INTERNERSHIP INFORMATION PACKAGE

O GROVE, GALICIA, SPAIN
Welcome to the Bottlenose Dolphin Research Institute (BDRI), on the North-Western coast of Galicia, Spain!

I invite you to join our on-going study on the behaviour, communication, habitat use and social lives of the amazing bottlenose dolphin and other cetacean species. In the pages that follow, you will find some background information about the BDRI’s work, along with information on how you can be part of it.

I’ve always considered very important to provide people with an in-depth, hands-on immersion into the field of marine mammal science and more particularly bottlenose dolphin research. This dream came true, back in 2005, when I founded the BDRI as a small centre for research, conservation and training in bottlenose dolphin ecology and behaviour. The most rewarding part of the idea has been meeting hundreds of people interested not only in seeing dolphins, but also in understanding their life, behaviour and conservation threats.

I feel so lucky to be able to share my passion with so many people, first in Sardinia (Italy) and now in Galicia (Spain). I try to make the most of every day and aim to have the biggest contribution in their careers, by providing them a real perspective of marine mammal science and the ability to spread the knowledge about the marine environment.

I am proud to see how the institute has grown in terms of quality and how important our work has become for the knowledge and conservation of dolphins worldwide. The BDRI is dedicated to marine conservation, and has produced numerous scientific publications, and presented the work at many public and professional events.

This is a unique opportunity for you to step right into and experience what real-life marine science research means, it is an incredible experience that will not only set you apart from the crowd on your résumé, it will allow you to develop an array of valuable skills beyond that of a typical internship. At the BDRI, we understand the importance of giving the participant the relevant responsibilities and experience of a future job in the field, and that is why, during the internship, interns work side by side with me, the chief biologist, and other experienced researchers. As an intern, you will be encouraged to work hard and gain valuable insight of what it is actually like to work as a marine mammal researcher.

Unlike many other worldwide internship opportunities, the BDRI offers the interns the chance to work during many steps of the research. Your participation means that you will not only be observing the studied animals at sea, but you will also be collecting different types of data in the field, both from the land and from our research vessels, using various scientific methods. Back at the lab, you will participate in the transcription of the collected data, input them in a database, use various types of software, perform photo-identification analysis and more.

Why the Galician coast? An incredible diversity of cetaceans is present in these waters. No fewer than 22 species of cetacean species have been seen. Since 2014, we had the opportunity to study bottlenose dolphins, harbour porpoises, Risso’s dolphins, common dolphins, striped dolphins, pilot whales, killer whales, sperm whales, beaked whales, humpback whales, minke whales, sei whales, fin whales, and blue whales. And the exciting part is what has yet to be discovered!

That’s why I’m even more excited about the next ten years than the last. The first ten years were about giving shape to ideas. Now we have the resources to increase and spread the knowledge about these wonderful animals.

I’m so grateful to be able to contribute to marine mammal research and conservation.

Thank you for letting me be a part of this journey and see you on site!

Dr. Bruno Diaz López, Chief Biologist and Director
**TABLE OF CONTENTS**

1. GENERAL INFORMATION – PAGE 4
2. PROJECT OVERVIEW – PAGE 5  
   a. Study area – PAGE 5  
   b. Background of the research program – PAGE 6  
   c. Purpose of the research program – PAGE 6  
   d. Research projects – PAGE 7  
3. INTERNSHIP PROGRAM – PAGE 10  
   a. Purpose of the internship program – PAGE 10  
   c. Conditions – PAGE 11  
   d. Benefits – PAGE 11  
   e. Internship fee – PAGE 12  
   f. Internship application – PAGE 13  
   g. Internship acceptance – PAGE 14  
4. WEEKLY AND DAILY SCHEDULE – PAGE 15  
5. RESEARCH LAB – PAGE 16  
6. RESEARCH BOATS – PAGE 17  
7. ACCOMODATION AND FOOD – PAGE 18  
8. RESEARCH STAFF – PAGE 19  
9. ABOUT THE AREA AND WHAT TO DO – PAGE 21  
   a. Galicia, Spain – PAGE 21  
   b. O Grove, Galicia – PAGE 21  
   c. Around O Grove – PAGE 22  
   d. Weather – PAGE 23  
10. HOW TO REACH THE FIELD STATION – PAGE 23  
11. BEFORE YOU LEAVE – PAGE 24  
   a. Passport information – PAGE 24  
   b. Physical demand – PAGE 24  
   c. Other advice / Information – PAGE 24  
12. WHAT DO YOU NEED TO BRING? PACKING CONSIDERATIONS – PAGE 25  
13. RECOMMENDED READING – PAGE 25  
14. BDRI RULES AND REGULATIONS – PAGE 26  
   a. Operational objectives – PAGE 26  
   b. Disciplinary procedures – PAGE 26  
   c. BDRI policies – PAGE 27  
14. BDRI DATA PROTECTION STATEMENT – PAGE 32

**PLEASE READ THIS MATERIAL CAREFULLY BEFORE JOINING THE PROGRAM.**  
By signing the BDRI Internship Application Form, you agree that you have read and understood, and will abide by all BDRI Rules and Regulations as documented in this manual (pages 26 to 31).
1. GENERAL INFORMATION

PROJECT STAFF:
Bruno DÍAZ LÓPEZ, PhD
Director and Chief Biologist
+ 34 684248552
bruno@thebdri.com

Séverine METHION, MSc
Principal Investigator
+ 34 640119669
severine@thebdri.com

Oriol GIÑALT PARADELL, MSc
Staff and Intern Coordinator
+ 34 679813129
oriol@thebdri.com

AFFILIATION:
Bottlenose Dolphin Research Institute, BDRI
Avenida Beiramar 192, 36980 O Grove, Pontevedra, Spain
+ 34 886310608
info@thebdri.com
www.thebdri.com

RESEARCH SITE: O Grove, Galicia, Spain

RENDEZ-VOUS POINT: O Grove, Galicia, Spain

INTERNSHIP SEASONS: From January to December, every year

INTERNSHIP LENGTH: Minimum 30 days

TEAM SIZE MINIMUM/MAXIMUM: 5/15 people

MINIMUM AGE OF PARTICIPATION: 18 years of age

INTERNSHIP FEE: Includes accommodation, from 50 € /day

FINANCIAL AID: Possible in some cases
2. PROJECT OVERVIEW

a. Study area

The study area of the BDRI is the North Western coast of the Iberian Peninsula (Galician coastal waters in NW of Spain), more specifically the waters of the Ría de Arousa (firth of Arousa) which is a part of the Rías Baixas (the Baixas firths) and surrounding waters. The region has a relatively narrow continental shelf with a total surface area of approximately 15,000 km². The Galician continental shelf and the Galician rías (coastal fjords) lie at the northern edge of one of the major upwelling areas in the world, the eastern boundary system off NW Africa and SW Europe. The frequent upwelling of cold and dense North Atlantic Central Water results in nutrient enrichment and as a result, this area is among the most productive oceanic regions in the world. This coast is characterized by high biodiversity, productive fisheries and important aquaculture activities, all supported by the nutrient input due to upwelling. Galicia is the main fishing region of Spain and one of the most important in the world, with 87 fishing ports used by more than 6000 fishing boats along 1195 km of coastline.

