

# Instructions for Completing Vessel Post-Visit Reports 2023-24

## TOP TIPS FOR FILLING OUT THE PVR

The following are the top tips for correctly completing this Post-Visit Report.

1. Double check all 'Ship Cruise' activities include the total number of Pax/Staff/Crew/Other of each voyage, unless there was another activity occurring at the same time.
2. Separate activities that usually involve smaller numbers of passengers such as 'Kayaking' or 'Snowshoeing' from activities that usually have a higher number of passenger involvement such as 'Small Boat Landing'. These activities should be entered onto their own line in the Site Visits Record.
3. Remember to record ALL days below 60 degrees in coastal waters and in South Georgia coastal waters, even if it was a transit day or a day without landed activities. This can be recorded by entering a 'Ship Cruise' using a transit way or a nearby site.

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

### New for 2023-24

1. A new section has been added to the PVR to collect any Government, National Antarctic Program or other science support projects. For each voyage, please add the science support that occurred during that voyage in Part 4 - NAP & Science Support. (Citizen Science Projects should be recorded in Q5 of Part 1 Section D.)
2. The South Georgia export will now export as a folder of three .csv files to ensure compatibility with their database. Please make sure when you send your G PVR export to GSGSSI, it include all three .csv files.
3. There are three new activities added for the 23-24 season:
  - a. Wildlife Watching On Vessel (Whales, Seals, etc)
  - b. Hydrographic Work
  - c. Avian Influenza Pre-Activity Assessment.

Additional information on these three activities can be found in the second tab of the PVR spreadsheet 'Catalogue of Activities'.

### Reminders:

1. ALL South Georgia Island and Antarctic visit data can be entered into one PVR and can be exported separately on the PVR homepage of the IAATO database. (see below for more information).
2. If your voyage dates change, please update your core expedition data in the Ship Scheduler. (Note: If the embarkation and disembarkation dates in the PVR do not match those in the Ship Scheduler, the PVR will fail to upload.)
3. Excel PVR forms are revised annually, please use the correct seasonal form. The PVR form can be found in the Field Operations Manual in Section 4, Reports and Checklists. **PVR files from previous seasons will not work in the system for the current season.**
4. Upload Excel PVR form directly to the IAATO database, or enter it manually by signing in to the online PVR: <https://database.iaato.org/seasonal-requirements/post-visit-reports>.
5. Falkland Islands (Malvinas) site visits no longer need to be added to the 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 2023–24 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. <https://database.iaato.org/seasonal-requirements/post-visit-reports/pvr-upload>
- b. Before completing your first PVR, please read the instructions on the first tab of the excel document for important information.
- c. On the PVR landing page, select "Upload New PVR". Select the correct completed PVR file and upload.
- d. If there are any errors within the PVR file, the upload will fail and red pop up window will appear outlining any issues. Once these are fixed, save the file and upload again.
- e. Once submitted into the database, you will be brought to the PVR record within the database.
  - i. If an error is noted after the PVR is uploaded, the PVR spreadsheet can be edited and reuploaded as long as the PVR status is 'Pending' in the database. This will override the current version.

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)



### 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. <https://database.iaato.org/seasonal-requirements/post-visit-reports>
  - ii. If completing the PVR day by day during the voyage, the PVR will be saved in the database as a Draft. Do not change status to Pending until the PVR has been fully completed.
- 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 below 60 degrees and in South Georgia coastal waters, even if it was a transit day or a day without landed activities.
- d. The South Georgia record (Part 3) should only be completed if visits to South Georgia were made during the voyage. All South Georgia PVRs must be exported and submitted directly to the South Georgia Government at: [admin@gov.gs](mailto:admin@gov.gs).



## Instructions for Completing the PVR

1. As the form will be processed in our Database, 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. Throughout the PVR form, use only the following date format: DD-MMM-YYYY (e.g. 12-Jan-2022).
3. 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 2024. Please contact [pvr@iaato.org](mailto:pvr@iaato.org) if you have any questions. 
4. 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 7 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 DD-MMM-YYYY, (e.g. 28-JAN-2021). See also the corresponding scheduled expedition's number in the IAATO Ship Scheduler.

**EXAMPLE:**

Caledonian Star departing on November 8, 2020  
CAL08NOV2020

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

**EXAMPLE:**

Le Lyrial  
MY Cloudbreak  
S/V Pelagic

- c. Expeditions are categorized as either: Motor Yacht or Motor Vehicle based or Sailing Vessel or Ship based.
- d. Combined Activity should only be filled in if an additional Operator was involved in the expedition. If so, please use the drop down menu to enter the Operator name.
  - i. If the combined activity was air-cruise, enter a site visit entry using the activity 'Air-Cruise Flight' in Part 2.

### 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. Use #2 to list if there were any unusual incidents that affected people, materials or the environment. Additional details will be required in #3 and #4.

If no unusual incidents occurred select 'None' from the drop down and leave #3 and #4 blank.
- b. Use #5 to list any additional comments, such as wildlife observations, physical environmental changes or citizen science projects.
- 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. All days below 60 degrees and in coastal waters 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.

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

- c. Site Coordinates will automatically fill in when a site is selected from the drop-down menu. If you have visited a site that is not in the drop down menu, manually type in the site name and continue with the site entry.  
 Enter the new site name and coordinates in the fields below cell Q10.
- i. During PVR upload, you will be prompted to enter a New Site Request in the database. You can continue submitting your PVR, but the status will show as a Draft until the new sites have been approved by the IAATO Secretariat.
- ii. You will receive an email once sites have been approved (which may take up to 48hrs). Continue by reviewing and submitting your PVR, which will change the status to Pending.

### 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 22:15	00:30

### 4. Activities at Site

- a. Record all activities conducted during each site visit, using additional lines if more than three activities occurred.  
 Create a new entry if the number of passengers or arrival/departure times differ per activity.

#### EXAMPLE:

Date	Site visited	1st pax arrive	Last pax depart	Pax	Staff	Crew	Other	Total	Activities
01-Dec-19	Damoy Point/ Dorian Bay	11:00	15:00	150	10	5	0	165	Small Boat Landing   Small Boat Cruising
01-Dec-19	Damoy Point/ Dorian Bay	15:00	16:30	10	2	0	0	12	Kayaking

- 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:

i.	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 Q7.
- 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).

The SG export will now export a folder with three .csv files per each voyage. Please be sure to send over the entire folder to GSGSSI.

The screenshot shows a web interface for PVR management. At the top, there are several filter buttons: '2019-2020', 'Vessels', 'Expedition Types', '2 filter/s applied', and 'All'. Below these is a table with the following data row:

Approved	FRA02MAR2020	Fram	Hurtigruten AS	Ship	Ralf Westphall	17-Mar-2020	28-May-2020, System Admin	Export
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The 'Export' button in the table is circled in red. A dropdown menu is open below it, showing three options: 'Export PVR ANT', 'Export PVR FLK', and 'Export PVR SG'. A red arrow points to the 'Export PVR SG' option.

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