

# Instructions for Completing Post-Visit Reports 2019-20

## IMPORTANT INFORMATION

1. ALL Falkland Islands (Malvinas), South Georgia Island and Antarctic visit data can be entered into one PVR.
2. ALL Falkland Islands (Malvinas), South Georgia Island and Antarctic PVRs can be exported separately on the PVR homepage by clicking on the flag to the right of the desired PVR (see below).
3. Nationality Records do not have to be in alphabetical order.
  - a. When entering in Nationalities in section C, Part 1, please use the drop-down menu. For example: Use France instead of French.
4. Dates in PVR Part 2 do not need to be in chronological order – they will be sorted when submitted.
5. All time in coastal waters must be recorded on PVR Part 2.
  - a. For Example: if blown out of a landing in Deception but stayed in Port Foster, please enter *Port Foster ship cruising*. Or when looking for whales in the Gerlache Strait, please enter *Ship Cruising*.
6. If your voyage dates change, you must change the dates in the Core Expedition Data and notify the Secretariat at [pvr@iaato.org](mailto:pvr@iaato.org)

**Please submit your PVRs within two weeks of the completion of your voyage.**

### Reminders:

1. Excel PVR forms are revised annually, please use the correct seasonal form. **PVR files from previous seasons will not work in the system for the current season.**
2. Upload this form to the IAATO database by navigating to and signing in to the online PVR: <http://apps.iaato.org/iaato/pvr/>.
3. Alternatively, a post visit report can be entered directly using the Online PVR form <http://apps.iaato.org/iaato/pvr/>.



## About this Form

Antarctic Treaty regulations, Recommendation XVIII-1 and Resolution 3 (1995), call for post visit reports regarding tourism and non-governmental activities. These reports are to be filed by any person(s), companies or organizations visiting the Antarctic Treaty region for the purposes of recreation or tourism. The following form is an updated version of the standard Post Visit Report Form attached to Resolution 6 (2005).

The form consists of three parts, which are to be completed by an authorized person (e.g. expedition leader or captain) and submitted to an appropriate national authority and to IAATO.

**OTHER THAN DATA ENTRY, DO NOT MODIFY THE PVR DOCUMENT IN ANY WAY AS THE FORM WILL NOT LOAD CORRECTLY IN THE DATABASE.**

Use a blank, unused PVR form for each voyage.

Do not cut and paste from a previously filed PVR.

Forms from previous seasons will not work in the system for the current 2019-20 season.

## Submitting the PVR

To submit the PVR to IAATO, please use one of the following methods for inclusion in the comprehensive tourism database:

### 1. TO UPLOAD YOUR PVR EXCEL FORM:

Upload the Excel PVR file using the IAATO PVR upload tool:

- a. Use this link to access the online PVR form to UPLOAD PVR:
  - i. <http://apps.iaato.org/iaato/pvr>
- b. Before completing your first PVR, please read the instructions on the first tab of the excel document for important information.
- c. Please do not forget to 'ENABLE ALL MACROS' upon opening and saving the excel PVR form. If you do not 'ENABLE ALL MACROS', the excel form will not function correctly.

### 2. TO ENTER INFORMATION DIRECTLY INTO THE WEBSITE:

Enter voyage information directly in the PVR IAATO online form.

- a. Use this link to access the online PVR form where you will find the link to ADD PVR:
  - i. <http://apps.iaato.org/iaato/pvr>
- b. The Expedition record (Part 1) must be completed for every expedition to the Antarctic region regardless of whether any landings or visits to sites were made.
- c. The Post-visit/Site Visit record (Part 2) must be completed for visits or landings that were made to sites in the Antarctic region AND must also include ALL days at sea.
- d. The South Georgia record (Part 3) should only be completed if visits to South Georgia were made to this region. All South Georgia PVRs must be exported and submitted directly to the South Georgia Government at: [admin@gov.gs](mailto:admin@gov.gs).

If you have any issues with your PVR submission, please send an email with specific details and/or screen shots to: [pvr@iaato.org](mailto:pvr@iaato.org)

## Instructions for Completing the PVR

1. As the form will be processed in our online web application, it is important that the form be completed carefully and accurately. Use the following instructions as guidelines while completing the data required in the PVR worksheets.
2. When the PVR is uploaded or entered into the database, if any areas have information entered incorrectly, the PVR will be rejected with an explanation error message at the top of the screen. All errors must be corrected before the submission is complete. Please read the error message to find the mistakes.
3. Throughout the PVR form, use only the following date format: DDMMYYYY (e.g. 12Jan2019).
4. At the end of each trip, and within **two weeks**, please complete one of the two above methods for filing the PVRs for IAATO and also send to your national authority. All completed PVRs must be received by IAATO no later than 05-April-2020. Please contact [pvr@iaato.org](mailto:pvr@iaato.org) if you have any questions.
5. Our database will be reaching out to you. Two weeks after the voyage ends, a database generated email will be sent out to a designated contact within your organization requesting your PVR to be submitted (if it has not already been submitted). After that, an email will be sent every 5 days until your PVR has been received.



## PART 1 - Expedition Data

The Expedition Record is completed for each expedition.

### 1. Expedition Details

- a. Voyage/Flight Number must have the following format: a three-character ship or aircraft code followed immediately (no space) by embarkation date as DDMMYYYY, e.g. 28JAN2019. See also the corresponding scheduled expedition's number in the IAATO Ship Scheduler.

**EXAMPLE:**

Caledonian Star departing on November 8, 2019  
CAL08NOV2019

- b. Vessel/Aircraft name should be the name of the vessel/aircraft in full as listed in the IAATO Directory. Please use the new drop down menu to select your Vessel/Aircraft name.