More than 20 species of cetaceans have been recorded in Galician waters, the most abundant in the coastal rías are bottlenose dolphins (*Tursiops truncatus*), harbour porpoises (*Phocoena phocoena*) and short-beaked common dolphins (*Delphinus delphis*). Other species present in the area include Risso’s dolphins (*Grampus griseus*), striped dolphins (*Stenella coeruleoalba*), long-finned pilot whale (*Globicephala melas*), killer whales (*Orcinus Orca*), sperm whales (*Physeter macrocephalus*), beaked whales (3 species), humpback whales (*Megaptera novaeangliae*), minke whales (*Balaenoptera acutorostrata*), sei whales (*Balaenoptera borealis*), fin whales (*Balaenoptera physalus*), and blue whales (*Balaenoptera musculus*).

We also find Eurasian otters (*Lutra lutra*) in rivers and along the shoreline of Galician rías.

Galicia is home to hundreds of species of birds, either permanently or seasonally, including several species of seagulls, cormorants, shags, gannets, auks, shearwaters, petrels, skuas, terns, herons, loons, waders, wildfowl and many more.

A variety of conservation issues affect the marine life in Galician waters, many of which are related to human activity, such as the interaction with fisheries, which is a significant cause of mortality, overfishing, aquaculture activities, oil spills, pollution, the effects of noise from shipping, oil and gas exploration, military activity and tourism. The degree of impact of any human activity, varies considerably between different species and depends on their ecology, distribution and abundance.
b. Background of the research program

In 1999 the Italian non-profit research organisation “Accademia del Leviatano” started the "Dolphin-project" in Sardinia (Italy) in collaboration with Dr. Bruno DÍAZ LÓPEZ, a zoologist with 20 years of experience as a cetacean researcher. The project continued and in 2005, the Bottlenose Dolphin Research Institute (BDRI) was established by Dr. Bruno DÍAZ LÓPEZ. Over the years, the project grew to encompass a wider area and a more diverse range of issues. In 2014, the BDRI moved to the North West of Spain to discover a new area, to study more species, and create new projects.

c. Purpose of the research program

The BDRI performs systematic surveys to monitor marine mammals and marine birds along the Galician coast (Atlantic waters, NW Spain), as it is a place with a great array of research questions to be answered regarding these animals and their environment. Surveys are carried out both from the coasts and on-board BDRI research-vessels in coastal and pelagic waters of Galicia. The BDRI has a research permit delivered by the Spanish Government, in order to approach and study marine mammals.

Using techniques that neither harm nor seriously disturb the animals, BDRI's researchers have been conducting different studies on the ecology and behaviour of cetacean populations, with a focus on bottlenose dolphin, as well as collecting detailed information about their environment.

Long-term monitoring of a population is perhaps not viewed as exciting science, but is essential in order to estimate population trends and understand their causative factors. BDRI members seek to contribute to the understanding and conservation of marine mammals and marine birds, expand the public's knowledge and concern for our marine environment, and add to the scientific knowledge through the publication of scientific articles from our own field data.

Cetaceans are protected by European and Spanish laws, but in order to develop effective protection guidelines, education and research is necessary to find out much more about them, and the pressures they face. The BDRI has educational and research programs aimed at providing extra support for scientists early in their careers, science students, local students and scientists from all over the world - from training opportunities in the field to online and field courses.

All cetacean species are listed on Annex IV of the European Union’s Habitats Directive (92/43/EEC) as “in need of strict protection”. As such, they require regular assessments of their conservation status, which covers abundance, distribution and the pressures and threats experienced. In addition, bottlenose dolphin and harbour porpoise are listed on the Directive’s Annex II as species whose conservation requires the designation of Special Areas of Conservation (SACs). Understanding the structure of any marine mammal population and their relationship with other populations should therefore be a pre-requisite to establishing appropriate management units and defining future Special Areas for Conservation as required by the EU Habitats Directive (92/43/CEE). Thus, the main goal of the BDRI is to contribute towards a more detailed understanding of the relationship between cetaceans and human activities.
d. Research projects

➢ Ecology of cetacean along the Galician coast:
One of BDRI’s priorities is to study the distribution and habitat use of all cetacean species present in Galician waters. Since 2014, the BDRI had the opportunity to study bottlenose dolphins, harbour porpoises, Risso’s dolphins, common dolphins, striped dolphins, pilot whales, killer whales, sperm whales, beaked whales, humpback whales, minke whales, sei whales, fin whales, and blue whales.

➢ Behavioural ecology and socio-biology of dolphins, porpoises and whale:
The BDRI collects information about the behaviour of free-ranging cetaceans, mostly bottlenose dolphins, from different platforms. This research work is based upon repeated observations of individually recognisable cetaceans, providing data for a range of long-term and on-going studies on the abundance, site fidelity, home range, social structure and behaviour of the local populations. In this project, the BDRI studies the patterns of association of individual cetaceans and describes the way in which their association is related to the way they respond to food patches created by human activities.

➢ Marine bird ecology:
A multitude of marine birds are present in Galician waters such as seagulls, cormorants, shags, auks, gannets, shearwaters, petrels, skuas, terns and more. The BDRI collects data year-round about the presence and density of marine bird in the study area. By using GIS tools and modelling approaches, the BDRI obtains information on the spatio-temporal distribution of marine birds in Galician waters.
➢ **Impact of human activities on marine mammals and birds:**
By using different sampling methods, this project focuses on the interaction of cetaceans and marine birds with human activities (marine traffic, aquaculture, fisheries, plastics pollution, and global change). The BDRI works with GIS tools and ecosystem modelling approaches to assess the impacts of human activities on cetaceans and birds. Mass-balance models are built to identify the role of cetaceans and marine birds in a coastal ecosystem conditioned by human activities.

➢ **Communication of wild bottlenose dolphin:**
The BDRI collects acoustic data to analyse the sounds produced by wild bottlenose dolphins and to obtain knowledge about how individuals within a population communicate. This can generate information on habitat use, social relevance, geographical variation, cultural transmission and genetic fitness that can be applied to conservation. Although many vocalizations have been described before in the literature, the sounds produced during specific behaviours linked with human activities provides additional contextual information about their potential use as communication signals.

➢ **Marine mammal diet:**
Research into the feeding habits of cetaceans is done by examining samples taken from the digestive tracts of stranded and by-caught animals. The BDRI also collects Eurasian otter spraints to analyse the diet of this species. The determination of the diet of cetaceans and otters depends on the identification and measurement of hard parts such as fish otoliths and cephalopod beaks. The identification of prey item to the species level and the size and the mass estimates of the prey allow for a detailed description and comparison of diet composition as well as providing insight into the foraging behaviour and ecology of marine mammals on the North-western coast of the Iberian Peninsula.
Marine mammal rescue and stranding:

Affiliated with the Galician network for the study of marine mammals (CEMMA) and providing professional training in marine mammal rescue procedures for interns, students and volunteers, the BDRI operates as a marine mammal rescue team for live-stranded whales, dolphins, porpoises, seals, and sea turtles in Galicia.

The BDRI team is on standby 24 hours a day, throughout the year and ready to assist sick, injured and live-stranded cetaceans in trouble. The BDRI also assists CEMMA staff with many cetacean necropsies and analysis of stomach contents.

This program is conducted under a Research Permit issued by the Department of Environment of the Galician Government as part of our cooperation with the CEMMA.

