**Application form for scientific expeditions to the   
British Indian Ocean Territory**

[1. APPLICANT DETAILS 2](#_Toc525118902)

[2. PROPOSED DATES OF ENTRY AND EXIT TO BIOT 2](#_Toc525118903)

[3. USE OF THE BIOT PATROL VESSEL (BPV) 3](#_Toc525118904)

[4. TRAVEL PLAN 4](#_Toc525118905)

[5. ACCOMMODATION 4](#_Toc525118906)

[6. DETAILS OF EXPEDITION PERSONNEL 5](#_Toc525118907)

[7. SCHEDULE OF DAILY ACTIVITIES 6](#_Toc525118908)

[8. SUMMARY OF AIMS OF EXPEDITION (300 words max.) 7](#_Toc525118909)

[9. PLAN OF RESEARCH 8](#_Toc525118910)

[10. COLLECTING SAMPLES IN THE TERRITORY 9](#_Toc525118911)

[11. ENTERING STRICT NATURE RESERVES 10](#_Toc525118912)

[12. EQUIPMENT AND LOGISTICS 11](#_Toc525118913)

[13. DETAILS OF LOGISTIC SUPPORT 12](#_Toc525118914)

[14. DO YOU PLAN TO DIVE WHEN IN BIOT? 12](#_Toc525118915)

[15. VEHICLE HIRE / BOAT HIRE 13](#_Toc525118916)

[16. HOW WILL YOU ENGAGE WITH THOSE WORKING IN BIOT? 13](#_Toc525118917)

[17. DETAILS FOR INVOICING 13](#_Toc525118918)

[18. DEPOSITS 14](#_Toc525118919)

[19. TERMS AND CONDITIONS 15](#_Toc525118920)

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| 1. APPLICANT DETAILS | |
| **Name of Applicant** |  |
| **Organisation** |  |
| **Position within the organisation** |  |
| **Postal address** |  |
| **Phone number** |  |
| **Email address** |  |
| **Will applicant be part of expedition team?** | Yes 🞏 No 🞏  *If you ticked ‘No’, please provide contact details of lead scientist for expedition:*  *Name:*  *Organisation:*  *Position within organisation:*  *Postal address:*  *Phone number:*  *Email address:* |

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| 2. PROPOSED DATES OF ENTRY AND EXIT TO BIOT | |
| **Date of entry:** | **Date of exit:** |

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| 3. USE OF THE BIOT PATROL VESSEL (BPV) *Please note that the BPV’s purpose is to enforce BIOT’s Marine Protected Area. Use of the BPV by scientists will be permitted only in exceptional circumstances where a strong business case is made.*  *If your request is successful, you will need to reimburse the BIOT Administration for fuel, accommodation and victualling costs in full. An estimate cost will be provided to you in advance of confirmation you can use the Vessel.*  *If IUU fishing is suspected during the expedition, the BPV Captain and / or Senior Fisheries Protection Officer reserves the right to terminate the expedition schedule to pursue the suspected vessel.* |
| **Do you require use of the BPV?**  **Yes** 🞏 **No** 🞏  *If you ticked ‘yes’, please provide a business case below detailing why you need to use the BPV (max. 300 words).* |

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| 4. TRAVEL PLAN *Please indicate your entry route to and from BIOT.*   * *If entering by vessel to visit the Outer Islands, please note there are a limited number of approved anchorages for scientific expeditions – these are available upon request. Vessels cannot enter Diego Garcia.* * *If expedition personnel wish to fly to / from Diego Garcia, please note flights depart both Bahrain military airport and Diego Garcia airport on Tuesdays and Thursdays only. Please note that flights are subject to change at short notice.* * *If expedition personnel wish to travel on separate days, please clearly state which days below.* |
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| 5. ACCOMMODATION | | |
| **Do you require accommodation in Diego Garcia? Yes** 🞏 **No** 🞏  **Please note that expedition personnel may have to share rooms during busy periods in Diego Garcia.** | | |
| Check-in date: | Check-out date: | Number of rooms needed: |

