



# forestry, fisheries & the environment

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Department:  
Forestry, Fisheries and the Environment  
**REPUBLIC OF SOUTH AFRICA**

*DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT (DFFE)*

*FRAMEWORK FOR SANAP CALL*

KNOWLEDGE ADVANCEMENT AND SUPPORT

APRIL 2023

**SECTION 1****LOGISTICS AND GENERAL PROCEDURES AS MANAGED BY THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT, DIRECTORATE: SOUTHERN OCEAN AND ANTARCTIC SUPPORT (D:SO&AS)****1 DEFINITIONS**

- **DCO (DFFE)** - Departmental Coordinating Officer is the DFFE official appointed overall in charge of a relief expedition.
- **Logistics expedition members (logistic support personnel on DFFE salaries)** - Personnel overwintering at a base, e.g., medical doctor/orderly, radio technician, diesel mechanic, etc. – **DFFE appoints, administers, and pays salaries of these personnel.**
- **Research expedition members (affiliated to universities/other Institutions - salaries)** - Personnel linked to SANAP-supported research projects overwintering at a base, e.g. field/research assistants, researchers. **These salaries will be added to your grant application and the total claimed from the NRF.**
- **Home-based personnel (Students)** - Full-time students, linked to SANAP-supported research projects, based at a recognised institution in South Africa (as administered by NRF).
- **NDPWI** - National Department of Public Works and Infrastructure.
- **Overwintering expedition** - A period of approximately 14 months that expedition members spend at a base before they are relieved by the following takeover expedition.
- **PEIAC** - Prince Edward Islands Advisory Committee. All applications to undertake research on Marion and/or Prince Edward Island are subject to approval by this committee.
- **Principal Investigator** - The principal investigator (i.e., the applicant/PI) must be an active researcher who takes intellectual responsibility for the project, its conception, any strategic decisions required in its pursuit, and the communication of results.
- **Relief voyage (takeover)** - A period of 30-36 (Marion/Gough) or 70 (Antarctica) days during which the new team (support and research personnel) is dropped off and trained cargo, fuel and supplies are offloaded; routine maintenance conducted, and the old team is collected, also known as a “takeover”.
- **Relief voyage (takeover) personnel** - All personnel accompanying a relief voyage, e.g., Principal Investigators, students, technical/specialised staff, *ad hoc* personnel, etc. There are 3 annual relief voyages which applicants can participate in (dates subject to change), namely:
  - **Marion Island** (including Prince Edward Island)  
April – May annually (estimated relief period ~ 30-36 days)
  - **Gough Island**  
September – October annually (estimated relief period ~ 30-36 days)
  - **Antarctica (SANAE IV)**  
December – February annually (estimated relief period ~ 70 days)
- **Store** - SANAP store in Cape Town. Appointments must be made to obtain protective clothing issued by DFFE at this store prior to departure and all cargo (equipment, supplies, etc.) deliveries must be made to this store.

- **S&T** - All costs pertaining to air tickets (economy class)/bus services; taxi/car hire/shuttle service (transport); parking; accommodation (up to 3-star); food (subsistence); daily allowance/s and bonuses, etc. **Alcoholic beverages, cigarettes and private telephone calls may NOT be included in S&T.**
- **Technical support** - Technical/specialised staff at a university or Institution that are not students or overwintering expedition members, but who render an essential, specialised service to a project.

## **2 STAFF MATTERS**

### **2.1 Staff Distinctions**

With reference to staff, it is necessary to distinguish between the following:

- (a) Logistics expedition members overwintering at a base, e.g., medical doctor/orderly, radio technician, diesel mechanic, meteorologists, environmental control officers (ECO). Salaries are paid and administered by DFFE.
- (b) Research expedition members overwintering at a base e.g., research/field assistants, researchers, etc. Paid from approved SANAP research grants.
- (c) Home-based personnel in the form of students paid from SANAP grants at set bursary values.
- (d) Technical support/specialised staff at a university or Institution that are not students or overwintering expedition members, but who render an essential specialized service to a project.
- (e) Relief voyage (takeover) personnel may comprise (c) and (d) above, as well as Principal Investigators, *ad hoc* personnel, etc.

