



Archipelagos Institute of Marine Conservation



PLACEMENT GUIDE

2013

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IN ORDER TO HAVE A SUCCESSFUL COLLABORATION, PLEASE READ THE PLACEMENT GUIDE CAREFULLY. IT IS IMPORTANT TO UNDERSTAND AND ABIDE BY THE POLICIES AND PROCEDURES SET BY ARCHIPELAGOS BEFORE COMMITTING TO A PLACEMENT.

This guide provides participants with information on Archipelagos' Policies and Procedures. As a participant in Archipelagos' placement, you are expected to abide by these policies if and when they relate to you. It is recommended that you spend time reviewing this guide to become familiar with its contents.

This Guide is not an employment contract. The Policies and Procedures described in this guide may be changed, modified, or eliminated at any time by Archipelagos. All participants join Archipelagos on an at-will basis and may resign or have their placements terminated at any time.



Introduction

Archipelagos, Institute of Marine Conservation is a Greek, non-profit, non-governmental, environmental organization, based on the Eastern Aegean islands. Archipelagos was founded in 1998 by Thodoris Tsimpidis, with the mission to conserve the marine and terrestrial environment of the Mediterranean through research and education, focusing on the Aegean Sea.



The Aegean Sea is a region of special biodiversity, both marine and terrestrial. The scientific community and the wider public are generally unaware of the conservation value

of this region and the factors that threaten it. Consequently no real efforts are being made to protect this natural resource.

Unfortunately the majority of organisations and individuals working for the protection of the environment are mainly involved in the bureaucracy or PR of conservation, while working and living in city centres. Archipelagos was created to address the need for an organization to actively work for the environment of the Greek seas and islands and is not affected by bureaucracy. Archipelagos has created an environment where scientists can devote time and effort to a common goal, with no personal profit or ambitions, but for the conservation of the natural environment.

Archipelagos' work uses **scientific research** as a “tool” for assessing the environmental importance of ecosystems and the factors impacting them. The data collected is then used for the development and application of management measures and practices, in close collaboration with the local communities. Research focuses on the marine and terrestrial environments of the eastern Aegean.





Placements are offered in a variety of disciplines and involve a wide range of practical and research work. During the placements, participants can utilize the knowledge and experience obtained from their university degree and other work experience. This will aid them in experimental design and data collection, preparation of reports and designing of environmental awareness material. This will support Archipelagos' wide range of research and conservation projects.

Placement Type:	Placements are offered to recent graduates and students of:
Environmental Research	<ul style="list-style-type: none"> • Marine & Environmental Sciences; • Biology, Chemistry; • Geology, Geography & Agronomy; • Engineering, Computer Sciences; • Law
Educational, Awareness-raising and Promotional Material Production	<ul style="list-style-type: none"> • Journalism • Education • Multimedia; Graphic Design & Fine Arts; • Photography & Film making • Fundraising • and other related subjects



Working across such a broad diversity of fields can be complicated and very demanding, but provides a good understanding of the natural habitats and the factors threatening them. The scientific study of the environment is fascinating, but it may prove unusable for conservation if the obtained information is not communicated in the **correct manner** to the local communities (i.e. to those who inevitably influence the local natural ecosystems). For this reason, Archipelagos carries out work within local communities, developing environmental awareness through a range of informative activities for various stakeholder groups and schools, as well as a wider public audience.