More information

For more information about BDRI’s research projects, please visit our website https://www.thebdri.com and our Facebook page https://www.facebook.com/thebdri

Recent scientific articles published by the BDRI:

For a full list of publications please visit: http://www.thebdri.com/papers.html
3. INTERNSHIP PROGRAM

a. Purpose of the internship program

The BDRI offers unique hands-on marine research experiences designed to foster success in both undergraduate and postgraduate fields. If you are planning to embark on a career in the field of marine biology, marine mammal conservation or field research, then an internship at BDRI would be ideal for you. An internship with the BDRI offers an excellent opportunity to obtain field and laboratory experience in marine mammal research methodology.

This internship program enables aspiring marine scientists to work alongside leading marine biologists as they undertake groundbreaking research on the charismatic marine mega-fauna in one of the most productive oceanic regions in the world.

With state-of-the-art facilities and equipment, interns are trained to participate in multiple different research projects (see PAGE 7). Research activities at the BDRI are a combination of boat-based surveys on-board our two research vessels (more info PAGE 17), land-based surveys, laboratory work (photo-identification, GIS, bioacoustics, diet analysis, diving behaviour, video analysis, database work, data transcription etc), and strandings (response, rescue, necropsy, and data collection) (more info about Weekly and Daily Schedule PAGE 15 and the Research Lab PAGE 16).

While interns benefit from specialized research training, they make the most of our research programs working side by side with the chief biologist (Dr. Díaz López) and the marine ecologists (see Research Staff PAGE 19). The BDRI is a very international environment, and the everyday working language is English.


While doing an internship, interns have the opportunity to carry out a personal research project, as part of their bachelor or master degree. The BDRI invites applications for thesis projects in a dynamic, international, and competitive research environment (we use the term “thesis” as synonymous with “dissertation” and “report”). Highly motivated bachelor and master students in the fields of zoology, marine biology, veterinary science and related disciplines are invited to apply for a thesis project at the BDRI.

Please download the following document for more details: http://www.thebdri.com/downloads/thesis.pdf

Every year, the BDRI supervises dozens of master and bachelor research projects. You can find a list of the previous master and bachelor projects carried at the institute on the following link:

http://www.thebdri.com/dissertations.html
c. Conditions

The nature and demands of the role require prospective interns to meet the following criteria:

✓ Minimum age of 18  
✓ Degree or undergraduate in biology, zoology, environmental science, veterinary or similar  
✓ A lot of motivation and interest in marine mammal research  
✓ The ability to work a flexible and full-time schedule  
✓ Enthusiasm, and the open mindedness to work, live and communicate with other people of mixed nationality and background  
✓ Minimum commitment of 30 days  

Note: interns must be of good health, good physical fitness, be able to lift/carry 35lbs (16 kg), able to walk without difficulty, able to walk long distances in difficult terrain, be comfortable on boats in near shore/offshore waters, able to swim, and work in harsh weather conditions at times.

d. Benefits

✓ An internship with the BDRI will set you apart from the crowd on your resume  
✓ Develop an array of valuable skills beyond that of a typical internship  
✓ Work side by side with experts in the field  
✓ Gain experience in fieldwork and lab work  
✓ Obtain general knowledge about the marine environment & marine mammals  
✓ Help advance our knowledge of cetaceans to improve their conservation  
✓ Learn about different research instruments and techniques  
✓ Take responsibility for your work and become part of a research project  
✓ Meet, work and live with people from all over the world  
✓ Enjoy the outdoors of beautiful Galicia!
e. Internship fee

The internship program is a full time voluntary position.

There is no compensation for these internships positions and successful applicants will be responsible for their own transportation expenses to and from the research station (O Grove, Spain) and for providing and cooking their own food during their stay.

There is an internship fee to be able to participate to the program. The fee (stated below) includes the accommodation in an apartment in O Grove with other BDRI members (see below in Accommodation PAGE 18), tuition, and all associated field costs during the internship period (training, insurances, use of equipment, field trips, use of research vessel, electricity, gas, Spanish taxes etc).

<table>
<thead>
<tr>
<th>PERIOD</th>
<th>INTERNSHIP FEE</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019 - 2020</td>
<td>50 EUROS / DAY</td>
</tr>
</tbody>
</table>

PROJECT FEE (ADDITIONAL): 5 EUROS / DAY

For students wishing to write a thesis / dissertation / report during the internship

A project fee will be charged, in addition to the internship fee, for students requiring evaluation forms, wishing to write a thesis, dissertation or report etc. This fee covers added supervision and guidance, the paperwork associated, as well as the use of BDRI resources. Students carrying out these projects are encouraged to apply for extramural or university funding to offset these costs. Interns writing a thesis project will be undertaking normal intern activities (6 working hours per day / 5 days a week). Any project analysis and thesis writing will be done during personal time (lunch time, afternoons, and weekend). All thesis projects will contribute to one of the on-going research projects being carried out by the institute. This allows for simultaneous use of equipment and better supervision and guidance.

FINANCIAL AID: In some cases, when someone cannot afford to cover the expenses derived from the internship participation, the BDRI can offer some financial support (in form of a percentage of the total internship fee). Please ask for the financial aid form if you consider that this applies to you. Remember that the BDRI is a self-funded institute. Hence, the aid will be derived from the same funding that in other cases would go to the research.
Why does the internship have a fee?
The fee reflects the real world costs and expenses that go into making the research program possible and internship program worthwhile. Unlike many other institutes, the BDRI is a self-funded research institute. This means there is no external funding and that the internship fees cover the expenses derived from the interns’ participation as well as contributing to the overall operations of the institute. The primary focus of the BDRI is to carry out various scientific research projects and educational program. This is reflected by the regular publication of scientific papers, supervision of numerous PhD, master and bachelor thesis projects every year and the collaboration with multiple universities and research institutions. The internship fee is therefore not only coverage of some of the expenses, but also a foundation that supports our ability to conduct such important research.

The BDRI also offers other programs, such as the Volunteer program (minimum stay of 5 days, for more info click [here](#)) and Research Courses (for more information, click [here](#)). These programs provide an essential support for the centre, both financially - making it possible for the research to go on- but also in terms of spreading the knowledge and awareness.

f. Application
Pre-approval is necessary for registration. There is no deadline to apply. However, applications are accepted on a first come, first serve basis. Apply early! Positions are open until filled.

✓ To apply our internship program the first step will be to decide what internship period interests you (dates are flexible).

✓ Download the application form at: [http://www.thebdri.com/downloads/applicationinternships.doc](http://www.thebdri.com/downloads/applicationinternships.doc)

✓ The internship application should consist of the completed application form, a letter of interest, a resume and, if possible, a letter of recommendation from professors or research supervisors who are familiar with your academic career, research skills and work habits.

✓ Send the application form and all other files by email to [info@thebdri.com](mailto:info@thebdri.com). If you are applying for an immediate opening, please state this in your e-mail.

✓ We also suggest you to know a bit about the BDRI's background, research interests, publications etc.

Internship candidates will be by e-mail shortly after we receive the complete application form. Admission will be granted based on the information provided in the application. Positions are typically offered to applicants whose application conveys that they will - relatively to other candidates - make the best use of, and most benefit from this educational opportunity.
g. Acceptance

✓ If you are accepted to the program, you will be notified by e-mail and will receive an acceptance letter.