### **2.2 Expedition Member Defined**

An expedition member can be defined as a person who is appointed on a temporary basis (approximately 14 months) to undertake a specific scientific project or task at SANAE IV (Antarctica) or the Islands for a longer period than the relief/takeover period. In the case of members mentioned in paragraph 2.1 (b) above, such members also remain expedition members while they receive training before their departure to a base or during the processing of the data collected on their return from a base.

### **2.3 Expedition Member Recruitment**

The recruiting of research expedition members /scientific personnel (e.g., field assistants) is the responsibility of the Principal Investigators at universities or institutions. DFFE is responsible for the recruiting of logistics expedition members / logistic support personnel (e.g., radio technicians, medics).

### **2.4 Expedition Members as Public Servants**

When negotiating with potential candidates, Principal Investigators must ascertain whether he/she is a public or semi-public servant, or whether he/she is under any obligation whatsoever towards an employer (i.e., bursary obligations, etc.).

## **2.5 Administrative matters and reporting lines**

The DFFE will appoint an overall team leader and Deputy Team Leader for the overwintering team. All other team members will have to succumb to the authority vested in the team leader. In terms of administrative matters and base duties the base leadership team will be the persons in charge of issuing and following up on orders. Functional core responsibilities of the overwintering team members shall have their reporting lines to the respective Principal investigators. Marion Island base leadership shall include a science leader who will also administer and report on the science activities in addition to supporting the base leader in executing his/her function. The spirit of the leadership team comprised of the Leader, Deputy Leader and science leader shall endeavor to achieve consequence co-management.

All funded applicants that will have overwintering team members shall provide for an employee wellness program. This will primarily be for the support of the overwintering team member on all matters related to his/her wellness during the full term of the overwintering period. Disciplinary matters relating to misconduct of overwintering team members will be handled by the respective institutions. DFFE shall provide the necessary support in disciplinary processes.

## **3. INTERVIEWS AND MEDICAL EXAMINATIONS**

### **3.1 Upon Selection of Applicants**

The appointment process should involve DFFE to ensure that the team dynamics are understood. Following the nomination of candidate/s, a medical examination, qualifications verification, reference checks, criminal record checks and psychometric assessments will follow.

**Below is a schedule of non-negotiable annual deadlines for the interview and medical screening of over-wintering scientific personnel candidates for SANAP expeditions:**

<b>EXPEDITION</b>	<b>DEADLINE</b>	<b>REMARKS</b>
Antarctica	31 January	Applies to Physicists requiring 1 April appointments
Marion Island	31 October	Applies to Field Assistants requiring 1 March appointments
Gough Island	31 May	Applies to Field Assistants requiring 1 August appointments

No candidates for appointments will be considered outside of this schedule. Principal Investigators are please to ensure strict compliance herewith.

### **3.2 Interview Requirements**

All applicants for expedition posts must submit the following to the Principal Investigator:

- Completed Application Form (Z83 form Government Offices may be used)
- Comprehensive CV
- Certified copy of applicant's Identity Document (front page)
- Certified copies of applicant's Educational Qualifications and previous service records
- Signed Personal Credential Verification Authority Form for the verification of South African ID number, national status, criminal record and qualifications
- Preference must be given to South African citizens
- The appointment of expedition members must take into consideration the transformation imperatives of the country. The NRF, in consultation with DSI and DFFE reserve the right to realign or decline the appointment of expedition posts if such consideration is not evident.

All these documents must be received prior to interview.

### **3.3 DFFE Medical Evaluations**

All relief voyage (takeover) personnel visiting any of the bases must undergo the standard DFFE medical evaluation prior to their visit being approved. Appointments will be made on request; alternatively, forms are obtainable from the Personnel Officer (see 3.1).

### **3.4 Interview and Medical Evaluation Outcomes**

If more than one applicant is suitable for a particular project, at least two should undergo medicals to allow for back-up personnel, should an expedition member withdraw. The Principal Investigator must indicate his/her choice in order of preference, as well as when and where the applicant is to assume duty.