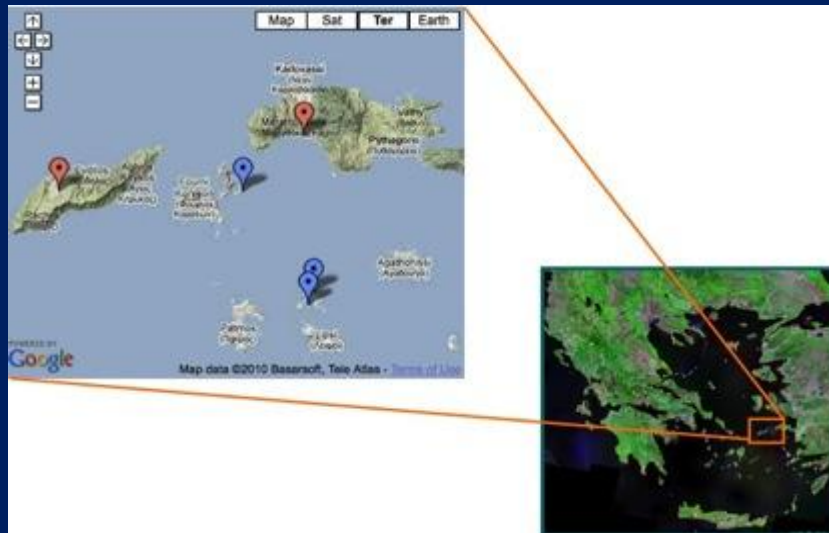
The results of Archipelagos' research are also presented as scientific reports to the relevant national and EU authorities, as well as through scientific publications and articles and interviews in the main Greek media. This ensures that information regarding issues related to environmental conservation is appropriately communicated to the local communities and authorities, the wider public, and the scientific community.

In this way, with very limited financial resources but much hard work, Archipelagos provides an understanding of the biodiversity of the marine & terrestrial environment of the Greek seas and islands, but also implements all actions necessary for its conservation.



Archipelagos' Bases / Stations

The placements with Archipelagos take place at one or more of the following **Research Bases & Stations**:





Headquarters and Study Centre – Vathi, Samos

Archipelagos' headquarters and Study Centre are located in Vathi (or Samos town), the capital of Samos. It is housed in a neoclassical building provided to Archipelagos by the University of the Aegean. Main admin offices and certain labs are based here.

Coastal ecosystem and Terrestrial Research Base, Mesokampos, Pythagorio

The coastal ecosystem and terrestrial research base of Archipelagos is located in Mesokampos, Pythagorio, on the southeast coast of Samos island. The base provides offices, simple research laboratory, a computer room, library - presentation area, kitchen, as well as dormitory-type accommodation and board facilities. The majority of placements are located mainly here.



Samos Island

Samos is in the East part of the Aegean Sea, close to the Asia Minor coastline. The population of the island is approx 34000 inhabitants. The capital is Samos Town, also known as Vathi, and main smaller towns are Karlovasi, Pythagoreio and Marathokampos. Samos is a mountainous island and has two high mountains. The first one is the rough and rocky Kerkis (or Kerketeus) with a height of 1443 meters and the second is the verdant and fertile Ambelos (or Karvounis) with a height of 1160 meters. The Samian climate is, typical of Greek islands, hot during the summer and generally mild in the wintertime, though can get really cold at times. North wind is the prevailing wind in Samos and during summer it blows almost constantly cooling the island. South winds that carry most of the

rain, blow mainly during the winter period. The island has one of the longest periods of sunshine in Greece. (For more information: <http://www.samos.gr/index.php>)

Fisheries Research station – Fourni island

Fourni is a small island complex, located between Ikaria and Samos. The landscape is dominated by cliffs ending in fiord-like bays. The local community of Fourni, consisting of about 1300 inhabitants, is one of the few purely traditional fishing communities of the Aegean. Most of the island complex is uninhabited and has a history of piracy until the 19th century. Participants work closely with the local fishing community in order to create the first co-managed fisheries protected area in Greece.

It is very important that all team members based here respect the relationship which has been formed to retain the confidence and trust of the local community, therefore only selected members of the Archipelagos team will be part of this important project.

Stations in the islands of Ikaria, Patmos, Arki, and Marathi islands are only open at certain times of the year.



Forestry and Agronomy Research base, Kastanies, Rahes

The Forestry and Agronomy research base is located in the village of Kastanies, Rahes, on the island of Ikaria. The base provides offices, simple research laboratories, a computer room, library - presentation area, kitchen, as well as dormitory-type accommodation and board facilities.



Ikaria Island

The island of Ikaria, in the Greek eastern Aegean Sea is characterised by a unique natural environment, which includes a rare combination of Mediterranean ecosystems. The island is mountainous, and consequently has many streams and lakes as well as large and diverse forests. The marine environment of the region supports populations of many protected species and the littoral zone supports rich and diverse ecosystems.