✓ Within 10 days¹ of receiving the acceptance letter, a booking fee (30% of the total internship fee) must be sent to the BDRI in order to confirm your participation. We will contact you to confirm the payment as soon as we receive the booking fee.

✓ One month¹ (30 days) before the internship start date, a confirmation fee (30% of the total internship fee) must be sent to the BDRI. We will contact you to confirm the payment as soon as we receive the confirmation fee as well.

✓ Please let us know about your travel itinerary and arrival time once you have defined them.

✓ The booking fee (30% of the total internship fee) and confirmation fee (30% of the total internship fee) should be sent by bank transfer in Euros (with additional bank expenses included) to:

Bank name: BANCO SANTANDER
Bank address: Pablo Iglesias, 2 - 36980 - Grove (O) - Pontevedra, SPAIN
Account holder: Bruno DIAZ LOPEZ - BDRI
BIC (BANK IDENTIFICATION CODE): BSCHESMMXXX
IBAN: ES4900492753192194063383

✓ The balance (40% of the total internship fee) can be paid either by bank transfer or in cash on the first day¹ of participation in the program.

¹ If not paid on time, an additional charge of 2% of the remaining amount (on the day which it is due) will be added to the balance.

Notes:
- If you have been accepted and have to cancel your participation in the program, please us as soon as possible. There are students on a waiting list that are anxious to fill any openings.
- The program fee is non-refundable except if, for some external cause, the project is cancelled.
- Upon arrival, you will be asked to sign a statement where you accept the research and work conditions and take full responsibility for all risks involved.

- Some of our ex-interns shared their BDRI internship experience at: https://www.facebook.com/pg/thebdri/videos/
4. WEEKLY AND DAILY SCHEDULE

The assistance of interns is crucial to the success of our projects. Interns participate to all steps of the research, assisting in both lab and fieldwork.

In the field, interns assist with both land-based and boat-based data collection. Interns help to locate and keep track of cetaceans groups, record sightings and behavioural data, collect environmental and anthropogenic data, and record sounds.

In the lab, interns restock field supplies, review that each day’s data sheets are complete, transcribe the data collected, carry out photo-identification, GIS, bioacoustics, diet analysis, diving behaviour, video analysis, database work and more.

Laboratory workdays typically last six hours and field days occur several times a week (weather dependent) and vary in duration. Interns can expect to start the day between 6:00 am (summer season) and 9:30 am, depending on the activities scheduled, and to spend long days out in the field (from both land-based and boat-based observation platforms).

There is no “typical” day, and all scheduled activities are planned according to weather conditions. If the weather is adequate, the day might be divided in one part of the day in the field collecting data and the other part of the day at the lab, or a full day in the field. There may be days of strong wind or rain in all the different seasons, which can limit the possibility to work in the field and make the data collection inaccurate, so these days will normally be spent in the lab. The research chief will rely on weather conditions to determine when to conduct surveys and when to work at the lab. For instance, a windy day may force the staff to cancel a survey in the field and instead conduct data transcription and analysis.

The BDRI seeks hard-working, team-oriented individuals. Interns should be comfortable with standing on a boat and from a land base point for up to 8 hours non-stop while looking for cetaceans through binoculars and recording data. Interns are also expected to work many hours identifying dolphins and entering data into a computer database. Interns should be patient and flexible, and remember that no one can control the weather or cetacean movements.

There are two days off per week and they are typically Saturdays and Sundays, but might vary depending on weather conditions. Please understand that a project dealing with wild animals at sea cannot be 100% predictable.
5. BDRI RESEARCH LAB

The primary mission of the BDRI is to conduct marine mammal research and provide training opportunities.

The BDRI research lab, located in O Grove, overlooks the Ría of Arousa and the island of La Toja. The harbour, where BDRI research vessels are located, is at a 10-minute walk from the lab and just in front of the lab, there are sandy beaches and rocky tidepools. The adjacent intertidal complex of Umia-O Grove was designated by the European Union as an area Natura 2000 in recognition of the pristine nature of this bay, and as a special area for conservation of marine birds.

As a state-of-art facility, the BDRI lab provides high quality equipment for in-depth research in marine mammal science and is a place where BDRI researchers are always available for training, help and guidance.

Each year the BDRI director mentors undergraduate and graduated research projects on a diverse array of topics related to marine megafauna.

There is ample space in the research lab to carry out daily field preparation, data transcription and analysis as well as store all equipment and data. The lab is composed of several research rooms and learning spaces: a main room with computers, a classroom with projector, and a laboratory room. The lab is equipped with computers (with research software such as office packages, image viewers and editing, GIS, photo-identification, bio-acoustics, statistics...), a library, office equipment (printers, scanners), office supplies, projectors, microscopes, magnifiers, dissecting kits, marine mammal rescue equipment, field work research equipment (binoculars, scoping views, tripods, cameras, GPS, stopwatches...).
5. BDRI RESEARCH BOATS

Unlike many other institutes, the BDRI has its own research vessels to carry out boat-based research surveys in the study area. The BDRI research vessels are located at the harbour of O Grove, which is a 10-minute walk from the BDRI research lab.

BDRI large research vessel

Our large research vessel, “Tyba”, has modern navigation, safety and research equipment, and toilet facilities onboard.

This vessel is equipped with a full oceanographic station (for measurements of nutrients, pollutants, oxygen, chlorophyll, sea surface temperature, sea surface salinity, pH, conductivity and more), sonar, radar, GPS, anemometer, Secchi disk, compass, refractometer, binoculars, plankton net, digital time recorders, laser night vision monocular, computer, voice recorders, stationary hydrophone with a professional digital recorder, headphones, loudspeakers, photographic and video equipment both for surface and underwater.

Additionally, the vessel is equipped with VHF, compass, two way radios, mobile phone, lifejackets, first-aid kit, flashlights, flares and smoke signals, navigation lights, bell, life-rings, fire extinguishers, anchor, nautical charts, radio-stereo, water pumps and a number of other safety devices. The research vessel meets all safety and inspection standards required by the Spanish Government and Coast Guard. Participants may be required to wear personal floatation devices (PFDs) provided by the researchers whenever the boat is underway.

BDRI small research vessel

Our small research vessel, “Benur”, has modern navigation, safety and research equipment onboard.

This vessel is equipped with a sonar, GPS, surface water thermometer, anemometer, Secchi disk, compass, refractometer, pH meter, binoculars, digital time recorders, stationary hydrophone with a professional digital recorder, headphones, loudspeakers, photographic and video equipment both for surface and underwater.

Additionally, the vessel is equipped with compass, mobile phone, lifejackets, first-aid kit, flashlights, flares and smoke signals, navigation lights, anchor, nautical charts, water pump and a number of other safety devices. The research vessel meets all safety and inspection standards required by the Spanish Government and Coast Guard. Participants may be required to wear personal floatation devices (PFDs) provided by the researchers whenever the boat is underway.
6. ACCOMODATION AND FOOD

The research base is located in the beautiful town O Grove, in the Galician region on the north-western coast of Spain. The BDRI provides accommodation for the staff, interns and volunteers to be able to live close to the BDRI research lab, harbour, supermarkets, beaches, bank, and pharmacies. The accommodation is a fully equipped apartment with several bedrooms, two bathrooms, a kitchen and a living room.