## **4. APPOINTMENT OF OVERWINTERING EXPEDITION MEMBERS**

### **4.1 Letters of Appointment and Contracting**

The institution will issue letters of appointment to expedition members and ensure that the incumbent signs an employment contract, a copy of which must be provided to the DFFE. Universities or Institutions should appoint expedition members in accordance with the guidelines that will be provided to successful applicants, and they may remunerate expedition members directly. These salaries will form part of your SANAP grant.

### **4.2 Salary Scales**

In some cases, expedition members may be appointed on a lower salary scale should they not possess the required minimum qualifications but have proved that they can conduct the required work. This, however, should be the exception and not the rule (e.g., field assistant instead of biologist).

### **4.3 International Qualifications**

Qualifications that were obtained abroad must be submitted by the Principal Investigator for evaluation by the South African Qualifications Authority (SAQA). The SAQA report should be included with the candidate's application documentation.

#### 4.4 Expedition Salary Review

All expedition salaries will be reviewed annually. **All salaries, allowances and bonuses are taxable.**

#### 4.5 Expedition Member Start Dates

Once the expedition member appointment has been approved, Principal Investigators must indicate the date on which expedition members assume duty. This also applies to the date of completion of his/her duties – for the contract to be terminated.

Expedition members are normally appointed for a period of 14 – 24 months. This may or may not include a period of training before departure and/or a period thereafter for the writing up of results.

In the case of expeditions to SANAE it is desirable, where possible, to remain within the limits of a financial year. **This means that if an expedition member leaves for the expedition in December 2023, he/she must assume duty on 1 April 2023 at the earliest and have written up his/her results by 31 March 2025.**

#### 4.6 Financial Management

All expedition members must be urged to plan pertaining to the management of their **finances** during their absence and must obtain deferment from the Receiver of Revenue for submission of income tax returns or any other legal requirements (compulsory new driver's license, voting rights, etc.).

### 5. Subsistence and Travel

Subsistence and travel for expedition members sent to other centres for project-related courses and/or training **should be budgeted for accordingly.**

All expedition members are obliged to attend **team training** which takes place in Cape Town (about 2½ weeks in total) – time frames subject to change. **S&T must be budgeted for accordingly.** Expedition members and Principal Investigators will be notified as to when the expedition members are to report for training in Cape Town prior to a voyage.

Subsistence and travel to enable returning expedition members to return to their centres/hometowns after an expedition **must be budgeted for.**

### 6. LEAVE

Principal Investigators are responsible for keeping leave records of their expedition members, while they are based at a university or Institution prior to or after a relief voyage. All leave taken must be accounted for shortly before the termination of an expedition member's contract.

Expedition members are entitled to 22 working days per year vacation leave (excluding weekends and public holidays, e.g., leave applied for from a Friday to the following Monday thus excludes Saturday and Sunday, and the applicant should complete a leave form for two days only).

Principal Investigators will be informed of any leave that is granted by DFFE to expedition members (e.g., during team training in Cape Town prior to departure) for an accurate leave record to be always

kept. It must be ensured that expedition members are not granted more leave than they are entitled to at any given time during their employment.

Any leave accumulated over the contract period will be paid out in the form of a gratuity at the expiration of his/her contract.

## **7. BENEFITS**

The expedition member receives an **allowance** equal to 37% of his/her salary, *in lieu* of service benefits (i.e., pension, medical aid, birthday bonus, etc.).

The **expedition bonus** payable to an expedition member is excluded from the total salary package that will be allocated. After the expedition, if the expedition member has satisfactorily completed his/her duties, the Principal Investigator must recommend the payment, reduction, or non-payment of his/her expedition bonus. Performance throughout the year must be monitored (in writing) to warrant a request for the reduction or non-payment of this bonus. **In cases where a reduction of the bonus is recommended, the expedition member may address representations to the principal investigator.**

In determining the bonus or portion of the bonus to be paid, scientific achievement, as well as performance of household and other duties should be considered (annual assessments of each overwintering expedition member by the Team Leader are submitted for filing by the Principal Investigators).