Ikaria has a population of about 8,300 inhabitants, a large number of which follow the traditional island way of life. The main livelihoods are agriculture, livestock farming and, to a lesser degree, fisheries. Part of the local population also works in the tourist industry, but the tourist development of the island lacks both infrastructure and local planning. The natural environment of the island remains relatively unspoilt; having suffered only limited anthropogenic impact. (For more information: <http://www.icaria.gr/En/en.html>.)

Stations in Patmos, Arki, and Marathi islands for the research of coastal biodiversity and sustainable development.

Patmos

Patmos is the northernmost island of the Dodecanese, with a population of about 3.000 inhabitants. The landscape features low barren hills and many picturesque bays and coves. The island is famous worldwide for its historic centre Chora, which along with the Monastery of Saint John the Theologian and the Cave of the Apocalypse, have been declared World Heritage Sites by UNESCO. Patmos is a very popular tourist destination both as a religious pilgrimage site as well as for its wild and untouched natural beauty.



Arki

Arki is a small island in the North Dodecanese Island Complex, located in close proximity to the neighboring island of Marathi. It has a population of 45 inhabitants. This research station is predominantly used for marine research. It is a region that is quite unique and unspoilt and boasts a high marine biodiversity.



Marathi

Marathi is a very small islet close to Arki, having 3-5 permanent inhabitants. In Marathi the local authorities have provided Archipelagos with the use of an environmental observatory.



Placements

A participant is defined as an individual who is donating her/his service to Archipelagos under staff supervision. Participant positions provide Archipelagos with administrative, educational, and research assistance. A participant is not an employee of the organization, nor can s/he represent herself/himself as such. Participants do not receive financial compensation for services provided to the organization.



Participants are screened by Archipelagos' staff, during a 15-day trial period, to determine in what capacity they can best serve the organisation's needs. Each participant is oriented by his/her coordinator to the work tasks with which s/he will be involved. Participants may attend weekly meetings. All participants should be willing and able to take over other responsibilities at any time. Being flexible is very important when working at Archipelagos as schedules and agendas can change rapidly.

A participant may be discharged if it appears that this action best serves the needs of the program. In this case, the coordinators/directors and the participant will arrive at a termination schedule that is best suited to the needs of the program and the participant.

Terms of Placement

Hours of Work

Participants are required to work for the placement 5 days a week, 8 hours per day, from 9:00 am to 13:00 pm and from 14:00pm 18:00 pm. The exact working hours may change at different seasons of the year and may also vary greatly during research trips and field surveys; therefore the participants are required to be flexible. Archipelagos expects each participant to be on time for work each day.

Depending on the needs, the occasions and the incidents related to overall Archipelagos' work, some weekends can be assumed as working days.

Holidays

The participant is entitled to take one week's holiday for every 3 months of work. The dates of the holidays must be agreed in advance with Archipelagos' staff.

If placements coincide with seasonal breaks (i.e. at Christmas and Orthodox Easter) when Archipelagos bases and stations are closed, it is expected that the participant will take said holidays during this period.

Time Record

All participants must record their hours worked with a description of the work conducted and submit it to their coordinator on a weekly basis. The coordinator will review these reports regularly.

Professional Code of Conduct

All participants of Archipelagos are expected to present and conduct themselves in a professional manner when performing their job duties and responsibilities. In order to represent Archipelagos properly, participants are expected to dress neatly and appropriately and to conduct themselves with politeness and decorum when interacting with local communities, authorities, state officials and any others with whom they may have direct personal contact. Archipelagos participants are obliged to render honest, efficient, and courteous service throughout their tenure with Archipelagos. As an environmental organization it is necessary to understand and implement certain related ethical and moral standards.

Confidentiality Clause

All occurrences, activities, and discussions related to Archipelagos shall be kept in strict confidence under the laws hereby noted in the country of Greece, unless written permission is given to an individual or group to make such public knowledge.

