



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

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 “IG 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 IG PAS Polar Expedition.
4. The person responsible for the monitoring programme and scientific research work conducted at the Station is the Head of the IG PAS Department of Polar and Marine Research (hereinafter referred to as “ZBPiM”).
5. Persons authorized to contact national and foreign entities in matters related to the activities of the Station are employees of the organisational unit of IG PAS called "Polish Polar Station Hornsund" (hereinafter referred to as "ASH"), the Head of ZBPiM and the Expedition Manager or persons designated by them.

6. Places at the Station or on board the expedition vessel chartered by IG PAS are assigned by the Station Manager 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 should be submitted with the use of appropriate forms available on the Station's official website (www.hornsund.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 European Commission;
 - 2) work on projects co-funded by the National Science Centre (NCN), the National Centre for Research and Development (NCBiR) and the Ministry of Science and Higher Education;
 - 3) work on projects financed by international research networks in which IG PAS is a partner (including Svalbard Integrated Arctic Observing System and Interact Non-profit Association);
 - 4) work on statutory tasks, projects and grants carried out by the employees of IG PAS;
 - 5) work on projects and grants carried out by teams comprising the employees of IG PAS;
 - 6) work on projects and grants conducted within the framework of the GeoPlanet Centre;
 - 7) continuation of work on projects and grants conducted with the use of the Station's infrastructure;
 - 8) work on other research projects and grants.
8. Monitoring data collected at the Station are shared with external entities according to the rules of data sharing for scientific purposes in force at IG PAS.

9. Due to the location of the Station within the South Spitsbergen National Park, all activities in the area must first be registered in the Research in Svalbard (RiS) database, and accommodation and fieldwork in the area requires obtaining relevant permissions from the Governor of Svalbard's Office.
10. IG PAS shall not grant access to accommodation and use of the Station's infrastructure if the planned activities have not been registered in the RiS database and if the applicant has not applied for permission to conduct fieldwork to the Governor of Svalbard's Office.
11. The Station does not provide tourist services. Applications for transport or accommodation at the Station for tourist purposes will not be considered.
12. The confirmation of granting access for accommodation and use of the Station's infrastructure or for a place on board the expedition vessel is based on the relevant agreements concluded with IG PAS.
13. Prior to signing an agreement for accommodation at the Station, information on the project to be carried out using the Station's infrastructure must be provided to ASH, including:
 - 1) the name of the project;
 - 2) the name and contact details of the project leader;
 - 3) the type and reference number of the project and the name of the funding institution;
 - 4) the RiS number;
 - 5) project description.

The above information is annexed to the agreement referred to in point 12.

14. The acceptance of cargo for transportation on board the expeditionary vessel is carried out in accordance with the rules set out in the "Instructions for preparation, delivery and collection of cargo for the purpose of transportation on board the expedition vessel chartered by the Institute of Geophysics PAS" published on the Station's website.

15. IG PAS accepts no responsibility for the activities of polar expeditions to Svalbard organised by other entities.
16. Persons conducting research at the Station participate in the cost of the use of the Station's infrastructure for the purpose of their research in an amount specified in the document entitled "Participation in the cost of use of the Hornsund Polish Polar Station's infrastructure and the expedition vessel" for a given calendar year, published on the Station's website. The cost of using infrastructure not specified in the above document is agreed individually between IG PAN and the lending party concerned.
17. The planned scope of use of the Station's infrastructure must always be agreed on a case-by-case basis with authorised ASH staff.
18. Equipment, facilities and laboratories which form part of the Station's infrastructure are made available on the basis of applications submitted and accepted by an authorised ASH employee. Applications referred to above shall be submitted to ASH and must include at least:
 - 1) the purpose and dates of use of the infrastructure;
 - 2) list of persons who will use the made available infrastructure.
19. A record of accommodation and use of the Station's infrastructure is kept using documents in force at the Station (relevant record books for accommodation and use of the Station's infrastructure and equipment handover records).
20. All persons staying at the Station and using the Station's infrastructure shall obey the decisions and instructions of the Expedition Leader and comply with the regulations and safety rules applicable at the Station as well as with the directives and regulations of the Governor or Svalbard.
21. Before arriving at the Station, the persons using its infrastructure are obliged to get acquainted with the regulations in force received from an authorised employee of ASH and confirm this fact by signing the appropriate declaration on the form in force at IG PAS.

22. The rules for the use, access, record-keeping and storage of weapons and ammunition at the Station are set out in the document entitled "Rules and regulations regarding the use of firearms at the Hornsund Polish Polar Station" published on the Station's website.
23. Rules related to outdoor activities outside the Station's premises are contained in the document entitled "Outdoor safety procedures for persons staying at the Hornsund Polish Polar Station" published on the Station's website.
24. The liability for damages resulting from improper use of the provided Station's infrastructure shall be borne by the entities delegating persons using that infrastructure. These entities shall be liable for any damage caused to the provided infrastructure and are obliged to cover the costs of the damage caused.
25. It is prohibited to use the Station's infrastructure in a manner that increases the risk of damage to it and in a manner inconsistent with its intended use. It is also prohibited to carry out repairs to damaged infrastructure on one's own.
26. Unauthorized use of materials, equipment and devices which are part of the Station's infrastructure is forbidden, except when they are used for rescue operations.
27. Any commercial or service activities for profit are prohibited for persons staying at the Station.
28. All persons staying at the Station and using the Station's infrastructure should have insurance in accordance with Svalbard's requirements. Insurance is the responsibility of the persons or entities that have delegated them to work in the Station area.
29. 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 that person or the delegating entity.
30. Customs clearance and insurance of equipment used at the Station shall rest with the person or entity that is materially responsible for the equipment concerned.

31. 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 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.
32. All persons who leave equipment at or around the Station are obliged to mark them in accordance with the requirements of the Governor of Svalbard and to provide the Station Manager with written information about the left equipment together with information about its location (GPS position), with the provision that unmarked equipment may be dismantled and disposed of by IG PAS, and the cost of disposal will be borne by the person who left the equipment or the entity that delegated him/her to work in the Station area.
33. The acceptance of equipment for periodic storage at the Station may only be carried out in accordance with the rules set out in the "Rules and regulations for periodic storage of equipment at the depository at the Hornsund Polish Polar Station" published on the Station's website.
34. Smoking is strictly prohibited in all of the Station's buildings. Possession and use of illegal drugs and psychotropic substances is also prohibited on the Station premises. Failure to comply with the above prohibitions will result in immediate expulsion of the offender from the Station at his/her own expense, regardless of the institution the person represents.
35. Failure to comply with safety regulations and the rules of cultural coexistence at the Station, posing danger to property and persons at the Station, including those due to consumption of alcohol, as well as gross disregard to the orders of the Expedition Leader may result in immediate expulsion of the person concerned at his/her own expense, regardless of the institution the person represents.
36. Persons using the Station's infrastructure or scientific data collected at the Station are obliged to submit information on the results of their activities, in particular on publications, monographs, papers and posters and popular scientific activities.

37. The information referred to in point 36 shall be provided for a period of at least 5 years after the year in which the facilities of the Station or the results of measurements and observations made at it have been used. The aforementioned information shall be submitted to the Head of the ZBPiM and to ASH at polar@igf.edu.pl no later than the end of January of the following calendar year.
38. Failure to provide the information referred to in point 36 may result in not being granted access to the Station's infrastructure in the future.
39. 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 IG PAS ("Instytut Geofizyki Polskiej Akademii Nauk" in Polish or "Institute of Geophysics, Polish Academy of Sciences" in English).