No daily allowances and / or takeover bonuses are payable to scientific relief voyage (takeover) personnel.

Expedition members and relief (takeover) personnel are responsible for taking out their own insurance policies.

DFFE's medical and dental examination costs pertaining to research expedition members must be budgeted for.

## **8. HOME-BASED PERSONNEL (STUDENTS)**

In the case of university projects, home-based personnel (students) are regarded as university personnel for all intents and purposes.

## **9. DFFE STORE AND OTHER MATTERS**

DFFE is responsible for the acquisition of all logistic requirements. Applicants are responsible for their own scientific purchases out of their respective grants. The **Projections Form** (DFFE Form – Projections attachment) must detail all **logistic requirements** for scientific projects, which must be uploaded as part of this application.

A DFFE **SANAP3 voyage participation form** will need to be completed on an annual basis in terms of all logistic requirements for each voyage. Contact DFFE to obtain necessary forms.

Before purchasing any electrical equipment for use at any of the bases, it is advisable to contact DFFE to determine whether the power supply will be compatible to the new equipment to be purchased.

The power requirements (output) must also be indicated on the **DFFE- Logistic Support form** (DFFE Form – Logistics Support 2020 attachment), which must be uploaded as part of this application.

All cargo (equipment, supplies, etc.) for scientific projects must be delivered to DFFE's SANAP Store, Cape Town at least **14 days** prior to the estimated date of departure of the expedition to facilitate customs clearance.

The transport costs for scientific cargo to and from Cape Town and the university or Institution before and after a voyage **must be budgeted for in the grant application**.

All cargo must be securely packed. For easy handling, DFFE predominantly uses plastic bins and specially designed steel containers for transportation of cargo on board the ship and offloading by helicopter. The use of plastic or polystyrene chips packing material is prohibited.

Principal Investigators are responsible for purchasing their own crates but must advise DFFE how many containers will be required.

Principal Investigators must arrange for the packing of their containers at the SANAP Store (usually done by expedition members) – DFFE is not responsible for packing scientific cargo.

An official packing list (electronic or hard copy available from DFFE), with the following particulars, **MUST** accompany each crate/package which is dispatched to DFFE:

- Contents (detailed description)
- Cubic Measurements
- Mass
- Value

The fully completed list **MUST** be submitted to DFFE for customs clearance and your own insurance purposes. In the event of loss or damage, no claims will be considered if this list has not been received.

Each crate/package must be stenciled neatly in black and addressed as follows:

**The DCO (DFFE) (SANAE/MARION/GOUGH)**

**Directorate: Southern Ocean and Antarctic Support**

**Department of Environmental Affairs**

**East Pier Shed**

**East Pier Road**

**V&A Waterfront**

**CAPE TOWN 8000**

(subject to change)



DFFE will ensure that all cargo delivered to the SANAP Store is dispatched to the ship. Should any crates require special attention, DFFE will make all the necessary arrangements, if notified beforehand. Having said this, the Principal Investigator should ensure that a representative from the project be present to supervise the loading of these crates.

Principal Investigators are requested to ensure that crates (“trommels”) being returned from a base, are correctly consigned/addressed by their expedition members. DFFE will clear the cargo from ship to shore and will dispatch it to the destination indicated on the crates for the Principal Investigator’s cost. Any cargo may at the discretion of the DFFE be inspected prior to dispatch. Punitive measures will be implemented on the institution responsible for any misrepresentation of cargo content.

Arrangement for special permits and/or transport, e.g., refrigerated trucks, is the responsibility of the Principal Investigator. In exceptional cases, DFFE will assist projects in procuring the necessary permits/transport.