Each intern shares a room with up to 3 other people. Basic bedding is provided (bed sheet, pillow and pillowcase, thin duvet and duvet cover). Interns can bring an extra blanket/sleeping bag, especially during cold and cool months. The BDRI does not provide bath towels, personal toiletries etc. The kitchen has a full set of cooking utensils, a microwave, an oven, a kettle and a toaster. There is a washing machine located in the apartment. The apartment has a television and a reliable supply of 220-volt electricity with a standard European plug. There is free WIFI available at the apartment.

Smoking is not allowed in the apartment, research base or on board the research boat. No drugs of any kind and no abuse of alcohol is tolerated.

The apartment is located within walking distance to the BDRI research lab. All briefing, training, data analysis, and data entry will be conducted at the research lab.

Interns are responsible for their own food preparation, cleaning and free-time activities. There are several supermarkets and pharmacies very close to the apartment. There are many local restaurants and bars in O Grove that offer seafood, fast food, roast dinners and vegetarian foods. Galician specialties and other fresh groceries can be found in many small delicacy shops. All the vegetables that are consumed in O Grove come from the Salnés valley. Every season, they cultivate these products traditionally, in vegetable gardens and greenhouses. Lettuce, tomato, zucchini, eggplant, peppers, potatoes, onions and all kinds of greens, are frequently found at the market of O Grove. There is also a fish market, open from Monday to Saturday year-round, where fishers sell many different species of local fish daily.

The hospital, post office, and police station are also located very close to the apartment.
7. RESEARCH STAFF

Three project staff members will be present during each research season. The team will further be formed by graduate and undergraduate students, volunteers and occasionally other researchers. BDRI’s researchers are biologists experienced with the study area, the animals, the research protocols, safety and other logistics.

Founder, director and chief biologist
Dr. Bruno DÍAZ LÓPEZ

Bruno is a Spanish scientist with more than 20 years of experience as a cetacean researcher. He has published over 70 scientific articles in international journals and conferences and has delivered a number of lectures and public talks on cetacean research and conservation around the world. His main interests are behavioural ecology, dolphin communication, and effects of human activities on marine mammals. Bruno has studied marine mammals since 1995, in the Atlantic Ocean, Persian Gulf, and Mediterranean Sea. He is Doctor of Philosophy (PhD) in Ecology and Evolutionary Biology at the University of Bordeaux (France). He previously studied biology at the University of Santiago de Compostela (BSc) and University of Vigo (MSc) in Spain. He has trained a number of research assistants and has supervised more than 100 students working on their thesis about cetaceans in the Mediterranean Sea and Atlantic Ocean since 2002. Bruno is also a reviewer of the most important journals of ecology, marine biology, and conservation. He speaks English, Spanish, Italian, Portuguese and Galician. Bruno is responsible for the overall goals of the BDRI research projects and for training and supervising PhD students, field research course students, interns and volunteers. You can access to his ResearchGate profile here.

Principal investigator
Mrs. Séverine METHION

Séverine is a French scientist with more than 6 years of experience as a cetacean researcher. She is currently a PhD student at the University of Bordeaux (France) studying the ecology of common bottlenose dolphins in Atlantic waters. She also has a European MSc in Marine Environment and Resources (Université de Bordeaux, Universidad del Pais Vasco & University of Southampton). Séverine joined the BDRI in 2015 and has since worked as a member of staff, carrying out mark-recapture analysis, field data collection in the Atlantic Ocean (Spain) and Persian Gulf (Abu Dhabi), data input and analyses. She has completed several scientific presentations and publications as part of her work as a BDRI marine ecologist. Her special interest in marine mammal research was highlighted by her specialisation during her master in marine biology within the Murdoch University Cetacean Research Unit (Australia), studying ecology of Indo-Pacific bottlenose dolphins in Perth (Australia). She speaks English, French, and Spanish. She is responsible for the photo-identification work in Galician waters and for training and supervising interns and volunteers. You can access to his ResearchGate profile here.
Staff and intern coordinator
Mr. Oriol GIRALT PARADELL

Oriol is a marine biologist with several experiences in the study of marine mammals. He graduated as a biologist from the University of Barcelona (Spain) and has a MSc in Marine Biology from the University College Cork (Ireland). He is currently a PhD student at the University College Cork and is studying the ecology of short-beaked common dolphins in Galician waters. Oriol has joined several conservation and research projects on cetaceans and other marine species in Hawaii (USA) and Barcelona (Spain) in the past. These allowed him to acquire valuable experience on different research techniques that can be applied to cetacean research, such as mark recapture techniques, GIS analysis as well as data collection and analysis. He speaks English, Spanish, German and Catalan. He joined the BDRI in 2017 and he is responsible for the coordination of the interns and volunteers and assists with the photo-identification work and data collection. You can access to his ResearchGate profile here.

Intern’s coordinators, research assistants, invited researchers, interns and volunteers are vital components of the project. These young scientists’ volunteer months of their lives in exchange for research experience. Interns are generally college seniors or recent graduates with backgrounds in biological, environmental, or marine science. Many complete their thesis work with the BDRI.

Over the years, the BDRI received more than 500 interns from Argentina, Australia, Austria, Algeria, Brazil, Belgium, Bulgaria, Canada, China, Colombia, Croatia, Cuba, Cyprus, Czech Republic, Denmark, England, Estonia, Egypt, Finland, France, Germany, Greece, Hungary, India, Ireland, Iceland, Israel, Italy, Japan, Kuwait, Luxembourg, Netherlands, New Zealand, Norway, Mexico, Morocco, Panama, Peru, Poland, Portugal, Puerto Rico, Romania, Russia, Scotland, Singapore, Slovenia, Spain, Sweden, Switzerland, Tunisia, Turkey, United Arab Emirates, USA, Venezuela, and Wales.
8. ABOUT THE AREA AND WHAT TO DO

a. Galicia, Spain

Capital: Santiago de Compostela (A Coruña)
Provinces: A Coruña, Lugo, Ourense and Pontevedra

Galicia is known in Spain as the "land of the 1000 rivers". Those rivers cross the whole region from the mountainous inland to the coast, where they form the characteristic "Rias". The coast itself offers great contrasts, from the smooth beaches of As Mariñas to the dangerous cliffs of Costa de la Muerte, the "coast of death".

The first cultures present in Galicia were Celtic, and then the Romans left the walls of Lugo, the bridge of Ourense, and the Tower of Hercules as their legacy. The middle Ages were marked by the discovery of the tomb of the Apostle Santiago (Saint James). Thousands of pilgrims made their way to the cathedral of the newly founded town: Santiago de Compostela.

Galicia’s folklore clearly shows its Celtic and Gaelic origins and the most characteristic musical instrument is the Gaita (bagpipe). Regional gastronomy is of great reputation for its excellent seafood, Empanada Gallega (a typical pie of fish or meat), traditional sweets prepared in some monasteries (where the recipes are jealously kept secret), and the Ribeiro wine.

b. O Grove, Pontevedra, Galicia, Spain

The BDRI has it facilities in O Grove (42° 29′ 43.09″ N, 008° 51′ 50.72″ W).

The charming town of O Grove is located on a peninsula set in the so-called Rías Baixas, in South West Galicia. It divides the Arousa and Pontevedra inlets. The sight of its multi-coloured boats forms an unforgettable image and the beauty of its coast has turned it into one of Galicia’s most visited areas.

