

## Antarctic Access Office

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### Role and responsibilities:

The main purpose of the office is to manage the planning and approvals processes for all projects involving BAS Antarctic research infrastructure: Antarctic science facilities, logistics support and research platforms. Projects include NERC/ UKRI grant-funded science projects, NERC National Capability science projects, other national and international collaborative projects and commissioned research.

Specific responsibilities include:

- To facilitate and manage the pre-award process to request access to BAS Research infrastructure (science facilities, logistics and research platforms), and to provide a fair transparent process, that is communicated to the UK and international polar research community, regardless of funding source.
- To coordinate applications for BAS Antarctic science facilities and logistics support via NERC, other Research Councils' funding mechanisms, and any other funder from the UK and internationally.
- To coordinate applications for the use of BAS Antarctic science facilities and logistics support via the Collaborative Antarctic Science Scheme (CASS).
- To provide guidance and advice to BAS and external users on the process to apply for BAS Antarctic logistics support via the Pre-Award OSPQ (Operational Support Planning Questionnaire).
- To liaise with BAS Operations to ensure completion of Post-Award OSPQ, Preliminary Environmental Assessments and Risk Assessments by all project Principal investigators and attendance at BAS field planning meetings.
- To promote access to BAS Antarctic science facilities and logistics support to the UK community as required.
- To highlight to all interested parties the impacts of developments in NERC's funding mechanisms, application rules and procedures if they affect polar research. Update NERC/BAS policy and procedures for polar fieldwork opportunities, including the web site.
- To administer BAS's portfolio of international agreements involving access to BAS Antarctic logistics support (e.g. with the Netherlands, Malaysia and Italy) and liaise with BAS Operations and other BAS support teams over science project and fieldwork planning requirements.

The Antarctic Access Office is the primary point of contact for:

- NERC, other Research Councils and components of UKRI, other UK and International funding opportunities and proposals involving BAS polar (especially Antarctic) science facilities and logistics support.
- International collaborators and partners, where formal agreements have been established with BAS, and projects involving BAS Antarctic science facilities and logistics support.
- NERC Head Office on matters relating to UKRI funded projects that involve Antarctic logistics support.
- The UK science community on the promotion of BAS Antarctic science facilities and logistics capabilities to the UK science community.

### Stakeholders and their roles:

Stakeholder	Role and requirements
NERC/ UKRI	Requires the Antarctic Access Office to manage the process for researchers to apply for BAS Antarctic logistics support at the pre-award stage, and the transfer of NERC top-sliced logistics costs from NERC to BAS post-award. NERC has a role in reviewing applications for BAS logistics support on NERC/ UKRI-funded calls.
BAS and External Researchers	To provide a clear route to apply for BAS Antarctic logistics support and access up to date information on the facilities available.
BAS Operations	Requires the Antarctic Access Office to coordinate the review and feedback of logistics requests; provide updates on proposal status (i.e. funded, not funded); and manage the recovery of NERC funded logistics costs.
BAS Finance	Review budgets for BAS logistics support where applicable. Finance requires the Antarctic Access Office to report on the logistics costs to be recovered from NERC on an annual basis.