Costs / Payments

Regarding the cost, as a non-profit organisation working on a very small budget, Archipelagos cannot afford to provide financial support to participants. However Archipelagos provides indirect help making all necessary arrangements so that the participants have minimal living and working expenses during their placement. Therefore, in order to cover the costs of accommodation, full board and other necessary living as well as working expenses, participants pay a participation fee of € 650/month to Archipelagos.

Although a basic living accommodation is included in the Archipelagos fee, we highly encourage those participants who are not used to very basic and shared accommodations (e.g., room shares with 2-3 persons and without a/c during the hot Greek summer) to consider staying in one of the local pensions or hotels that are within walking distance to our research base and offer discounted, inexpensive accommodation prices to Archipelagos' participants.

If a participant does select to rent a private accommodation, this must be paid for in addition to the monthly participation fee and prior to the state of the Placement.

Payments can be made by bank transfer to Archipelagos' account, (after each transfer please give us the relevant receipt or transfer details), or by cash.

Archipelagos' bank account details:

Alpha Bank Branch: 785 (Evdilos, Ikaria, Greece)

Ac/no: 785-002002-002828

Account Holder: Archipelagos, Institute of Marine & Environmental Research of the Aegean Sea

IBAN GR4901407850785002002002828

Swift Code CRBAGRAAXXX

Orientation / Trial Period:

On all placements, the first 15 days are seen as a trial period. Within this time, Archipelagos reserves the right to terminate the placement if it is decided that the participant does not possess the correct skills for the placement applied for, their behaviour during this time is seen as inappropriate, or the participant does not feel that the placement is suitable for them. The participant will then be required to pay the fees for these 15 days only (or the exact number of days of his/her participation).

Participant Grievance Policy:

Archipelagos encourages open communication among staff and participants. It is hoped that participants will feel free to share constructive feedback and criticism regarding our programs. A participant's status will not be at risk, nor will s/he face disciplinary action if feedback or grievances are expressed in an appropriate manner.

The participant should first make an attempt to resolve the issue with her/his coordinator.

Termination Procedure

In the event that the participant does not comply with the obligations arising from this agreement, Archipelagos is entitled to terminate the present agreement with immediate effect. Such termination will be communicated in writing.

After the termination of the placement return travel arrangements need to be arranged at the earliest possible date. Any activities carried out by the participant that are deemed by Archipelagos to impair the organisation's reputation within the local community leading to its defamation, will result in legal proceeding against the participant who has instigated such behaviour. This procedure is to defend the reputation of Archipelagos that has been built up over the years with the local communities.

In the event that the participant decides to reduce the duration of the Placement and/or terminate the Placement, he/she must notify Archipelagos immediately and in no event less than one month in advance from the desired date of departure, so that a replacement is arranged for this participant position. If the participant notifies Archipelagos of a reduction in the duration and/or the termination of the Placement less than one month in advance, then s/he will be expected to pay the full participation fee for the entire month.

Substance Abuse, Alcohol Abuse

In compliance with Greek and E.U. Law, Archipelagos forbids the involvement of participants in the manufacture, distribution, dispensing, possession or use of a controlled substance during their participation in Archipelagos' activities. Alcohol abuse is prohibited. A participant whose use of alcohol affects the reputation of Archipelagos to the local communities will be disciplined, including suspension or termination.



General Information about the Area

Hospitals

On the island of Samos, there is a hospital in Vathy, as well as a medical centre in Karlovasi. An additional small medical centre is located in Pythagorio.

Fourni island has a small health centre available whilst Ikaria, has a hospital at Agios Kirikos, as well as small medical centres in Rahes and Evdilos.

Arki and Marathi do not offer medical facilities, however the nearby island of Lipsi provides a small health centre.

Severe cases that cannot be dealt with on the islands will be transferred by helicopter to a hospital in Athens, or nearby islands.

Buses

Samos: There are regular buses between Vathy and Pythagorio and other parts of the island throughout the year. These mainly run on weekdays and rarely on the weekend.

Fourni: There are no buses on island of Fourni.

Ikaria: Throughout the year, there is a daily bus between Rahes and Agios Kirikos, becoming more frequent during summer months.



