



**Archipelagos**  
**Institute of Marine Conservation**  
[www.archipelago.gr](http://www.archipelago.gr)



# **VOLUNTEER RESEARCHER GUIDE**

**2011**

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**IN ORDER TO HAVE A SUCCESSFUL COLLABORATION, PLEASE READ THE VOLUNTEER 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 volunteer researchers with information on the policies and procedures of Archipelagos Institute of Marine Conservation. As an Archipelagos volunteer researcher, 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 volunteer researchers 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 conservational value of this region is largely unknown to the scientific community, as well as the wider public, and so are the factors that threaten it. Consequently no real efforts are being made to protect this natural resource.

Unfortunately the majority of those who are meant to work for the protection of the environment are mainly involved in the bureaucracy or PR of conservation, while working and living in city centres. The reason Archipelagos was created was the need for an organization that will actively work for the environment of the Greek seas and islands and is not based on bureaucracy or affected by government decisions. Archipelagos created an environment where scientists could devote time and effort to a common goal, with no personal profit or personal 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 NE Mediterranean environment.



Marine Research & Conservation includes:

- Study of the biodiversity of littoral marine habitats
- Study of fisheries' productivity, management and illegal, unregulated and unreported fisheries practices.
- Study of marine mammal populations
- Study of the primary productivity of marine ecosystems
- Study of the biochemical content of marine algae and invertebrates (for the isolation of bioactive substances, with use in pharmacology and in biotechnology), and many more.



Terrestrial Research & Conservation (taking place in the freshwater & terrestrial habitats of the islands & islets) includes:

- Study of the biodiversity of island flora
- Study of the biodiversity of island fauna
- Forest management
- Freshwater ecosystem management
- Chemical and microbiological analyses
- Agronomic research
- Seed bank projects
- Solid waste management projects
- Renewable energy system projects



Other conservation projects include:

- IT applications for environmental conservation
- Environmental photography and video applications
- Graphic design and multimedia applications
- Environmental education and awareness raising

Working in 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 can be a very interesting activity, 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 the local communities, for the development of environmental awareness. A series of informational activities are implemented, addressed to different target groups within the local communities, including schools in the islands and coastal areas.



The results of Archipelagos' research are also presented as scientific reports to the relevant national authorities, through the main Greek media, as well as through awareness raising campaigns and scientific publications. In this way it is ensured that the correct information regarding issues related to environmental conservation, is communicated to the local communities and authorities, the wider public, and the scientific community.

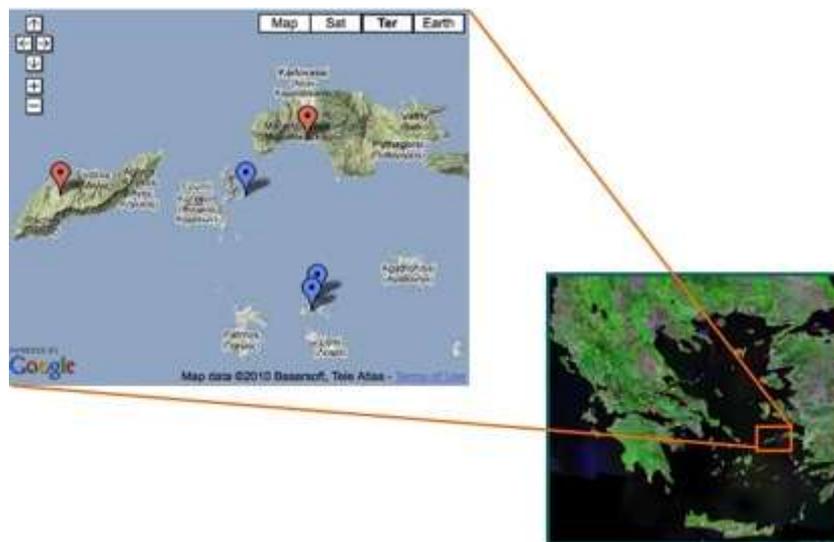
In this way, with very limited financial resources but much hard work, Archipelagos provides an understanding of the biodiversity of the marine & terrestrial environment of the Greek seas and islands, but also implements all actions necessary for its conservation. Archipelagos is a relatively small environmental organization that works hard for the conservation of the environment of this region. For this reason its work is acknowledged throughout Greece and Europe. Archipelagos consists of very hard working scientists and

researchers, passionate about the natural environment and completely devoted to its protection.



## Archipelagos' Bases / Stations

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



### Archipelagos' base in Rahes, Ikaria

The Centre of Environmental & Agronomic Research 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 large and small streams, 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 way of life. The main livelihoods are agriculture, livestock farming and, to a lesser degree, fisheries. A part of the local population also works in the tourist industry, but the tourist development of the island is characterised by the lack of 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>.)



## **Archipelagos' base in Marathokampos, Samos**

The marine base of Archipelagos is located in Ormos, Marathokampos, on the south coast of Samos island. The base provides offices, simple research laboratories, a computer room, library - presentation area, kitchen, as well as dormitory-type accommodation and board facilities.



## **Samos Island**

Samos is in the East part of the Aegean Sea, close to the Asia Minor coastline. The population of the island is 33814 inhabitants and it is comprised of 4 municipalities, Vathi, Karlovasi, Pythagoreio and Marathokampos. The capital is Samos Town.