People, who come attracted by the beauty of the beaches and the softness of the weather, also know that they will find the freshest sea products, pride of the local gastronomy. In addition to shellfish gathering and shallow-water fishing, the population lives from farming mussels, oysters and scallops on wooden platforms out in the water. Designation of Origin “Rías Baixas” wines accompany the wide variety of seafood.

In addition to contemplating the Atlantic landscapes such as the large sandy beach of A Lanzada or the Umia-O Grove inter-tidal complex (a very interesting ornithological refuge), you can rest on the secluded coves of the Arousa firth, practice all kind of outdoor and water sports, or just take a walk through the lovely nature paths available. In this peninsula, all nature lovers can find wonderful corners with an undeniable beauty.
There are many activities in O Grove and they include beautiful scenic walks, and fun boat tours enjoying local mussels aboard one of the underwater-vision vessels. O Grove is also home to the first aquarium opened in Galicia where you can discover many of the local marine fauna.

O Grove is situated near the Atlantic Islands of Galicia National Park. The Atlantic Islands are an archipelago of islands located off the southwest coast of Galicia and this is the only National Park in the region. Picturesque and tranquil, the islands were declared a national park on July 1st 2002 and have since been carefully controlled to protect the delicate ecosystem that exists within its borders. Marine birds also form a major part of the wildlife population of the islands and there are many spots where bird watchers can catch a glimpse of the park’s residents in their natural habitat.

Another great experience is learning to surf at the Lanzada beach with one of the best surfing schools in Galicia, with the guidance of professional surf instructors that teach you how to safely ride the waves. BDRI interns have special discounts. You can also enjoy other sports like cycling, kayaking and sailing as well as visiting the town of O Grove, which also offers a multitude of restaurants and a lively nightlife.

c. Around O Grove

O Grove is 1 hour away from Santiago de Compostela. People from all over the world come to visit the city every year, many of them reaching the end of the “Camino de Santiago” pilgrimage route. Its historic centre has been designated a World Heritage Site by UNESCO. However, this is not the only thing that makes this beautiful city interesting. The University of Santiago de Compostela is one of the oldest Spanish universities and has more than 40,000 students, almost half of the city’s population, making Santiago one of the centres of university education in Spain. This great city offers everything from history and culture to a great nightlife.

Close to our study area there also is the town called Finisterre. Before America was discovered, it was believed that this was the end of the world.

Many other cities, such as Pontevedra, Vigo, A Coruña, Cambados, Combarro and even Porto (Portugal) are close to O Grove, and certainly worth a visit.

It is also possible to visit the Atlantic Islands of Galicia National Park: Cies islands in Vigo or Ons island with its magnificent cliffs.

Indeed, this whole area offers incredible places to visit, discover and study!
d. Weather conditions

O Grove and its surroundings have an oceanic climate. The daily average lies around 9.5 °C (49.1 °F) in January and 25 °C (68.9 °F) in July. The weather is mild, which is due to the proximity of the sea and the moderating effect of the firth. Autumn and winter can have periods of rain while summer generally is dry, with the odd heavy rainfall now and then.

<table>
<thead>
<tr>
<th>Month</th>
<th>Jan</th>
<th>Feb</th>
<th>Mar</th>
<th>Apr</th>
<th>May</th>
<th>Jun</th>
<th>Jul</th>
<th>Aug</th>
<th>Sep</th>
<th>Oct</th>
<th>Nov</th>
<th>Dec</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Average high °C (°F)</td>
<td>13.1</td>
<td>14.3</td>
<td>16.6</td>
<td>17.9</td>
<td>19.9</td>
<td>23.5</td>
<td>25.6</td>
<td>25.6</td>
<td>23.6</td>
<td>19.7</td>
<td>16.0</td>
<td>13.8</td>
<td>19.1</td>
</tr>
<tr>
<td>Daily mean °C (°F)</td>
<td>9.5</td>
<td>10.6</td>
<td>12.1</td>
<td>13.2</td>
<td>15.4</td>
<td>18.5</td>
<td>21.4</td>
<td>21.4</td>
<td>18.8</td>
<td>15.6</td>
<td>12.3</td>
<td>10.5</td>
<td>14.8</td>
</tr>
<tr>
<td>Average low °C (°F)</td>
<td>6.0</td>
<td>6.8</td>
<td>7.6</td>
<td>8.5</td>
<td>10.9</td>
<td>13.4</td>
<td>15.2</td>
<td>13.9</td>
<td>11.4</td>
<td>8.6</td>
<td>7.3</td>
<td>10.4</td>
<td></td>
</tr>
</tbody>
</table>

9. HOW TO REACH THE FIELD STATION - O GROVE, SPAIN

- Arrival by plane:
The nearest international airports are Santiago de Compostela (100 km) and Vigo (70 km). From the airport of Santiago or Vigo take a bus or a taxi to the nearest bus-station (estación de autobuses) or to the railway-station (estación de RENFE). Then, there are different options to come to O Grove:
  - take a direct bus to O Grove (from the bus station);
  - take a first bus to Pontevedra and another bus Pontevedra - O Grove;
  - take a train to Pontevedra and then a bus Pontevedra - O Grove.

- Arrival by bus or train:
After having arrived to Pontevedra take the direct bus to O Grove. If you arrive in Vigo or Santiago de Compostela, take the bus (from the bus station/estación de autobuses) or the train (from the estación de RENFE) to Pontevedra and from here the direct bus to O Grove. There are some direct buses from Vigo and Santiago to O Grove too.

Please check the actual timetables before your departure:

Note: on the website, www.monbus.es, if you write as a departure, for example, Vigo, and destination, O Grove, the website will only show you just the direct buses; so you will have to check separately the buses from Vigo to Pontevedra and then from Pontevedra to O Grove separately to see all possibilities.

In O Grove, you will be able to meet up at the BDRI centre or at the BDRI apartment; both are within walking distance of the bus station.

If you have any questions about getting to O Grove, just let us know.
10. BEFORE YOU LEAVE

a. Passport Information

Citizens of Andorra, Argentina, Australia, Bolivia, Brazil, Brunei, Bulgaria, Canada, Chile, Costa Rica, Croatia, El Salvador, Guatemala, Honduras, Israel, Japan, Korea, Malaysia, Mexico, Monaco, Nicaragua, New Zealand, Panama, Paraguay, Romania, San Marino, the Holy See, Singapore, the United States, Uruguay, and Venezuela require a valid passport to enter Spain.

Citizens of the European Union, Switzerland, Norway, Iceland, and Liechtenstein require either an Identification Card or a valid passport.

Citizens of countries not listed above will likely require a tourist visa to enter Spain and should check with a travel or visa agency for specific visa and entry requirements. The purpose of your visit is for vacation, holiday or travel.

b. Physical Demands

Participants must be of good health, good physical fitness, must be able to lift/carry 35lbs (16 kg), walk long distances without difficulty sometimes in difficult terrain, be comfortable on boats in near shore/offshore waters, able to swim, and occasionally work in harsh weather conditions.

At times, fieldwork will involve long days and exposure to the elements.