Phone Facilities

In the bases of Ikaria and Samos, local pay phones are available, however it is advisable that participants purchase a Greek SIM card for mobiles (price around 5 euros, best coverage is normally provided by “Cosmote”), with top up facilities available from local shops.

Shops, Tavernas and Cafés

Near the bases of Samos, Fourni, Ikaria and Patmos there are small local shops where necessities and craved items can be purchased. There is also a small selection of tavernas and cafés within walking distance. In larger villages nearby there are stores that

offer a wider selection of goods, pharmacies and a larger choice of tavernas. Note that in winter months several tavernas and shops may be closed.

Near the station of Arki there is a small local store. There are daily boat connections (weather permitting) that deliver a larger variety of goods from nearby islands. . There are also local tavernas for dining out.

The station of Marathi has no shop facilities. Marathi has three local tavernas open during the summer months.

Participants' Personal Work

The content of the participants' personal work will be agreed on according to their knowledge and capabilities in combination with the current research/conservation needs. During the first few weeks, participants will be introduced in the various aspects of the work and thereafter, will be expected to produce a detailed research/work plan that will describe the activities to be carried out, the methodologies to be used and the analysis methods of the results, in order to clearly define the content of the work. The participant's coordinator will be available to provide assistance for the preparation of the research/work plan.

The research plan/ plan of work is discussed, approved and followed, with a report being written at the conclusion of the research work.

The necessary background level expected is:

- Knowledge obtained from a university degree, or studying towards a degree, related to the field of placement
- Good knowledge of spoken and written English language
- Good physical condition to carry out the necessary field work
- Good knowledge of computer use (word processing and data analysis) and of any other specific work necessary for each placement category.



General work

At times various general work comes up, during marine or terrestrial surveys or conservation projects, which requires help from all members of the team.

Of course we all share the general every-day tasks for the land bases and boat (cleaning, cooking, repairs).

It is essential for people to collaborate and create a good working atmosphere. In this way, Archipelagos' team will be able to carry out its effective and respected work. Be aware that there are large numbers of applications for the placements, therefore Archipelagos expects successful applicants to make the most of their opportunity. From past experiences, those who joined with the intention to have a relaxing time on a Greek island, could not fit within the team, and were hence requested to leave. Due to the nature of Archipelagos' work, the accommodation facilities are simple but adequate.

All team members work very hard and consequently are expecting productive work from all those who join the organisation.



Both fieldwork and office work are necessary. Ideally 50% of the time is devoted to fieldwork and 50% of the time is devoted to office work (varying of course according to the type of work each is involved in). At times when the weather conditions are bad, participants can have several weeks of office work, and during periods of good weather conditions participants can have several weeks of fieldwork.

Professional Development

For those who enjoy this work, the positive points are many. Here we will just mention a few:

- The unique chance to work in real conditions of research for conservation, close to the environment and away from city centres and scientific bureaucracy.

- Studying highly biodiverse ecosystems of freshwater, marine and terrestrial environment, and carrying out work, which will be used for their protection.
- Living close to a unique natural environment and to the local communities of the islands.
- The opportunity to participate in projects that you would not normally have the chance to.

As a result of all the above, participants gain knowledge and experience that will prove to be a strong background for their further professional development in their field of expertise.

Reports / Progress

All participants must turn in weekly progress reports to Archipelagos staff, and ensure that all deadlines are met so that Archipelagos can meet all its requirements and obligations regarding research and conservation. It is the accountability and responsibility of each person to conduct his/her job effectively. The success of Archipelagos' programs will not be documented if all efforts and activities are not tracked and logged. While this may sound like demanding work it is very important to the future growth of Archipelagos. Ideas are encouraged from all people associated with the Institute but each idea must be thought out and documented in a proposal format whereby it will be approved by staff.

Intellectual Property and Copyright of Work

Archipelagos receives many requests for use of the materials in its archives that have resulted from its years of research. To expedite the use of these materials, to make sure that the work of the many individuals who have contributed to them is properly credited, and to ensure that all usages adhere to Archipelagos' standards, several policies and procedures are being followed.

