN" are calculated efficient. In order to avoid discrepancies and delays to the scientific worktime on see, the Leitstelle asks to attend all responsible users that the queried informations serve the extremely important fine adjustment directly before begin of voyage between science, Leitstelle, agency, vessel and shipping company:

In nearly all ports is fact that it is usually impossible for not authorized persons, to enter the port area without the agent's help. The formalities can be arranged by the assistance of the agent that the later outturn clearance of the vessel is possible without any problems.

Whenever practicable group transportations arranged by the agent should be done not only because of financial reasons. Persons on vacation in the port, before boarding the vessel, should meet if possible with their working group on an agreed place before and then as group to be transfered to the vessel.

Scientists, who originate from the country of the port of departure, must board the vessel in time so that documents for the outturn clearance of the vessel (including the maritime and scientific crew lists) which are needed from the agency and public authorities can be prepared in time (at least several hours before sailing and not in last minute!).

The Leitstelle thanks you for your understanding and takes over with the help of the carefully filled out lists the further accurate distribution of all your delivered informations concerning your impending research voyage.

General references in filling out the lists for the embarkation modalities:

Please fill out at first the yellow -marked cells on the sheet **wiss.list**, then on the sheet **cabin.list** and at last on the sheet **trans.list**. Do not change the given formats, since otherwise the further automatic processing is no longer possible.

Modifications like ä, ö, ü, should be replaced by ae, oe, ue, ß by ss!

In the head of **wiss.list** are to be registered:

Port of Departure: Port of departure respective embarkation

Voyage number: Voyage xx-x (hereby x as substitute symbol for the actual figures and should be replaced by them)

Date of Departure: here is to register the actual date of departure

In the body of the list is to be registered:

The *name column* with the surname, followed of the first name. If the travel participant has several names, is in each case to register the first Surname as well as the first first name. No titles are to be registered!!

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In the column "*rank*" is in principle to register at first the chief scientist as "ch/scientist", for all other participants "scientist".

In the column "*Nationality*" is to indicate the nationallity, whereby in princible the first letter large, e.g. **G** for German.

In the column "*Date of Birth*" is to register the date in the following format: "**dd.mm.yy**" the first two digits indicates the day, followed by the month and year, between the figures one dot (no diagonal strokes or other indications!).

In the column "*Place of Birth*" will be registered according to the passport, the place of birth (without additives), e.g. for Winz-Niederwenigern only Winz.

In the column "*Validity of Passport*" the same format as should be used like in the column "Date of Birth".

In the last column on the sheet "**trans.list**" all travelling persons of a group should be allocated to a numbercode (see example below). This code is described under "*remarks*" in the lower range of the list and shows a whole summary concerning the transportation wishes.

Examples:

- 1) 18 Persons: Transport from airport to hotel "Intercontinental" on arrival and further transport on Tuesday morning 14th Oct. at 08.00 (a.m.) LT to berth RV "MARIA S. MERIAN"
- 2) 7 Persons: Transport from airport to hotel "Atlantic" on arrival and further transport on Tuesday evening 14th Oct. at 08.00 (p.m.) LT to berth RV "MARIA S. MERIAN"
- 3) 4 Persons: Direct transport from airport to berth RV "MARIA S. MERIAN"

Questionnaire

1. Have all expedition participants received and acknowledged the instruction sheets to the health welfare service?

2. Are all necessary visas present?

3. Are passports/certificates of vaccination valid and present?

4. Are the packing lists /proforma invoices complete and are the forms for dangerous goods filled out?

5. Are all custom formalities settled?

6. Have vessel/agency and/or Leitstelle received all data regarding the air freight incl. the AWB No. (also of foreign working groups)?

7. What kind of services are ordered via the agency (e.g. transportation airport/vessel/hotel, dry ice etc.)?

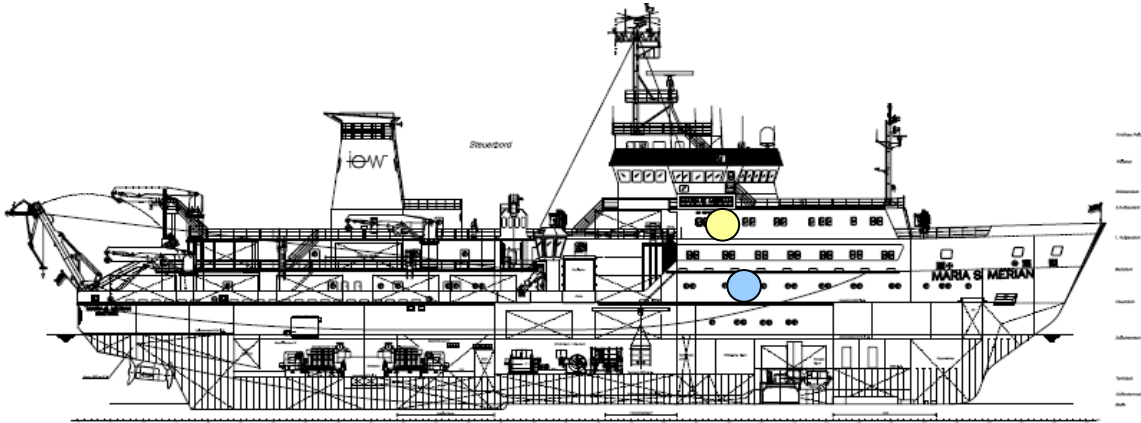
8. Which hotel reservations were made by agency or travel agency)?