## **10 FINANCIAL MATTERS**

### **PLEASE NOTE:**

**The NRF online application form budgets need to include all items and activities included in the DFFE prescriptions (medical exams etc.), as well as the logistic items not covered by DFFE.**

Please note that the DFFE and AMSOL do not cover insurance for equipment other than that supplied on the SA Agulhas II, and on the various bases. Principal Investigators are to ensure that equipment brought into and used as part of the programme is adequately insured and the owner of the asset has given permission for its use. Nor is the DFFE, AMSOL or the NRF liable for any loss or damage to equipment used off its vessels.

### **10.1 Logistics Support (provided by DFFE)**

The following logistics costs for all SANAP-supported projects will be provided by DFFE (subject to annual review):

- Transport on board the SA Agulhas II to and from the 3 stations in 3 relief voyages ONLY per year, namely
  - SANAE IV (Antarctica): December to February,
  - Marion Island\*: April to May, and
  - Gough Island: September to October

\* In the case of expeditions to Marion Island, the planning phase of the relief voyage/expedition needs to be budgeted for, even though the voyage may depart on or after 1 April (beginning of new financial year).

- Accommodation on board the SA Agulhas II and at the 3 bases. This may not exceed the maximum number of persons permitted at each station (project leaders may be requested to cut down on personnel if there are too many participants)

- Food on board the SA Agulhas II and at the 3 bases in accordance with the standard DFFE food list (any special dietary requirements must be indicated, and will be catered for, within reason, e.g., Halaal, vegetarian, etc.)
- Protective clothing in accordance with the standard DFFE clothing list
- Air support for offloading of personnel and cargo (i.e., transport costs for all scientific personnel, equipment and supplies from the SA Agulhas II to the various bases and back to the ship)
- Standard DFFE containers (orange) for equipment and supplies – dimensions = 2.5m (L) x 1.5m (W) x 1.0m (H), and maximum weight per container = 1 000 kg
- Dispatching containers from store to ship prior to each voyage and from ship to store after each voyage
- Hut accommodation at Marion Island (in accordance with a schedule determined by the Science Coordinator)
- Hand-held radios to all group leaders participating in relief voyages
- Satellite communication network on the ship and at the bases (but individuals will be charged for use of telephone, fax line, e-mail, and internet services) these services will be provided as a best effort delivery as there are limitations and constraints on the infrastructure and technologies used.
- Limited office and laboratory space at each station, including network/power points, etc.
- DFFE will conduct search and rescue and cover evacuation costs in the case of medical emergencies only (NOT any other evacuation costs). It must be noted that a claim will be lodged against the evacuated party. The evacuated party will remain fully liable for the evacuation costs and the onus will be on the evacuated party to follow through on the reimbursement of DFFE from the insurance company for the cost.
- Medical and basic dental treatment and assistance (during relief voyages and overwintering expeditions)
- Standard medical equipment and supplies

- Darkroom (excluding chemicals) and recreational facilities (gym, pool table, etc.) at each station.
- DFFE will cover costs incurred during team training (i.e., for non-project related courses) prior to each voyage, e.g., first aid, cooking classes, firefighting, tea/coffee, farewell lunch. S&T must however be budgeted for by the Principal Investigators.
- Arrangement of medical and dental examinations for all research and logistics expedition members will be made by the DFFE, the costs will however need to be budgeted for by the Principal Investigators
- All camping and hiking equipment must be provided for by the Principal Investigators and be budgeted for accordingly. DFFE can make a facility available for the storage thereof but will not bear the risk of loss.

#### **IMPORTANT POINTS TO NOTE:**

- ALL overwintering and relief personnel **MUST** have passports valid for at least 3 months after the intended return of the relief voyage/overwintering expedition). The ship **WILL NOT** be delayed if passports are not valid, and the person/s will not be able to participate in the voyage.
- Principal Investigators and their personnel are requested to make all arrangements with the DCO (DFFE). No special or private arrangements with the ship, helicopter or other personnel may be made.
- Logistic support must be rendered by all participants (there will be no exceptions), during offloading and back-loading, packing, and unpacking of containers, or as required by the DCO (DFFE) during a relief voyage.
- In Antarctica and on Marion and Gough Islands, the NDPW provide funds and is responsible for the construction and maintenance of all buildings and services (power supply, etc.). However, DFFE remains responsible for all activities on the Islands and therefore all contact with the NDPW should be made through the DCO (DFFE) of each voyage.
- For any field work in Antarctica (i.e., away from established GPS routes for more than one day), previous Antarctic field operations experience is mandatory. **If nobody within the field party has such experience, it is the principal investigator's responsibility to source and fund such expertise and include said in field party.** Applicants can consult DFFE for assistance with identifying possible field operators where necessary.