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| 6. DETAILS OF EXPEDITION PERSONNEL *Please note that all personnel must have at least six months’ validity on their passports at the time of the expedition.* | | | | | |
| **NAME** | **ROLE** | **DATE OF BIRTH** | **NATIONALITY** (please list if you are a dual-national) | **PASSPORT NO.** | **PASSPORT ISSUE / EXPIRY DATE & PLACE OF ISSUE** |
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| 7. SCHEDULE OF DAILY ACTIVITIES *Please detail your activities for the entire period of work in BIOT. A daily schedule of activities should be provided.*  *You will need to ensure that during your first full day in Diego Garcia, you have set aside three hours to meet with UK Force Personnel for a briefing about how to operate in Diego Garcia.* | |
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| 8. SUMMARY OF AIMS OF EXPEDITION (300 words max.) *Please provide a summary of the aims of the expedition. This may be published on BIOTA’s website prior to the expedition start date.* |
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| 9. PLAN OF RESEARCH *Please provide a detailed plan of research indicating hypotheses to be assessed, scientific objectives and intended outcomes, specific methodologies and an indication of what the results will be used for (PhD research, publications etc).* |
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| 10. COLLECTING SAMPLES IN THE TERRITORY *Does your work involve killing, capturing or handling a specific species of bird, mammal or fish?*  *e.g. taking blood, feather or samples or attaching tracking devices*  *AND/OR*  *Taking samples of corals?*  *AND/OR*  *Hand collection of plants or invertebrates both marine and terrestrial?*  *If yes, please provide the following information (additional sheets may be appended as required) Please also provide a map to show locations of work requested.*  *NOTE: you must submit evidence that your proposed sampling has been reviewed and approved by an ethical review process.* |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Species | Location | Sample/device type | Size of sample | Maximum number | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |
| **Are any of the samples CITES-listed?** **Yes** 🞏 **No** 🞏  If you ticked ‘yes’ you will need to provide scanned copies of the CITES export permits and import permits to BIOTadmin@fco.gov.uk in advance of the date in which the samples will be removed from the Territory. The expedition team will be solely responsible for arranging the logistics for removing samples from the Territory. |

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| 11 ENVIRONMENTAL ASSESSMENTS *In this section please make clear any direct damage to habitats e.g. from taking samples, installing a piece of equipment to transiting a site or indirect impacts such as aesthetic or noise. Please also consider any direct or indirect disturbance of wildlife that results in a change in normal behaviour. For each impact please provide details on the location, likelihood of the impact, size (i.e. footprint of area), severity and the duration of the impact. Interactions with existing work must also be made clear. Details of suitable mitigation must also be provided where indicated.*  *Please also provide a map to show locations of work, including previous sites of your research.* |
| |  |  |  |  | | --- | --- | --- | --- | | Damage to the immediate environment? Yes 🞏 No 🞏 | | | | | If you answered Yes, please detail the severity of the impact and the duration of the impact and provide information any mitigation measures. | | | | |  | | | | | |  |  |  |  | | Damage to wider environment? Yes 🞏 No 🞏 | | | | | If you answered Yes, please detail the severity of the impact and the duration of the impact and provide information any mitigation measures. | | | | |  | | | | |  |  |  |  | | Disturbance to wildlife? Yes 🞏 No 🞏 | | | | | If you answered Yes, please detail the severity of the impact and the duration of the impact and provide information any mitigation measures. | | | | |  | | | | |  |  |  |  | | Potential for introduction of non-native species / disease? Yes 🞏 No 🞏 | | | | | Please clearly identify pathways for introduction and provide information on mitigation measures/protocols. | | | | |  | | | | |  |  |  |  | | Degradation of aesthetic / wilderness values Yes 🞏 No 🞏 | | | | | If you answered Yes, please detail the severity of the impact and the duration of the impact and provide information any mitigation measures. | | | | |  | | | | |  |  |  |  | | Will you be taking fuel into the field i.e. for stoves, generators etc.? Yes 🞏 No 🞏 | | | | | *If yes, please provide:* | | | | | Type of fuel | Quantity | Storage container | | |  |  |  | | |  |  |  | | |  |  |  | | | Do you plan to take a fuel spill clean-up kit with you? Yes 🞏 No 🞏 | | | | |

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| 12 DATA SHARING *Please provide details on all data collected whilst in Territory, this information must be shared with BIOTA at the end of the expedition.* |
| |  |  |  |  |  | | --- | --- | --- | --- | --- | | Date collected | Owner of data | Types of data/format | How data can be accessed | Links | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  | |  |  |  |  |  |   *Other information:* |