9. Additional information

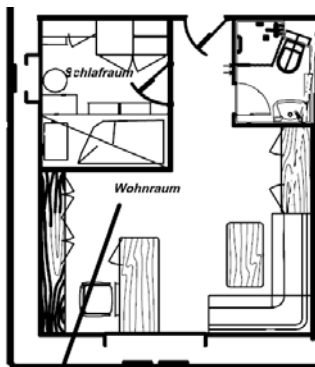
CABIN LIST



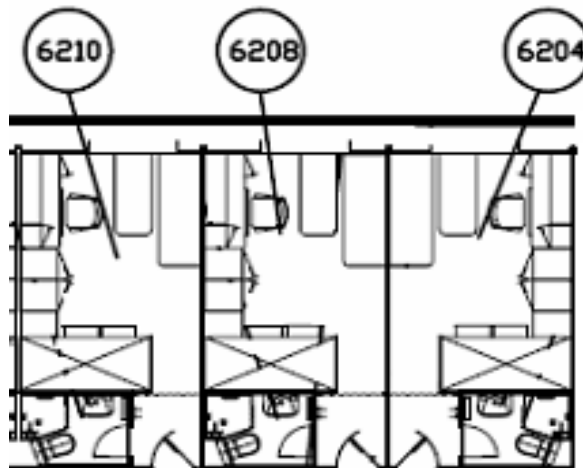
On board the RV „Maria S. Merian“ 14 cabins (5 single and 9 double) with 23 berths in total are available for the accommodation of scientists. The cabins are on both sides of the 1. Superstructure deck (zone „yellow“) and on the Main deck (zone „blue“).