- **Terms and Conditions for Passenger and Personnel document is attached that refers to participation in SANAP voyagers on board the SA Agulhas II. Specific notice must be given to the clauses pertaining to Sections (3), (4) and (5) of the attached document concerning fitness to travel and the limits of liability. In addition to being attached here, the document will be an Appendix to all sailing instructions. This document must be read and understood by all PIs and their research collaborators and potential future collaborators during the current SANAP call for research proposals.**

## **10.2 Research Budget Online**

Applicants are required to take into consideration all items to be budgeted for in the budget section of the NRF online application form (including all travel and S&T for DFFE training sessions). The following items should also be included in the budget:

### **Included under running costs:**

- **Transport costs** for all scientific equipment and supplies from the various Universities/Institutions to and from Cape Town (SANAP Store) for relief voyages
- **Specialised or additional clothing** requirements not on the standard DFFE clothing list
- **Specialised or additional equipment** and/or supplies required for base and fieldwork
- **Specialised or additional food** requirements
- **Specialised camping and hiking equipment** and supplies
- **Extensive air support not forming part of the re-supply programme**
- **Fuel for fieldwork in Antarctica**
- **Route deviations** of the SA Agulhas II
- **All research or scientific equipment AND the maintenance thereof**

### **Included under travel costs:**

- Travel and subsistence (S&T) costs (including air (economy class) bus tickets; taxi/car hire/shuttle; accommodation (up to 3-star) and food/daily allowance) for:
- Interviews of ALL research expedition members (1) at the University or Institution
- ALL participants (including research overwintering expedition members) to and from Cape Town prior to and after the voyage they are participating in
- ALL overwintering research expedition members to attend team training sessions in Pretoria and Cape Town (about 2½ weeks in total) prior to the voyage they are participating in (time frames are subject to change)
- ALL project-related training and courses required

**OWN ARRANGEMENTS TO BE MADE IN ALL CASES.**

## Guiding principle for the Research Budget Preparation

The DFFE has a mandate to re-supply the base ensure that the maintenance is conducted, and the team is trained. It is imperative that every activity that is not part of the resupply process, including flights be budgeted for and the costing model be completed in as much detail as possible. If the DFFE does not require a piece of equipment in performing the resupply mandate it has, it is the responsibility of the Principal Investigator to budget for the equipment required by the project. In preparing for relief voyages it is important to note the following in calculating space.

	Marion	Gough	SANAE
DFFE Logistics	10	7	19
<b>DFFE Long Term Monitoring (Ship based)</b>	<b>10</b>	<b>3</b>	<b>6</b>
<b>DFFE Long Term Monitoring (Shore based)</b>	<b>2</b>		<b>2</b>
Helicopter Crew	12	12	12
Overwintering Team	22	9	10
NDPWI	11	9	11
SAWS	2	2	2
SANSA	1		3
Other Passengers		40	
<b>SANAP Funded (Ship Based)</b>	<b>7</b>	<b>4</b>	<b>25</b>
<b>SANAP Funded (Shore Based)</b>	<b>23</b>	<b>14</b>	<b>10</b>
<b>TOTAL</b>	<b>100</b>	<b>100</b>	<b>100</b>

The above berth allocations **exclude** the overwintering expedition members and could change during the need for construction voyages.