Participants who are habitually seasick in boats may find the daily work of this project quite uncomfortable. We suggest bringing suitable anti-seasickness medication, as suggested by your doctor.

c. Other Advice / Information

Local currency: European Euro (€)
Languages in O Grove: Spanish, Galician
Languages spoken by the BDRI staff: English, Spanish, French, German, Italian, Portuguese, Galician, Catalan.
Working language: English
International dialling code: +34
Electricity: 220 volts AC, 50 Hz, generally round, two-pin plugs
Time zone: +1 UTC. Along with the rest of continental Europe, the clock is one hour ahead during summer (from the end of March to the end of October).
11. WHAT DO YOU NEED TO BRING? PACKING CONSIDERATIONS

Project Packing Checklist
Go through this list and check off each required item right before leaving to participate in the program.

**Essential Items**
- This project briefing (PDF version)
- Identity document (compulsory)
- Passport and visa (if necessary)
- European Health Insurance Card (for European citizens – compulsory)
- Health insurance certificate for non-European citizens (compulsory)

**Other personal belongings**
- Personal toiletries
- Bath towels
- Sunscreen
- Sunglasses (polarized lenses will help)
- Reusable water bottle
- Laptop (compulsory for interns writing their thesis / dissertation / report)

**Clothing & Footwear for fieldwork**
- Warm trousers and tops
- Rain and windproof jacket
- Hat or cap
- Winter hat, gloves and scarf (Fall, Winter, and early Spring)
- Comfortable shoes with non-marking tread* (or white color) (compulsory)

**Optional items**
- Sleeping bag / extra blanket (Fall, Winter, and early Spring)
- Slippers for apartment
- Binoculars
- Wellington boots (can be useful when assisting with strandings)

* Every participant should wear shoes that have non-marking soles to work on board. Non-marking shoes are shoes that have sole material that does not scuff off or leave marks on the floor. Hard, stiff soles are often the culprit when it comes to scuff marks on the boat deck. Some sole materials (found on many sport shoes) are designed for good traction and will leave marks on the floor. All marking shoes damage the boat and are not to be worn when on board.

n.b.: it is important through all seasons (even in summer!) to bring good wind proof rain jackets and warm clothing. Layers are best as the humidity tends to make feel cold even if the temperature is quite high, both on land and on the boat.

12. RECOMMENDED READING

To further prepare yourself for the research project, please download some suggested reading material from the BDRI’s website:

- Section Research, scientific publications: [http://www.thebdri.com/papers.html](http://www.thebdri.com/papers.html)
13. BDRI RULES AND REGULATIONS

a. Operational Objectives

The main purposes of the Bottlenose Dolphin Research Institute (hereafter BDRI) are the pursuit of truth, the discovery of knowledge through education and research, the teaching and general development of students, and the transmission of knowledge to society at large. Free inquiry and free expression within the training community are indispensable to the achievement of these goals. The freedom to teach and to learn depends upon the creation of appropriate conditions and opportunities during BDRI activities as a whole. All participants of the BDRI program share the responsibility for securing and sustaining the general conditions conducive to this freedom.

The primary purposes of regulations and discipline are to protect the well-being of the participants and BDRI staff and to advance the BDRI’s educational and research mission by defining and establishing certain norms of behaviour. At the BDRI, disciplinary proceedings have a role that is subordinate to positive guidance, rational admonition, and reasonable appeal to participants of the program to observe its stated norms. The disciplinary system establishes procedures for a fair hearing, including advising individuals of the charges against them, affording them many opportunities to speak on their behalf, and requiring a clear explanation of their rights of appeal. Disciplinary proceedings are instituted only for violations of the standards of conduct defined in advance and published, or for actions that can be reasonably deduced as violations in light of those specifically defined as such.

The rules and policy statements that follow mainly serve to clarify commonly accepted standards of conduct. Additional rules and protocols are in place at the BDRI. Briefing of the BDRI Rules and Regulations and Risk Assessment, as well as discussion of local hazards, will be an important part of orientation upon arrival to the centre.

All our participants are over the age of 18 years; they are adults and are responsible for their own decisions and the resulting consequences. We recognize that these choices include deciding whether or not to participate in our programs. We work hard to ensure that the program and centre are safe, educational, stimulating, secure, fun, and dynamic environments where staff and participants successfully work together. Therefore, we hold adult participants accountable for following BDRI Rules and Regulations. The decision to ignore or violate them or to endanger the safety or security of others will result in disciplinary actions.

b. Disciplinary Procedures

Violations of any BDRI Rules and Regulations may result in one or more of the following disciplinary actions. The applicability and exact nature of each penalty, in ascending order of severity, are:

- Verbal warning
  An informal admonition that may be taken into account in judging the seriousness of any future violation.

- Written warning
  A formal admonition that will be taken into account in judging the seriousness of any future violation.
- Disciplinary probation
A more serious admonition assigned for a definite amount of time. It implies that any future violation, of whatever kind, especially but not exclusively during that time, may be grounds for suspension, or in especially serious cases, expulsion from the BDRI program. Disciplinary probation will be taken into account in judging the seriousness of any subsequent infraction even if the probationary period has expired.

- Expulsion
Permanent removal from the BDRI program without hope of readmission nor refunding. All staff and participants are expected to understand and to actively support the standards of behaviour as presented in our written materials and in our onsite orientation. While all staff is responsible for understanding and enforcing our standards for behaviour, all formal disciplinary measures for participants are at the discretion of the BDRI Director in consultation with his staff, when appropriate. Generally speaking, behavioural issues arising out of misunderstandings or that are not overly compromising to BDRI Rules and Regulations will be addressed with clarification and intermediate disciplinary measures (warning/probation). However, any behaviour that significantly compromises the BDRI Rules and Regulations or any violation of the BDRI Policies may be cause for immediate expulsion. BDRI reserves the right to contact professors/family in the event of significant unsafe behaviour, or any behaviour that potentially compromises a participant’s ability to participate in our program. In the event that a participant is asked to leave the program, all responsibility on the part of the BDRI will cease. All outstanding financial obligations to BDRI remain in full effect.

c. BDRI Policies

BDRI policies are in effect during all programs and at all BDRI facilities, including on field trips. Violation of any policy will result in disciplinary action. BDRI reserves the right to interview, investigate, search for and confiscate evidence, contraband, alcohol, drugs and contact local authorities. The BDRI director is responsible for the development and management of these systems. In order to maintain the integrity, reliability, and performance of this centre, all participants must follow the BDRI Policies.

i. BDRI Conduct Regulations

- Honesty and Cooperation Policy
Participants are expected to be honest and straightforward in their official dealings with BDRI processes, activities, and personnel. This obligation includes honouring contracts and agreements and providing accurate information on official forms and documents as well as to BDRI staff. Deliberate violations of this provision will be considered serious offenses; subsequent violations, or systematic violations in the first instance, will be considered extremely serious. Participants are expected to cooperate fully in the disciplinary process, and any participant (whether a party or a witness) who refuses to cooperate may be subject to discipline.

- Local Laws Policy
BDRI supports and complies with all local laws. Any violation of a local law will result in BDRI disciplinary procedures and in addition, may subject participants to local penalties such as fines, arrest or deportation.

- Illness Policy
In case of illness participant should inform the BDRI staff either personally or if not possible, through a flatmate.
Visitor Policy
BDRI allows visitors on site during the program if it is not disruptive to the program schedule and the dynamics of the group. The days off are an opportunity for participants to visit friends and family onsite. Participants’ friends and relatives should be aware that all visits to the BDRI facilities must be scheduled in advance. Those interested in visiting should contact BDRI after the start of the program. Overnight housing at the BDRI apartment is not allowed. For security reasons, no visitors are allowed on the BDRI properties without prior consent from the BDRI director. This policy increases participants’ and staff’s safety, security, and sense of privacy.