1. Superstructure Deck
 (Zone „yellow“) Starboard



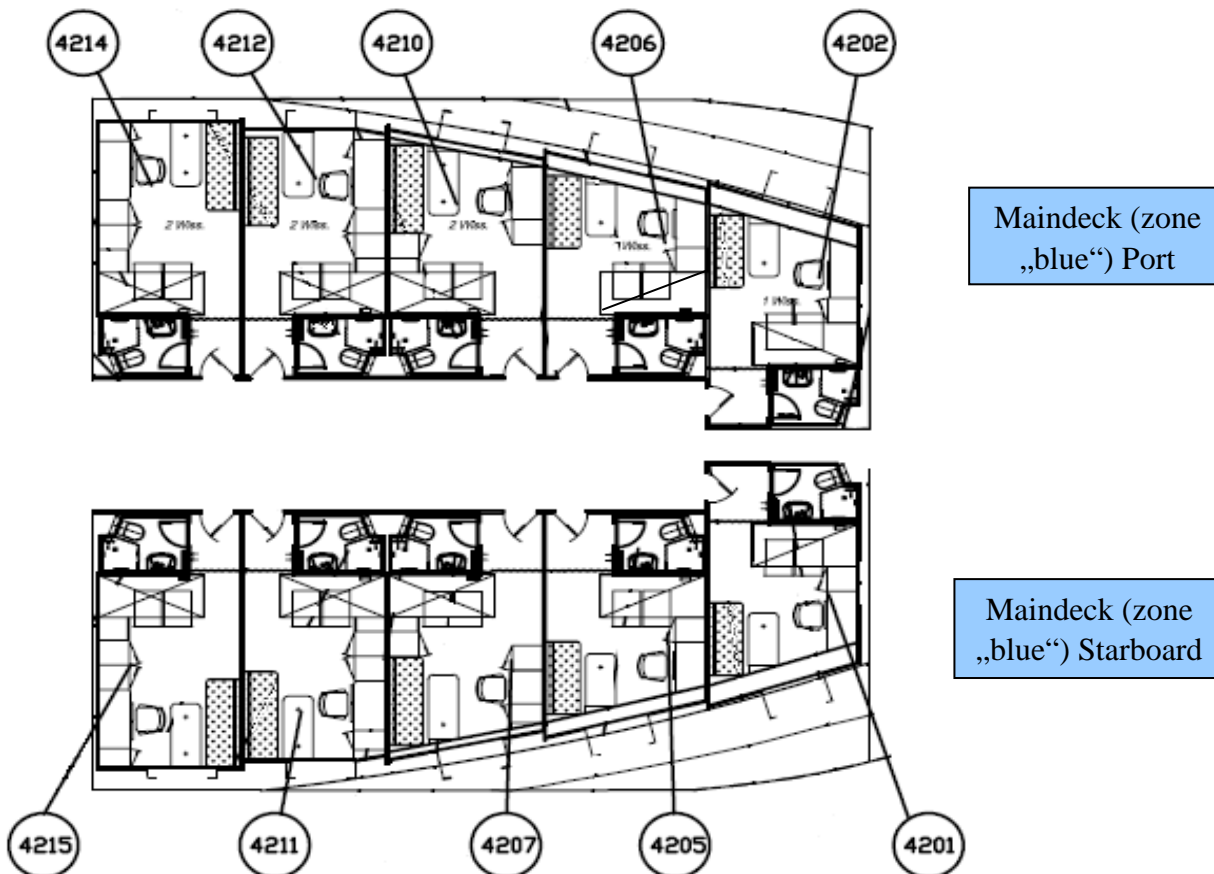
6215



1. Superstructure Deck (Zone
 „yellow“) Port forward

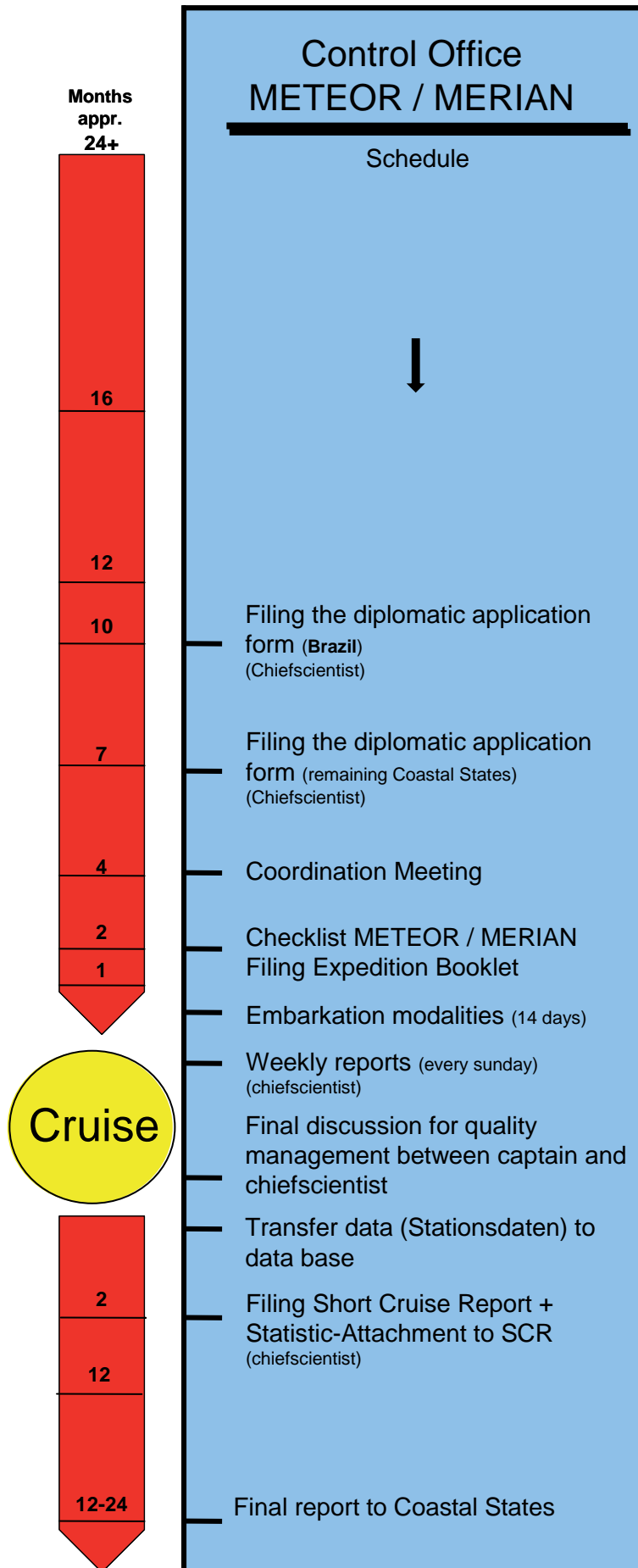
1. Superstructure Deck (Port)			
Cabin		Name	Fon
6215	Chief Scientist		666
6204	upper berth		604
	lower berth		
6208	upper berth		608
	lower berth		
6210	upper berth		610
	lower berth		

CABIN LIST



Maindeck (Port)			
Cabin		Name	Fon
4202	single berth		402
4206	single berth		406
4210	upper berth		410
	lower berth		
4212	upper berth		412
	lower berth		
4214	upper berth		414
	lower berth		
Maindeck (Starboard)			
4201	single berth		401
4205	single berth		405
4207	upper berth		407
	lower berth		
4211	upper berth		411
	lower berth		
4215	upper berth		415
	lower berth		

Reporting



Cruise Proposal for RV's Meteor, Sonne, Merian, Poseidon, Alkor, Heincke

1. PI (Adresse, phone, fax, e-mail)

2. Scientific aim of proposed cruise

3. Project title; international partners

4. Keyword

5. Work area,
coastal states,
map

6. Days in work areas & transfers between areas

xx days

7. Port of sailing (preferred)

8. Port of finishing (preferred)

9. Transfer days to first work area

xx days

10. Transfer from final area

xx days

11. Preferred period of time

12. Number of participants

13. Major
equipment

e.g. ROV, work depth, type, minimum cable / wire length...

14. Remarks

e.g. season etc;

15. Preferred ship

barter ship