**Applicants are REMINDED that there are 4 additional DFFE forms that must be uploaded to the application template on NRF online. Applications not including the required attachments will be rejected by the NRF and will not be considered for adjudication. The 4 mandatory forms are listed below:**

- Ethics form**
- Environmental form**
- Logistics Support form**
- Costing Model**

**SECTION 2****ENVIRONMENTAL IMPACT ASSESSMENT PROCESSES AS MANAGED BY  
THE DEPARTMENT OF FORESTRY, FISHERIES AND THE ENVIRONMENT,  
DIRECTORATE: INTEGRATED ENVIRONMENTAL AUTHORISATIONS (D: IEA)**

- NB1:** Please note that the uploaded Environmental form mentioned above must be completed in respect of your application.
- NB2:** The Environmental Impact Assessment (EIA) basic Assessment Report or Environmental Impact Assessment Report) process below should only be followed (if applicable) AFTER your SANAP-proposal has been approved by the NRF/DSI assessment process.
- NB3:** No activity may commence without the necessary environmental authorization from DFFE.

**11. INTRODUCTION**

All Principal Investigators (PIs) must ensure that their SANAP-approved project complies with the relevant environmental legislation applicable to SANAP's operational areas in Antarctica, at the Prince Edward Islands (comprising Marion and Prince Edward) and on Gough Island (under the United Kingdom's Tristan da Cunha administration).

- The environmental process should only be embarked on AFTER your proposal has been approved by NRF/DSI (the approval of a proposal is thus NOT subject to the prior completion of the environmental process.).
- This process should, however, be kept in mind when formulating your proposal, especially if you wish to appoint an Environmental Assessment Practitioner (EAP) to complete any required EIA (BAR or EIR) application/s on your behalf, which you will need to budget for, in terms of funding and time.
- Advice, forms, and templates for environmental process applications are available from the CD: IEA. (See detail under point 17)

All applications (PEA, IEE, CEE, BAR & EIR must be submitted in hardcopy and electronic (USB) to the Departmental Details:

**Postal address:**

Department of Forestry, Fisheries and the Environment  
Attention: Chief Director: Integrated Environmental Authorisations  
Private Bag X447  
Pretoria  
0001

**Physical address:**

Department of Forestry, Fisheries and the Environment  
Attention: Chief Director: Integrated Environmental Authorisations  
Environment House  
473 Steve Biko Road  
Arcadia

Queries must be directed to the Directorate: Email: [EIAAdmin@dffe.gov.za](mailto:EIAAdmin@dffe.gov.za), and copy the Director: National Infrastructure Development at: [VSkosana@dffe.gov.za](mailto:VSkosana@dffe.gov.za)

## **12. PROJECTS IN ANTARCTICA**

Annex I (EIA) of the Protocol on Environmental Protection (PEP) to the Antarctic Treaty (Madrid Protocol) applies to ALL projects with NEW activities that will impact on the environment in Antarctica, e.g., new hatch, new antenna array, field work, drilling, etc.

There are 1-3 steps that will need to be followed:

### **Step 1 - PRELIMINARY ENVIRONMENTAL ASSESSMENT (PEA)**

All SANAP-approved projects to complete a PEA and submit to the CD: IEA for consideration:

→ If the impact of the activity on the environment is deemed “less than minor or transitory” DFFE will advise that the project may proceed

→ If the impact of the activity on the environment is deemed “minor or transitory”, DFFE will advise the PI to proceed to Step 2

### **Step 2 - INITIAL ENVIRONMENTAL EVALUATION (IEE)**

If advised by DFFE, complete and submit an IEE to the CD: IEA for consideration:

→ If the activity is deemed to have a “minor or transitory” impact on the environment, a “Decision on the IEE” (with or without conditions) will be issued by DFFE

→ If the activity is deemed to have a “more than minor or transitory” impact on the environment, DFFE will advise the PI to proceed to Step 3

### **Step 3 - COMPREHENSIVE ENVIRONMENTAL EVALUATION (CEE)**

If advised by DFFE, complete and submit a draft CEE to the CD: IEA for consideration:

→ DFFE will forward the draft CEE to the Committee for Environmental Protection (CEP) for consideration at the annual Antarctic Treaty Consultative Meeting (ATCM), usually held in May/June, in respect of all activities that have a “more than minor or transitory” impact on the environment