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| 13. ENTERING STRICT NATURE RESERVES AND RESTRICTED AREAS *Please list which Strict Nature Reserves or Restricted Areas in Diego Garcia you plan to enter, and the dates in which you require access:*  In the Great Chagos Bank –  (a) The Three Brothers and Resurgent Islands  (b) Eagle Island and Cow Island  (c) Danger Island and the drying coral reef  (d) Nelson’s Island  In the Peros Banhos Atoll –  All territorial sea, internal water, land and inter-tidal of Peros Banhos to the east of a line between the eastern extremities of Moresby Island and Fouquet Island and extended on the same azimuth to the territorial sea limit.  In Diego Garcia –  (a)The Restricted Area on the Eastern Arm  (b) East, Middle and West Islands |
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| 14. EQUIPMENT AND LOGISTICS *Please list all scientific equipment you plan to import into the Territory in advance of the expedition. Please note that permits are needed to fly drones, and these are only issued in exceptional circumstances where a strong business case is made. If you are seeking permission to bring a drone into the Territory, we will need to know where and when you plan to fly the drone; the dimensions of the drone; where / how the drone will be stored; how footage taken from the drone will be stored; and how footage taken from the drone will be used publically.*  *Any drones brought into BIOT without a valid permit may be seized by Customs and Immigration Officers.*  *Other prohibited items can be found on page* 18-19. |
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| *Please list all scientific equipment you plan to bring into the Territory yourself when you enter.* |
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| *Please provide details of how you plan to export equipment from BIOT.* |
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| 15. DETAILS OF LOGISTIC SUPPORT | |
| Logistic support organisation |  |
| Name of logistics coordinator |  |
| E-mail address of logistics provider |  |
| Name of support vessel |  |

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| 16. DO YOU PLAN TO DIVE WHEN IN BIOT? |
| **Yes** 🞏 **No** 🞏  *If you ticked ‘yes’, you must submit a full risk assessment along with this application form. The risk assessment must take into account weather and climate; physical demands and fitness of expedition personnel; health and injury; food, water and hydration; general safety; safety on board the vessel; and boating, scuba, snorkelling and swimming issues.*  *Please be aware that UK Forces personnel cannot assist with diving in any way, including acting as coxswains.* |

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| 17. VEHICLE HIRE / BOAT HIRE *Please provide the number of vehicle(s) you wish to hire, and the named driver(s).* ***All drivers must carry a valid driving licence with them at all times when using the vehicle.***  *You are strongly encouraged to hire a vehicle when in Diego Garcia. If you decide not to hire a vehicle, you must rely solely on public transport to move about the island. Public transport is limited. There are free taxis and buses which run along the Western arm of Diego Garcia.*  *Where boats are required in Diego Garcia, you must hire a boat from MWR. If MWR cannot meet your requirements UK Forces personnel will try to accommodate your request, but we cannot guarantee they will be able to assist.* |
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| 18. PRESENTATION TO PERSONNEL IN DIEGO GARCIA*It is compulsory for scientists to present to personnel in Diego Garcia about their expedition. You must factor in time in the schedule of daily activities to do this. Please also detail further ways you propose to engage with personnel based in BIOT, including through opportunities for them to volunteer to assist with your expedition. Any requirements from volunteers will need to be clearly listed below e.g. protective clothing they must wear.* |
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| 19. DETAILS FOR INVOICING | |
| Name of accounts contact |  |
| Email address |  |
| Phone number |  |
| Postal address |  |

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| 20. DEPOSITS |
| BIOTA requires a deposit of £500 per person for all expeditions. The deposit will only be refunded (minus a £50 administration fee for the total amount) once summary reports are provided and providing that borrowed has been returned and the science store have been left in a satisfactory condition. |

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| 21. TERMS AND CONDITIONS | |
| **I have read and understood the requirements and information set out in the ‘Pre-application Information for Scientific Expeditions’ document.** | **🞏** |
| **I understand that I am responsible for the deployment and removal of scientific equipment.** | **🞏** |
| **I understand that expedition personnel are responsible for looking after their equipment at all times, including repairing equipment** | **🞏** |
| **A short summary report (no more than 3 pages) with photos and / or links to videos will be provided to the BIOT Administration within three months of the end date of the expedition. The report will consider any management implications for the Territory in line with the 2018 – 2023 Conservation Management Plan or will provide new information or data about BIOT’s environment. The report can be published on the BIOT website. Further requirements can be found at the end of this document.** | **🞏** |
| **If the results of the expedition are to be published, a copy of the publication will be shared with the BIOT Administration’s Environment Officer free of charge on publication day.** | **🞏** |
| **BIOTA will be notified before any academic work citing research that has taken place in BIOT will be published.** | **🞏** |
| **I understand that if I use the science store on Diego Garcia, I will ensure that it is left in an orderly manner. Any borrowed equipment from any sources on Diego Garcia will be replaced if broken.** | **🞏** |
| **I understand the BIOT Administration reserves the right to withdraw permission to undertake a scientific expedition in BIOT at any time.** | **🞏** |
| **I will endeavour to ensure all communications with the BIOT Administration are filtered through one point of contact.** | **🞏** |
| **I have set aside half a day in the schedule of daily activities to meet with UK Forces personnel to be briefed on how to operate in Diego Garcia.** | **🞏** |
| **I confirm that I will reimburse the costs of the expedition within 28 days of being invoiced.** | **🞏** |