To maintain the organisation's obligations to the researchers, staff and participants who have worked to produce and analyze the data, work resulting from Archipelagos unpublished data must bear the Archipelagos name and logo. In practical terms this means that Archipelagos maintains intellectual control of publications coming from unpublished data and materials. To maintain this control, Archipelagos has adopted the

following policies and procedures regarding access to its data and materials by other entities intellectual control of publications coming from unpublished data.

The points below concern the use of intellectual properties that are commonly produced by participants working with Archipelagos:

1. Information and materials which are collected principally for use as scientific data. This includes, but is not limited to, field notes, maps, drawings, and all other written or printed materials containing data, sound recordings, digital photographs and slides, video and digital footage, graphics made for Archipelagos work, and all other images stored electronically now or in the future, as well as biological and oceanographic specimens not specifically excluded by prior agreement.
2. Such materials belong to Archipelagos and are not the property of the individuals who collected or produced them and may not be distributed without written permission from Archipelagos.
3. Materials and information resulting from analyses of data referred to in section 1.
4. Images, notes and recordings obtained in the course of expeditions by Archipelagos but for which the principal intent in collecting the materials was not as data but rather for other purposes (such as use as illustrations or recordings in books, magazines, lectures, films, etc.).
5. Archipelagos is obliged to mention the names of all staff/participants whose work is included in any publication or official presentation. The extent to which the said presentation and/or publication is based on the staff/participants work will be mentioned as appropriate.

At the end of the participant's placement, Archipelagos will give the participant a copy of the work s/he has produced, in electronic form. This information will be strictly for personal use, and under no circumstances can it be used by the participant or be given to any third party, for public, commercial or any other use without the prior written permission of the Archipelagos.

Access to Data by non-Archipelagos' staff

- Work done with Archipelagos data must be done in collaboration with Archipelagos and researchers doing such work must agree to the principle that they will be held to the same degree of accountability as if they were employees of Archipelagos.
- Authorship of publications resulting from analysis of unpublished data will usually include at least one Archipelagos scientist. The order of authors will be decided after

discussions among principal members involved in the research. Permission to use the data will not be given until the details of authorship have been approved in writing by Archipelagos.

- Before material resulting from unpublished data is presented at any meeting or is submitted to any publication it must have written approval of Archipelagos scientific personnel. Approval will not be unreasonably withheld, and will be given on a case-by-case basis after an application is submitted.
- Once a collaborator has published work they cannot assume that the data used in the analysis has become theirs to give to other workers (although recommendations they may wish to make regarding such a move will receive serious consideration).
- The specific data to be used in the analysis and included in publications must be approved by scientific personnel at Archipelagos, before permission to use that data is granted. If, in the course of analysis, collaborators wish to publish more than was originally agreed upon they may do so only after receiving written approval from Archipelagos.

Archipelagos' Team

During the time of the placement, the participants are members of Archipelagos' crew and will be known as such by the local communities of the islands where they work.



Being a member of Archipelagos' team means that:

1. The basic rule that SAFETY COMES FIRST is always followed. Actions that may put oneself or others in danger should by all means be avoided.
2. As mentioned above, Archipelagos work is carried out with very limited financial resources. Participants and staff need to be very careful with the equipment and tools that are used. Nevertheless, when participants need to utilise any equipment, they are shown the safe way of usage to prevent damages. Participants who are unsure about

the correct usage of any equipment are expected to ask their coordinators for assistance.

A general rule that applies to all staff and participants is that if for some reason somebody damages or loses some equipment, s/he will be expected to replace it.

3. Behaviour of staff and participants towards the locals should be decent and respectable at all times. While in any contact with the local communities, all members of Archipelagos' crew should be giving a decent, and serious image at all times, whether working in the field or out in the taverna at night. Any insulting behaviour towards the locals or inappropriate behaviour in a public place, by any member of Archipelagos' crew would be giving a bad reputation to the organisation and its work, and could even disable conservation work within that community.

Any insulting or inappropriate behaviour of a participant towards the locals could result in termination of a placement.