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 mild in the wintertime. 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, since, during the summer, there is hardly a cloud in the sky. (For more information: <http://www.samos.gr/index.php>)



## **Research station – 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.



### **Research station – 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.



### **Research station – Agios Minas, Fourni**

Agios Minas is a small islet close to the island of Fourni. Archipelagos is in collaboration with a small mariculture unit that is on this islet, carrying out experiments on integrated mariculture, as well as applications with minimal impact on the marine environment. The physical characteristics of the marine region where the unit is located are ideal for this type of work. The only inhabitants of Agios Minas are those working for the unit (2 people live and work permanently there throughout the year). On this islet there is only electricity for a few hours each day.



*Note: The bases in Ikaria and Samos islands operate year round, while the smaller research stations operate seasonally. More detailed descriptions of our land-bases and facilities can be found in [www.archipelago.gr](http://www.archipelago.gr)*

## Volunteer Researcher Placements

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



Each volunteer researcher is oriented by his/her coordinator to the work tasks with which s/he will be involved. Volunteer researchers will attend weekly progress meetings. All volunteer researchers 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 and greatly.

A volunteer researcher may be discharged if it appears that his/her attitude causes a problem to the work being undertaken by the relevant team or to the work of Archipelagos as a whole. In this case, the coordinators/directors and the volunteer researcher will arrive at a termination schedule that is best suited to the needs of the program and the volunteer.

## Terms of Placement

### Hours of Work

The Volunteer is 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 Volunteer is required to be flexible. Archipelagos expects each Volunteer to be on time for each workday.

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

## **Time Record**

All volunteers 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 volunteers 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, volunteers 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 volunteers 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.

## **Volunteer Grievance Policy:**

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

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

## **Termination Procedure**

In the event that the volunteer 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 volunteer 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 volunteer 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 volunteer 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 volunteer position. If the volunteer 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 volunteers in the manufacture, distribution, dispensing, possession or use of a controlled substance during their participation in Archipelagos' activities. Alcohol abuse is prohibited. A volunteer 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 Ikaria, there is a hospital at Agios Kirikos, as well as small medical centres in Rahes and Evdilos.

On the island of Samos, there is a hospital in Vathy, as well as a medical centre in Karlovasi. In Marathokampos there is a small health centre.

Arki and Marathi do not offer medical facilities, however the nearby island of Lipsi provides a small health centre. Similarly, on Agios Minas a small health centre on the nearby island of Fourni is available.

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

### **ATM's**

The nearest ATM's to the land bases are situated in the towns highlighted in brackets below;

Rahes (Evdilos, 20km); Samos (Marathokampos, about 4km, Kampos, about 3km)

The islets of Arki, Marathi and Agios Minas do not have ATMs.

### **Buses**

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

**Samos:** There are regular buses between Marathokampos and Karlovasi throughout the year.

The islets of Arki, Marathi and Agios Minas have no roads.



### **Phone Facilities**

In the bases of Ikaria and Samos, local pay phones are available, however it is advisable that volunteers 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 Ikaria and Samos, 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 stations of Marathi and Agios Minas have no shop facilities. Marathi has three local tavernas open during the summer months.

## General work

At times various general work comes up, during marine or terrestrial surveys or conservation projects, which requires the 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 volunteer 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.



## 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.
- Working to contribute to the research of 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, volunteers 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 volunteers 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 volunteers 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 Researchers and Volunteers 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 researchers/staff/volunteers whose work is included in any publication or official presentation. The extent to which the said presentation and/or publication is based on the researchers/ staff/volunteers work will be mentioned as appropriate.

At the end of the volunteer's placement, Archipelagos will give the volunteer 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 volunteer 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 volunteers 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. Volunteers and staff need to be very careful with the equipment and tools that are used. Nevertheless, when volunteers need to utilise any equipment, they are shown the safe way of usage to prevent damages. Volunteers 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 volunteers 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 volunteers 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 volunteer 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 volunteers frequently develop a friendly relationship with them. The following should always be followed:

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

*NOTE: Of course volunteers 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, volunteers 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

Some meals are prepared by a local cook, whereas the preparation of other meals is shared among all team members. All meals are simple, with local, seasonal products and cooking ingredients.

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

### **C. Maintenance**

Since Archipelagos' bases, stations or boats will become the volunteers' 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 volunteers 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, volunteers 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 volunteers 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, volunteers are not allowed to carry out hitch hiking (auto-stop) as a form of travel within the islands.
- For safety reasons, volunteers 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 volunteering program at Archipelagos IMC, please do not hesitate to contact us:

**Email:** [volunteer@archipelago.gr](mailto:volunteer@archipelago.gr)

**Postal Address:**

Archipelagos Institute of Marine Conservation

Centre of Environmental & Agronomic Research: P.O Box 1, Rahes, 83301, Icaria, Greece  
or

Marine Research Base: P.O. Box 152, Ormos, Marathokampos, 83 102, Samos, Greece

**Tel:** 0030 22750 41673 / 0030 22730 37533

**For emergency contact:** 0030 69747 44949 / 0030 69869 97946 / 0030 69732 95875

**Website:** [www.archipelago.gr](http://www.archipelago.gr)