→ Prepare final CEE for submission to CEP/ATCM

→ DFFE will advise on the ATCM’s decision

### **13. PROJECTS AT THE PRINCE EDWARD ISLANDS (MARION AND PRINCE EDWARD)**

As the Prince Edward Islands are South African territory, a Special Nature Reserve (SNR) and RAMSAR Wetland Site of International Importance, the National Environmental Management Act, Act No. 107 of 1998 (NEMA) and its 2014 EIA Regulations apply to ALL projects with activities that are LISTED under Listing Notices 1, 2 or 3 of these Regulations, e.g., development of masts or towers, permanent structures on or along the seabed, etc.

**NB: Even if an activity is NOT listed, NEMA's Section 28 "Duty of Care" applies at all times.**

**\*Please note:**

**All oceanography and offshore projects are requested to check whether any of the work they are undertaking is contained in Listing Notices 1, 2 or 3**

#### **13.1 BASIC ASSESSMENT REPORT (BAR)**

Applies to activities listed in Listing Notices 1 and 3 (likely for SANAP projects, especially Notice 3 which is applicable to Protected Areas, e.g., SNR):

- Application Form
- Proceed with public participation process (PPP)
- Draft BAR (including initial PPP comments) and draft Environmental Management Programme (EMPR) to DFFE and PPP, for comments to applicant
- Final BAR and EMPR (remains live document) for DFFE decision
- It is the applicant responsibility to budget funds and time for the environmental impact assessment, including the approval and the appeal processes

#### **13.2 SCOPING AND ENVIRONMENTAL IMPACT ASSESSMENT REPORT (EIR)**

Applies to activities listed in Listing Notice 2 (unlikely for SANAP projects):

- Application Form
- Proceed with PPP
- Draft Scoping Report, Plan of Study for EIR and EMPR (including initial PPP comments) to DFFE and PPP, for final comments to applicant
- Final Scoping Report, Plan of Study for EIR and EMPR (remains live document)



→ Draft EIR

→ Final EIR for DFFE decision

→ It is the applicant responsibility to budget funds and time for the environmental impact assessment, including the approval and the appeal processes

**NB: For listed activities at Marion and Prince Edward, in your application, you can apply to DFFE for approval to deviate from certain provisions of the public participation process (PPP) or to downgrade the application from a Scoping and EIR to BAR. This decision rests with DFFE.**

### **13.3 PERMITS/EXEMPTION**

In accordance with Section 45 of the National Environmental Management: Protected Areas Act 57 of 2003), exemptions must be granted by the Minister of DFFE (or his/her delegate) to access a SNR, along with the necessary permits that are applied for.

Once your project is approved, kindly ensure that the necessary Permit/Exemption application form (per group for all participants) is submitted, at the same deadline as the required SANAP3 voyage participation form, as follows (if applicable):

- One application per relief group/project (align with SANAP3), e.g., relief “sealers”
- One application per overwintering group/project, e.g., overwintering “sealers”

### **14. PROJECTS AT GOUGH ISLAND**

As Gough Island is a World Heritage Site, all scientific activities need to be endorsed by the Administrator of Tristan da Cunha.

### **15. DEADLINES**

Once your project has been approved:

#### **Antarctica:**

Please submit your PEA form to the CD: IEA by no later than **30 June** (for voyages in December). Should an IEE be required by DFFE, the final IEE must be submitted not later than 30 August (for the voyages in December)

#### **Prince Edward Islands:**

Please submit your Application Form for any Listed Activities **as soon as possible** – applications take between 6 – 12 months to draft and the legislative process for a decision is 107 days as per EIA regulations. Sufficient time should be kept in mind to allow for the finalisation of possible appeals (under South African EIA legislation).

## 16. GENERAL

Kindly ensure that you complete and/or adhere to the environmental documentation required for participation in each voyage, e.g., Gear Checks, Conservation Certificate, etc.

## 17. DFFE (CD: IEA) CONTACT DETAILS

Department of Environmental Affairs

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