Signature:

Date:

**Items prohibited from import and export in the British Indian Ocean Territory**

**Failure to declare any of these items may render you liable to prosecution**

Any goods or material of any description containing or consisting of any species of living plant, animal or insect that is not indigenous to the Territory.

All drugs and controlled substances, including equipment used for, or to enable the weighing, processing or the administering of drugs. This also includes any drug related or drug promoting items.

All knives and offensive weapons including catapults, spear guns and diving knives. Any knife that has a fixed blade, or a blade over 3” will be detained or seized. Merchant seamen are to declare work knives.

Firearms, including any gun, air-gun or other lethal bar­relled weapon of any description from which any shot, bullet or other missile can he discharged or which can be adapted for the discharge of any such shot, bullet or other missile, except a toy gun

All types of explosives, including fireworks, empty shells and cartridge casings.

All DVDs and other electronic media may be detained for viewing. Any found to contain x-rated pornography or obscene material will be seized and destroyed.

Pornographic magazines are to be declared, magazines that are outside the standards set in British Law will be seized and destroyed.

Tobacco allowance of not more than 200 cigarettes or 100 cigarillos or 50 cigars or 250g of tobacco for the personal use and is contained in the baggage accompanying a person arriving in the Territory.

All food is to be declared. Any food not commercially packed will be seized for destruction.

Any goods or material of any description containing or consisting of any species of living plant, animal or insect not indigenous to the Territory.

All plant life, seeds or soil products are to be declared.

All medications, including vitamins must be declared. Any that are out of date, mixed or unidentifiable will be seized.

Fishing and crab nets are prohibited and will be seized and destroyed.

All types of electrically powered or electrically assisted cycles are prohibited.

Obscene writings, printed matter, drawings, film, photograph or pictures, or any other obscene material or objects.

Any indecent photograph, film or pseudo-photograph or film of a child under the age of 16 years.

“Film” shall include video recording or other electronic means of recording images, and “photograph” shall include the negative as well as the positive version and data stored on a computer disc or by other electronic means which is capable of conversion into a photograph.

The exportation from Territory of the following goods is prohibited, except with the prior written permission of the Com­missioner's Representative:

* Wild animals, whether alive or dead.
* Seashells whether alive or dead.
* Coral, whether alive or dead.
* Wild birds' nests, birds' eggs or turtles' eggs.
* Flora, coral or seashells specified under the Wild Life Protection Regulations, 1984.

In this section any reference to a seashell, coral, nest or eggs includes a reference to a part thereof.

**Data Privacy Notice**

The British Indian Ocean Territory Administration carries out the day-to-day running of the British Indian Ocean Territory. In doing so we process personal data including passport and insurance information.

We will ensure that we will treat all personal information in accordance with UK data protection legislation, including the General Data Protection Regulation (2016) and Data Protection Act 2018.

For more information please refer to the BIOT Administration [privacy notice](https://biot.gov.io/wp-content/uploads/BIOTA-Privacy-Notice-FINAL.pdf).

**Requirements of End of Expedition Report**

**Title Page** - with BIOTA Crest and institution logo and picture (crest available on request from BIOTA)

**Executive Summary** – as with all parts of the report, please use clear and plain language, the report must be accessible and easily understood by all.

**Introduction** – please provide maps with locations of work – including locations of linked previous research trips. When referring to a location, please only use official location names and not ‘local’ names.

**Methodology**

**Preliminary results**

**Discussion** - please include updates, photos and links to previous research

**Value of research to BIOTA** - please make clear how your research can inform BIOTAs conservation management plan.

**Conclusions** – please identify future work and its value to BIOTA

**Data sharing** – what is it, where is it, how can we access it and links to wider initiatives (e.g. IOTC or WIOMSA) that add value to the territory. Please also provide links to related publications (your work) and any publically available videos describing your research

**Acknowledgements** – please do not list the names of any volunteers unless you have sought their permission.

If you have any questions or concerns, please contact [BIOTAdmin@fco.gov.uk](mailto:BIOTAdmin@fco.gov.uk)