

Rules of access and use of the infrastructure and resources at the Polish Polar Station Hornsund, Spitsbergen

1. The Stanisław Siedlecki Polish Polar Station in Hornsund, Spitsbergen (hereinafter referred to as “the Station”), is an organizational unit of the Institute of Geophysics, Polish Academy of Sciences (hereinafter referred to as “IGF PAS”).
2. The Station continuously records data on selected fields of geophysics and the natural environment. The main objective of the Station is to enable interdisciplinary scientific research to be conducted by Polish and international research teams.
3. The person responsible for the proper functioning of the Station’s infrastructure is the Station Manager in Warsaw, who is the immediate superior of the Expedition Leader of each subsequent IGF PAS Polar Expedition.
4. The person responsible for the monitoring programme and scientific research work conducted at the Station is the Manager of the Department of Polar and Marine Research IGF PAS (hereinafter referred to as “ZBPIM”).
5. The persons authorized to contact national and foreign entities in matters regarding the activity of the Station include the Station Manager, the Manager of ZBPIM and the Expedition Leader, or persons they have appointed.
6. Places at the Station or on board the expedition vessel chartered by IGF PAS are assigned by the Director of IGF PAS, or a person he has authorized to do so, on the basis of submitted applications. Applications for accommodation and use of the Station’s infrastructure or for a place on board the expedition vessel must be submitted with the use of appropriate forms available on the Station’s official website (www.hornsund.igf.edu.pl).

7. In situations when the number of applications for accommodation and use of the Station's infrastructure for scientific and research purposes or for places on board the expedition vessel exceeds the number of available places, the following are prioritized:
 - 1) work on projects co-funded by the Ministry of Science and Higher Education;
 - 2) work on projects co-funded by the European Commission;
 - 3) work on statutory tasks, projects and grants carried out by the employees of IGF PAS;
 - 4) work on projects and grants carried out by teams comprising the employees of IGF PAS;
 - 5) work on projects and grants financed by the National Science Centre and the National Centre for Research and Development;
 - 6) continued work on projects and grants conducted with the use of the Station's infrastructure;
 - 7) work on projects and grants conducted within the framework of the GeoPlanet Centre;
 - 8) work on other research projects and grants.
8. The planned scope of use of the Station's infrastructure must always be consulted with the Station Manager and the Manager of ZBPIM during the planning stage of scientific research work.
9. Monitoring data collected at the Station are shared with third parties on demand and according to the rules of data sharing for scientific purposes observed at IGF PAS. The template of application for access to data is available on the Station's official website.
10. Due to the fact that the Station is located within the South Spitsbergen National Park, all research projects conducted in the area must first be registered in the Research in Svalbard (RiS) database. Each stay at the Station and all activity in its vicinity require a permission of the Governor of Svalbard.
11. IGF PAS shall not consider applications for accommodation and use of the Station's infrastructure unless the research project has been registered in the RiS database.
12. The Station does not provide tourist services.

13. IGF PAS accepts no responsibility for the activity of polar expeditions to Svalbard organised by other entities.
14. Research and data analysis must not be financed from resources allocated for the maintenance of the Station (SPUB).
15. All persons conducting research at the Station participate in the cost of the use of the Station's infrastructure for the purpose of their research according to fees specified in the document "Participation in the cost of use of the Hornsund Polish Polar Station's infrastructure and the expedition vessel" approved by the Director of IGF PAN for the given year.
16. A record of accommodation and use of the Station's infrastructure is kept using documents approved by IGF PAS (appropriate record books for accommodation and use of the Station's infrastructure). Equipment and devices which are part of the infrastructure are made available on the basis of appropriate handover and return forms.
17. Unauthorized use of materials, equipment and devices which are part of the infrastructure is forbidden, unless it is done in case of emergency.
18. All persons staying at the Station are obliged to repair or cover the cost of any damage they cause. As a result, persons using the Station's infrastructure are recommended to take out appropriate civil liability insurance.
19. All persons staying at the Station are forbidden to conduct any business and service activities for commercial purposes.
20. All persons using the Station's infrastructure or scientific data collected at the Station are obliged to file a report no later than by the end of January of the year following the year in which they stayed at the Station or used scientific data collected at the Station. The report must include a description of key research results or developmental work, and estimate the cost of scientific research or developmental work conducted with the use of the Station's infrastructure or scientific data collected at the Station.
21. Failure to submit the report referred to in point 20 may result in not being granted access to the Station's infrastructure or scientific data collected at the Station in the future.

22. Apart from the report referred to in point 20, all persons using the Station's infrastructure or scientific data collected at the Station are also obliged to submit additional information regarding the use of the Station's infrastructure or scientific data collected at the Station. This includes, in particular, information regarding articles, monographs, presentations, posters, and popular science activities published, presented and undertaken within the given year.
23. Information referred to in points 20 and 22 must be sent to IGF PAS in electronic format (polar@igf.edu.pl).
24. Authors of articles or monographs written with the help of the Station's infrastructure or scientific data collected at the Station are obliged to include appropriate information in their publications, including the full name of the Station ("Polska Stacja Polarna Hornsund" in Polish or "Polish Polar Station Hornsund" in English) and IGF PAN ("Instytut Geofizyki Polskiej Akademii Nauk" in Polish or "Institute of Geophysics, Polish Academy of Sciences" in English).
25. All persons staying at the Station and using the Station's infrastructure must abide by the decision of the Expedition Leader and observe rules and safety regulations of the Station, and the directives of the Governor or Svalbard.
26. All persons staying at the Station and using the Station's infrastructure must have insurance which meets local requirements. Appropriate insurance must be obtained by the persons themselves or by the institutions sending them to work in the area of the Station.
27. Any acts or omissions committed by a person staying at the Station and using the Station's infrastructure are at the risk and responsibility of the person or the sending institution. All persons planning to stay at the Station must sign and submit a declaration to that effect according to a template approved by IGF PAS.
28. The responsibility for customs clearance and insuring the equipment to be used at the Station lies with the person or unit materially responsible for the equipment.

29. It is forbidden to install and leave any equipment in the area of the Station without obtaining a written permission from the Station Manager. A written permission for a long-term installation of equipment in the area of the Station can only be issued after receiving appropriate permits issued by the Office of the Governor of Svalbard.
30. All persons who leave equipment at or around the Station must mark it and pass on an electronic version of equipment specification along with information regarding its location (GPS coordinates) to the Station Manager. Unmarked equipment will be utilised by IGF PAS at the expense of the person who has left the equipment or the unit which has sent the person to work in the area of the Station.
31. Smoking is strictly prohibited in the Station's buildings. Failure to abide by this rule will result in immediate dismissal of the person at his or her own expense, regardless of the institution the person represents.
32. Failure to comply with safety regulations and the rules of social etiquette, posing danger to property and other people staying at the Station (especially as a result of alcohol consumption), and/or gross non-adherence to the orders of the Expedition Leader may result in immediate dismissal of a person at his or her own expense, regardless of the institution the person represents.