

Rules for access and use of the infrastructure and resources of the Polish Polar Station Hornsund in Spitsbergen

§ 1. General provisions

1. The Stanisław Siedlecki Polish Polar Station Hornsund in Spitsbergen (hereinafter referred to as the “*Station*”) is an organizational unit of the Institute of Geophysics of the Polish Academy of Sciences in Warsaw (hereinafter referred to as “*IGF PAS*”).
2. The Station conducts continuous monitoring by recording of selected geophysical fields and environmental parameters.
3. The primary task of the Station is to enable the conduct of interdisciplinary scientific research conducted by Polish and international research teams.
4. The Station does not conduct or facilitate commercial activities.
5. Supervision over the Station’s infrastructure and its operation is exercised by the Station Leader in Warsaw, who is the direct superior of the Leaders of subsequent Polar Expeditions of IGF PAS.
6. Substantive supervision over the monitoring program conducted at the Station and over scientific-research activities carried out using the Station’s infrastructure is exercised by the Head of the Department of Polar and Marine Research of IGF PAS (hereinafter referred to as “*DPMR*”/ZBPiM).
7. Persons authorized to contact domestic and foreign entities regarding activities related to the Station are employees of the organizational unit of IGF PAS called “Polish Polar Station Hornsund” (hereinafter referred to as “*PPSH*” or “*Station*”), the Head of DPMR/ZBPiM, and the Expedition Leader or persons appointed by them.

§ 2. Administrative matters

1. A place at the Station or a place on the expedition ship chartered by IGF PAS is assigned by the Station Leader on the basis of submitted applications. Applications for stay and use of the Station’s infrastructure

or for places on the expedition ship must be submitted on appropriate forms published on the Station's official website (www.hornsund.pl).

2. Due to the Station's location within the South Spitsbergen National Park, any activity in its area must be preceded by registration in the database *Research in Svalbard* (RiS), and staying and conducting fieldwork in the Station's area requires the approval of the Governor of Svalbard's Office.
3. IGF PAS does not assign places for stay or use of the Station's infrastructure if the planned activities are not registered in the RiS database and if their executor has not applied for approval for conducting fieldwork from the Governor of Svalbard's Office.
4. The number of places available for scientific-research groups depends on the implementation of maintenance and repair plans and investment plans.
5. In the case that the number of applications for stay and use of the Station's infrastructure for scientific-research purposes or for places on the expedition ship exceeds the number of available places, the following priorities for assignment are established in the order listed below:
 - 1) implementation of grants and research projects co-financed by the European Commission;
 - 2) implementation of grants and research projects financed by the National Science Centre, the National Centre for Research and Development, and co-financed by the Ministry of Science and Higher Education;
 - 3) implementation of grants and research projects within competitions financed by international research networks of which IGF PAS is a partner;
 - 4) implementation of statutory tasks, grants, and research projects carried out at IGF PAS;
 - 5) implementation of grants and research projects carried out within a consortium with IGF PAS;
 - 6) implementation of grants and research projects by members of the Polish Polar Consortium;
 - 7) implementation of grants and research projects by members of the GeoPlanet Centre;

- 8) implementation of research grants and projects by members of the Svalbard Integrated Arctic Observing System (SIOS);
- 9) continuation of research grants and projects using the Station's infrastructure;
- 10) implementation of other research grants and projects;
- 11) implementation of non-commercial non-research projects (e.g., films, popular science articles, artistic activities).

§ 3. Organizational matters

1. The Station does not serve tourist traffic. Applications for transport or stay at the Station for tourist purposes will not be considered.
2. Confirmation of the provision of a place at the Station or on the expedition ship is by appropriate agreements concluded with IGF PAS.
3. Before concluding an agreement for a stay at the Station, information about the project to be carried out using the Station's infrastructure must be submitted to PPSH based on the provided form, containing:
 - 1) the project name;
 - 2) the name of the unit implementing the project as the leader;
 - 3) the names of the units that are members of the project consortium;
 - 4) the name and contact details of the Project Manager;
 - 5) the type and number of the project, the name of the funding institution, the amount of project funding;
 - 6) RiS number;
 - 7) project description;
 - 8) planned activities based on the Station.

The information about the project carried out using the Station's infrastructure constitutes an annex to the agreement referred to in paragraph 2.

4. Cargo reception for transport by expedition ship is carried out according to the rules specified in the "Instructions for preparing, delivering, and receiving cargo for transport by expedition ship chartered by IGF PAS" published on the Station's website.

5. IGF PAS is not responsible for the activities of polar expeditions in Svalbard organized by other entities.
6. The Station Leader has the right to issue orders to all persons staying at the Station regarding the daily functioning of the Station.
7. Researchers at the Station share the costs of using the Station's infrastructure for their research, in amounts specified in the document titled: "Cost share for the use of the infrastructure of the Polish Polar Station Hornsund and the expedition vessel"
for the given calendar year, published on the Station's website. The cost of using infrastructure not specified in the above document is agreed individually between IGF PAS and the renting entity.
8. The planned scope of use of the Station's infrastructure must be agreed each time with the Station Leader.
9. Equipment, devices, and laboratories forming part of the Station's infrastructure are made available based on submitted and approved requests by the Station Leader. Requests referred to above are submitted to PPSH and must include at least:
 - 1) the purpose and date of using the infrastructure;
 - 2) a list of persons who will use the shared infrastructure.
10. Stay and use of the Station's infrastructure are recorded using documents in force at the Station (appropriate stay control cards and equipment rental records as well as equipment handover protocols).
11. Persons staying at the Station and using its infrastructure must comply with the decisions and orders of the Expedition Leader and observe the provisions of the regulations and safety rules in force at the Station, as well as the regulations and ordinances of the Governor of Svalbard.
12. Before arriving at the Station, persons using its infrastructure are required to familiarize themselves with the regulations in force, provided by an authorized employee, and confirm this by signing the appropriate declaration form used by IGF PAS.