4. It is important to present oneself appropriately as far as clothes, hairstyles, etc are concerned, as anything extreme can also cause problems in communication with local communities.

It is just a matter of common sense, the locals are not strange, they are traditional people, and participants frequently develop a friendly relationship with them. The following should always be followed:

- Participants should never be involved in an argument with the locals, even for matters that have to do with environmental protection. These need "special handling", which participants do not have the experience in. The staff should be informed as soon as possible for any such issue.
- The local traditions or religious beliefs should not be insulted in any way.
- Alcohol should only be consumed in moderation.

Working and Living with Archipelagos

Working and living in a field research station in an eastern Aegean island is a unique experience. When one plans to do so, s/he needs to make **sure that s/he can enjoy living with very simple facilities, otherwise it can become tiring**. There are many people who cannot cope with this way of life and should not pursue such a placement, but those who enjoy it find it a unique experience.



The way of life with Archipelagos is neither extreme nor dangerous; it is simple and those joining the organisation truly enjoy the work done as well as living close to nature and the local communities. This is not necessarily easy; and participants intending to join Archipelagos in a placement should be greatly motivated about the work involved.

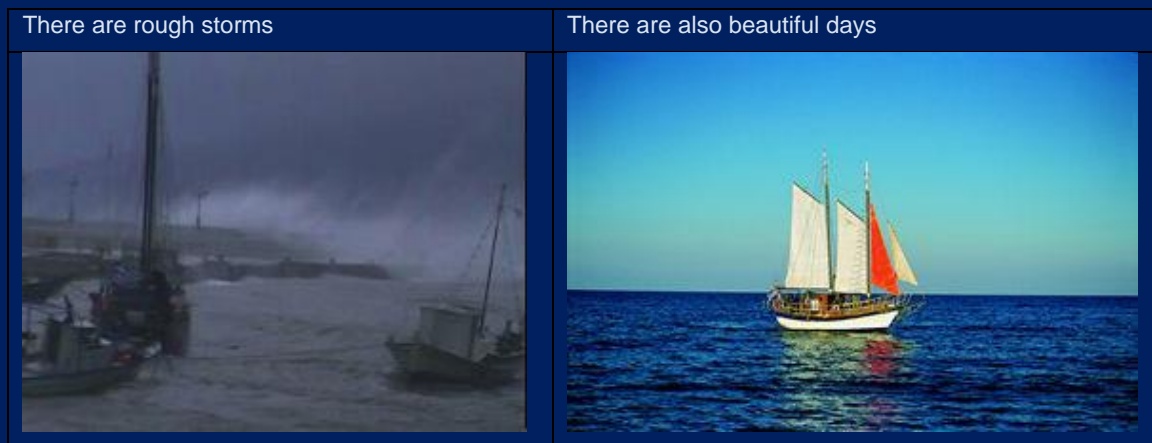


The main prerequisites are to:

- Enjoy the work.
- Enjoy living in the simple conditions of a field research station, where accommodation and board are adequate but simple.
- Enjoy living as part of a team, together with other young scientists, from different countries, adapting to the limited personal space and time.
- Enjoy living in a small community and close to nature.
- Be prepared that the weather conditions can be at times very severe and cause adjustments to the way of life and work.
- Be prepared that you will have to live and work with many people, in order to achieve a common aim: the protection of the natural environment of the Greek seas and islands.

Bear in mind that participating in Archipelagos is international, which means one may find him/herself in a big variety of cultures among colleagues. It is expected that participants will respect any cultural differences and attempt to overcome any difficulties.

NOTE: Of course participants will not be forced to do something that they cannot; they are expected, however, to make the most of this type of work.



Accommodation & Meals

A. Accommodation

During the placement, participants stay in accommodation facilities in/near one of Archipelagos' land bases/stations. Accommodation facilities are simple, consisting of bedrooms each shared between 2-4 people (single sex rooms), and a common room with a kitchen, as well as indoor/outdoor eating areas shared by all team members.

Each person is responsible for their personal possessions. All areas should be kept neat, tidy and clean at all times.