**EXAMPLE:**

Le Lyréal  
MY Cloudbreak  
S/V Pelagic

- c. Expeditions are categorized as either: Aircraft or Land based, Motor Yacht or Motor Vehicle based or Sailing Vessel or Ship based.

### 2. Observers

- a. This section should only be used to list designated observers, national representatives, or naval personnel.
- b. Scientific personnel transported should be listed under #5 in Part 1 Expedition Data.

### 3. Nationalities

- a. Nationality Records do not have to be in alphabetical order. Once submitted, the database will sort them accordingly.
- b. Be careful of entering country names vs nationalities as this can cause problems when submitting your PVR.
  - i. Please use the drop-down menu in section C.  
For example: Use **France** instead of French.
- c. If all of the available nationality lines have been used and there is more data to enter, please use the sheet labeled 'Part 1a – Nationalities contd.' and enter the additional Nationalities.

### 4. Report on Expedition

- a. Please use #5 to list any environmental disturbances, incidents, scientific support or transport, and medical evacuations which took place.
- b. Please use #6 to report any citizen science that was included in the educational content of the voyage.
- c. Signature and date line: please use this section to note the name of who was responsible for completing the form and the date the form is filled out.

## PART 2 - Site Visit Record

All Transits in Coastal Waters must be recorded in the PVR. When not landing, all vessels should list the area of travel, with 'Ship Cruise' as the activity.

**EXAMPLE:**

When looking for whales in the Gerlache Strait, please enter 'Ship Cruising'.

### 1. Date

- a. All lines of activity must be filled in with the date. New this year, every time slot MUST be accounted for. For example, if a vessel is blown out of Whaler's Bay during the 07:31 – 13:00 time slot, please enter Ship Cruising, Deception Island (or Port Foster) during 07:31 – 13:00.

### 2. Site visited (throughout the form the recognized English name is used):

- a. Select Site visited from the drop-down menus provided.
- b. Please enter cruises of narrow waterways in this section, e.g. Lemaire Channel, Errera Channel, Neumayer Channel etc. *Note: please list all narrow waterway transits (if transiting the same waterway twice, you only need to report it once), listing them as Ship Cruising.*
- c. If you have used all of the available Site Visit lines and still have data to enter, please use the spreadsheet labeled 'Part 2a – Site Visits contd.' (and Part 2b if needed) and enter the additional information.

**ALL coastal water transit time (whether a cruise-only only or traditional expedition vessel) must be recorded on PVR Part 2.**

- d. You will notice that the site coordinates are not filled in. At any time just click on the 'Update Site Coordinates' button (cell 3C) and they should auto-fill. *Note: Please make sure that you have 'Enabled all Macros' on the PVR excel form*
- e. If you have a site that is not listed in the drop-down menu, please request the site using the Ship Scheduler 'Request Site' form (<http://apps.iaato.org/iaato/scheduler/>). Once submitted, it may take up to 48 hours for the new site to be approved and entered into the system. You will be contacted once it has been entered, and will then be able to upload your PVR file into the database.

### 3. Times

- a. Enter arrival and departure times using UTC and a standard 24-hour format. (i.e. hh:mm - e.g. 14:35). Note it is necessary to insert ':' between the hours and minutes. For example, if the local Peninsula time is 09:00 (UTC-3) then 12:00 (UTC) should be entered.
- b. If landings span the midnight period, please still enter the last passenger (pax) ashore time on the same line: it is not necessary to create a separate line with a separate date for the departure time.

**EXAMPLE:**

Date	Site visited	1st pax arrive	Last pax depart
01/12/18	Vernadsky	00:30	22:15

#### 4. Activities at Site

- a. Select up to three activities per Site Visit entry. Use additional lines if the number of passengers differs per activity or more than three activities occurred.

**EXAMPLE:**

Date	Site	Pax	Staff	Crew	Other	Total	Activities
01/12/18	Vernadskiy	25	3	2	0	30	Small Boat Landing Station visit
01/12/18	Vernadskiy	3	2	0	0	5	Scuba Diving

- b. If a station is visited by small boat, record in the activities section both 'Small Boat Landing' and 'Station Visit', provided the same number of people participated in both activities.

**c. EXAMPLE:**

Pax	Staff	Crew	Total	Activities
25	3	2	30	Small Boat Landing Station Visit

- d. If you select 'Other' as an activity, please enter full details in cell M40.
- e. The activity 'Station Visit' should only be listed when the station is actively occupied. Unoccupied stations should not include the activity station visit. (Please note that Goudier Island (Port Lockroy) is a historic site and monument and NOT a station so should not be listed as Station Visit.)
- f. Where the activity is an on-board activity such as 'Ship cruise' or 'Anchoring only' the total complement of passengers, staff and crew should be listed.

## PART 3 – South Georgia

Please complete all grey sections of Part 3- South Georgia. If there are any sections left blank, you will not be able to submit your PVR into the system.

Once completed, all South Georgia PVRs must be exported and submitted directly to the South Georgia Government at: [admin@gov.gs](mailto:admin@gov.gs).

Vessel name	Member	Date	Number	Type	Leader	
my hans Hansso			GFH23	Select		
MY Hans Hansson	Golden Fleece Expeditions Ltd.	13-Apr-2018	GFH23SEP2017	Motor Yacht	Juliette Hennequin	<input type="button" value="Edit"/> <input type="button" value="Export PVR SG"/> <input type="button" value="New"/>

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Please contact [pvr@iaato.org](mailto:pvr@iaato.org) with any questions. Thank You.