13. The rules for using, sharing, recording, and storing weapons and ammunition at the Station are defined in the "Regulations for the use of armament equipment at the Polish Polar Station Hornsund" published on the Station's website.
14. The rules related to leaving the Station area are included in the document entitled "Procedures related to going into the field for persons using the infrastructure of the Polish Polar Station Hornsund" published on the Station's website.
15. Responsibility for damage resulting from improper use of the Station's shared infrastructure lies with the entities delegating persons using this infrastructure. These entities are responsible for any damage caused to the entrusted infrastructure and are obliged to cover the damage caused.
16. It is forbidden to use the Station's infrastructure in a way that increases the risk of damage and in a way inconsistent with its intended purpose. It is also forbidden to carry out repairs of damaged infrastructure on one's own.
17. Unauthorized removal of materials, equipment, or devices constituting the Station's infrastructure is not permitted, unless they are used in a rescue operation.
18. Any commercial and service activities for profit by persons staying at the Station are prohibited.
19. All persons staying at and using the Station's infrastructure should have insurance in accordance with the requirements in force in Svalbard. The insurance is the responsibility of those persons or the units that delegated them to work in the Station area.
20. All actions and omissions during the stay of a person using the Station's infrastructure are undertaken at the risk and responsibility of that person or the unit that sent them.
21. Customs clearance and insurance of equipment and apparatus used at the Station rest with the person or entity financially responsible for the equipment.
22. It is prohibited to install and leave any devices in the Station area without prior written approval from the Station Leader. Approval of the Station Leader for

permanent installation of devices in the Station area is granted upon presentation of appropriate permits issued by the Governor of Svalbard's Office.

23. Persons who leave equipment and apparatus in the Station area are obliged to mark them in accordance with the requirements of the Governor of Svalbard's Office and to provide the Station Leader with written information about the left equipment along with its location (GPS position), technical documentation of the left equipment (at least a diagram/plan and installation elements, principles of operation, performed measurements).
24. Any found equipment that is unmarked and placed contrary to the requirements of the Governor of Svalbard will be reported to the Governor's office with information that at its request, it may be dismantled and disposed of by IGF PAS-. The cost of disposal shall be borne by the person who left the equipment or the unit that delegated them to work in the Station area.
25. The acceptance of equipment and gear for temporary storage at the Station may only be carried out under the rules specified in the "Regulations for the acceptance and storage of equipment and gear for temporary storage in the Deposit Warehouse at the Polish Polar Station Hornsund" published on the Station's website.
26. Smoking is strictly prohibited in all rooms of the Station. It is also prohibited to possess and use illegal narcotics and psychotropic substances on the Station's premises. Failure to comply with the above prohibitions will result in immediate expulsion of the person violating the ban from the Station at their own expense, regardless of the unit they represent.
27. All persons staying at the Station are required to comply with the generally accepted safety principles and cultural coexistence rules in the Station. Night quiet hours at the Station are from 22:00 to 06:00. During the performance of official duties on the Station premises, the consumption of alcohol and other intoxicants is strictly prohibited. There is also a total ban on performing official duties and going into the field under the influence of alcohol. In case of suspicion of non-compliance with this regulation, the Expedition Leader has the right to conduct a sobriety check. Creating danger to property and persons staying at the Station, including that resulting from the consumption

of alcohol or other intoxicants, as well as gross disobedience to the orders of the Expedition Leader, will result in the immediate expulsion of that person from the Station at their own expense, regardless of the function held or the unit they represent.

28. Persons using the Station's infrastructure are required to submit a report on the work carried out. The report should be submitted no later than the end of January of the following calendar year. The report should include at least:

- 1) the project name;
- 2) the name of the entity implementing the project as the leader;
- 3) the name of the entity that is a member of the consortium for project implementation;
- 4) the name and contact details of the Project Manager;
- 5) the type and number of the project, and the name of the funding institution;
- 6) the amount of project funding;
- 7) RiS number;
- 8) project description;
- 9) the composition of the research team conducting work at the Station, along with the names of the entities they represent;
- 10) activities carried out based on the Station.

Failure to submit the report by the specified deadline will result in not being granted a place at the Station in subsequent years.

29. Persons using the Station's infrastructure or the results of monitoring conducted at the Station are required to submit information on the outcomes of activities carried out based on it, particularly concerning publications, monographs, papers, and posters, as well as popular science activities.

30. The reports referred to in section 28 must be submitted for a period of at least 5 years from the year in which the Station's infrastructure or the results of measurements and observations conducted there were used. The above information should be submitted to the Head of DPMR (ZBPiM) and to

PPSH at the address: polar@igf.edu.pl no later than the end of January of the following calendar year.

31. Authors of publications and monographs prepared using the Station's infrastructure or the results of measurements and observations conducted there are required to include appropriate information on their use, containing the full name of the Station. "This study was conducted based on the Stanisław Siedlecki Polish Polar Station in Hornsund infrastructure, at the Institute of Geophysics of the Polish Academy of Sciences, financed by the Ministry of Science and Higher Education." (En. „This study was conducted based on the Stanisław Siedlecki Polish Polar Station in Hornsund infrastructure, at the Institute of Geophysics Polish Academy of Sciences, financed by the Polish Ministry of Science and Higher Education.”).
32. The entire area of the Station (i.e., in the “Polish Polar Station Hornsund”) is treated as a workplace within the meaning of the Labor Code for the entire expedition team operating and staying on its premises and for other employees of IGF PAS.