B. Meals

Meals are prepared by a local person. Helping in the preparation of the meals is shared among all team members. All meals are simple, with local, seasonal products and cooking ingredients.

Any special cravings etc. can be purchase from the local shops.

C. Maintenance

Since Archipelagos' bases, stations or boats will become the participants' home, they are expected to treat them as such. General upkeep of the accommodation and offices is required and, even better, a contribution in improving them! Some bases, for example, have gardens that need to be taken care of (watering, weeding, etc.). Assistance in the maintenance of the boats may also be required.

In order to be efficient in cleaning, a rota system is followed. This rota includes tasks like washing up (dishes, glasses, cooking pots, etc.), cleaning (kitchen and bathroom areas,

surfaces, floor, windows, etc.), general tidying, etc. Apart from general cleaning and washing up, each person is expected to keep all the kitchen utensils clean.

Regulations

A) Office regulations

- Please keep your desk area as neat and tidy as possible.
- Do not leave things lying on meeting tables or around the work area.
- Equipment use: if you use a piece of equipment, sign it out and in, and return it to its storage space immediately after use.
- Wash snorkelling/diving equipment (wetsuits, fins, masks, buoys, weight belts, transects, slates etc) thoroughly after every use.
- Leave wetsuits to dry for no more than one hour to avoid sun damage. All other equipment should be stored after washing.
- Wash underwater cameras with fresh water after use. Strictly follow all safety regulations before, during and after use to prevent damage.
- Book use: if you borrow a book from the library, sign it out and in, and return it to its space immediately after use.
- Phone answering: Phones should be answered as soon as possible with a friendly and courteous greeting.
- It may occasionally be necessary for participants to accept personal telephone calls while at work. These calls should be kept to a minimum. No personal calls are allowed to be made from the research base / station phones, unless made using a purchased telephone calling card. Such personal calls can be made after work hours, when the phone lines are not busy for work purposes.
- Complete time logs of daily work activities.
- Do not use offensive language.
- The last person out is responsible for checking that all relevant electrical equipment is turned off and unplugged, all windows are closed, all lights are turned off, and the doors are locked. In order to make this a quick check, each person should make every attempt to do these tasks before leaving the office.
- Do not eat meals in the office.
- Archipelagos maintains a casual dress code. Please dress appropriately. Don't wear clothes that are torn or that have holes in them and do not be barefoot at the research base/station facilities.
- Prior to a working day, participants need to have returned to their accommodation by 1.00 am at the latest. This is necessary to ensure safe practice and productive working but also to be considerate to fellow participants who share the same accommodation.

- Abide by the discipline rules and working hours of Archipelagos, as well as the safety rules described in the risk assessment forms. In the event of non-compliance with the above rules, the Host Organisation reserves the right to terminate the placement.
- Respect the rules in force and legal provisions concerning professional confidentiality. In the event of non-compliance with the above rules, Archipelagos reserves the right to terminate the placement.

B) Accommodation and Board Area Regulations

- Wash your dishes immediately after use, or following the washing up rota when applicable.
- Keep all cooking and eating areas clean after every use.
- Note on the shopping list any ingredients / necessities that are running low.
- Follow daily cleaning rotas when applicable.
- Any alterations to the interior or exterior of the building and / or alterations to any landscaping must be approved through the staff.
- Toilets: please keep toilets clean and replace the toilet paper roll if you finish a roll. Do not throw paper down the toilets, use bins provided. Bins are to be emptied daily.
- Showers: clean showers after use, wash away any sand / dirt, and clear away hair from plug holes.
- Rooms: Individuals are responsible for ensuring that their room is clean and tidy at all times. In shared rooms room-mates should all contribute to general cleaning several times a week.

C) Regulations regarding recreation hours

- For insurance and safety reasons, participants are not allowed to carry out hitch hiking (auto-stop) as a form of travel within the islands.
- For safety reasons, participants should NEVER start an open fire on any occasion, and report if they observe any open fire.

Contact Details

For any further information or inquiries concerning the placement program at Archipelagos IMC, please do not hesitate to contact us:

Email: admissions@archipelago.gr

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For urgent issues you may call: 00306974744949