General Equipment Use Policy
Participants must always check with a BDRI staff member before connecting any personal computers, laptops, printers, or other devices to the network. Borrowed equipment, on and off premises, is the borrower's responsibility until returned. Participants are expected to uphold the condition of any BDRI equipment that he/she uses. Participants must be careful not to expose equipment to food, liquids, excessive sunlight, heat, cold, humidity, or magnetic fields.

Time Off Policy
In most of our programs, time is divided into "program time" and "time off". Program time is any time that a participant is at BDRI centre, on board a BDRI boat, during fieldwork, or engaged in a program-related activity. The time when participants are not engaging in a BDRI program-related activity is defined as "Time Off". During time off, participants are responsible for their own safety and well-being. Consideration of the BDRI Rules and Regulations is always in effect.

Sexual Harassment Policy
It BDRI’s policy to respect the rights of participants to work and study in an environment free from any type of sexual harassment and to investigate and resolve any reported cases of sexual harassment. Each BDRI member and participant is responsible for ensuring a work and learning environment free from sexual harassment.

Non-discrimination Policy
BDRI prohibits all forms of harassment of others because of race, colour, religion, sex, age, sexual preference, nation of origin, physical or mental disability or economic status. In particular, an atmosphere of tension created by disparaging racial, ethnic, sexual, or religious remarks does not belong in the BDRI workplace and will not be tolerated.

Health and Safety Policy
Safety is never an absolute, so the best approach is to make every effort to achieve an ideal safety potential. This means doing due diligence in identifying what the hazards are and weighing options to either reduce the exposure to the hazard, or to mitigate its effects, as well as planning how best to respond to incidents. We recognize that the location of our site and the nature of our research activities may present qualitatively different risks than those found on a college campus. The BDRI is committed to managing these risks in order to meet the goals of our international, field-based programs. As part of our safety strategy, we require standards for behaviour intended to maximize the safety of our participants, our staff, and our centre, which are listed in the BDRI Risk Assessment documents. It is very important that participants clearly understand BDRI’s safety standards before they choose to commit to participating in our programs.
- **Boating Policy**
BDRI participants may not go aboard a BDRI motor boat without a BDRI approved operator. BDRI has additional boat specific protocols including maximum occupancy, approved seating, personal flotation devices, radio protocols, rescue and first aid equipment in compliance with all local regulations.

- **Swimming/Diving Policy**
Swimming and diving is always at participants own risk.

- **Smoking Policy**
It is forbidden to smoke inside any BDRI facility (BDRI apartment, BDRI centre), on board BDRI boats and during any program activities.

- **Alcohol Policy**
No abuse of alcohol is permitted on BDRI property including the BDRI apartment, BDRI centre, field trip sites, on board BDRI boats, or during any program activities.

- **Drug Policy**
Use or possession of any illegal drugs is prohibited. Illegal drugs are defined by Spanish laws. BDRI has a zero tolerance illegal drug policy – violation of this policy will result in immediate expulsion.

### iii. Withdrawal, Expulsion and Refund Policy

- **Withdrawal**
To withdraw from the program for any reason is a choice of the participant. The BDRI tries to provide participants with all the information possible regarding the program before and upon arrival, in order to be clear with what can be expected. No refunds will be given to participants who withdraw before or after arrival.

- **Expulsion**
No refunds will be given to participants who have been expelled from the program.

### iv. Early Arrival and Late Departure Policy

- **Early arrival**
Participants who arrive prior to their assigned move-in date will be charged 25 Euros per night; participants must request permission (by email) to BDRI staff to arrive early. In general, participants may not arrive more than two days prior to their assigned move-in date, and permission is dependent on space being available in the apartments. Participants who arrive, or are found on BDRI facilities during the early arrival period without prior approval, will be charged 100 Euros per night.

- **Late departure**
Extensions, if given, must be approved in advance by the BDRI staff and participants will be charged 25 Euros for each additional night. Participants who do not properly check out of the BDRI apartment will be charged an improper check out fee of 100 Euros. Any of the participant’s possessions remaining on the premises after a participant’s check-out time will be considered abandoned.
v. Insurance Policy

- Health Insurance
Participants are required to carry health insurance valid in the European Union (Spain), while enrolled in BDRI programs. Some insurance carriers do not cover “out of country” medical expenses. Therefore, participants should ensure that their medical insurance policy offers coverage in Spain. Those insurance companies that do provide international coverage often do so on a reimbursable basis. Most insurance companies do not cover medical evacuation costs. Participants may wish to check on their travel policies or purchase some additional insurance. Moreover, participants should sign a statement where they accept the research and working conditions taking full responsibility for the risks derived from the participation in any BDRI program. In the event that participants require very serious medical attention during a program, a staff member can accompany them on the visit(s) to a medical facility in order to help with the translation. Participants will be liable for all these incidental expenses, including travel, meals, etc, incurred by all parties involved during these visits.

- Personal property insurance
The BDRI is not responsible for participants and staff’s personal property. Participants may wish to check on their travel insurance or purchase additional insurance.

vi. Damage and Loss Responsibility Policy

BDRI property (facilities, furnishing and equipment) must be safeguarded, maintained, and returned in the same conditions as when received (due consideration is given to normal wear and tear). Property lost or damaged through negligence will be paid for by the person(s) determined to be responsible for such loss or damage. Each participant is responsible for damages or losses that occur during his/her stay. Please assist in identifying the individual(s) responsible for any damage to BDRI property (facilities, furnishing and equipment). The condition of all facilities, furnishings and equipment are routinely checked for damages. Intentional damage to BDRI facilities, furnishing and equipment is not tolerated, and is subject to judicial or administrative action. Any time there are damages or losses, please report them and the parties responsible to BDRI staff within 24 hours. Within 48 hours of the notification, BDRI staff will determine whether a person was negligent or not. If it is determined that the individual concerned is liable for the loss or damage, BDRI staff will inform the person in writing as to the findings and that he/she has five days to reimburse the BDRI. If reimbursement is not made within five days, BDRI Disciplinary Procedures will apply.

- Damages Billing
Please be aware that participants will be billed for losses and any damages they caused to BDRI facilities (BDRI apartment, BDRI centre, BDRI boat), furnishings, and equipment. Damage and/or defacement, other than normal wear and tear, and loss will result in assessment of charges and a billing to the person(s) responsible. When the individual(s) cannot be identified, charges will be assessed for all participants present in the facility or during the activity. To minimize billings, please be sure any damages, and the people responsible for damages, are identified.

- Lost/Stolen or Unreturned Key Charge
If a BDRI apartment key is lost or not returned during the stay of a participant or when the participant is checking out of the BDRI facilities, the participant will be charged 20 Euros per key.
vii. Use of Research Data Policy

All data originating from the work done by participants in collaboration with BDRI are property of the BDRI. All scientific data, pictures, videos, reports, sketches and plans relating to work carried out in the course of a collaboration with the BDRI are, together with all other documents and papers of confidential nature provided by the BDRI, property of the BDRI at all times. The equipment with which data and results are recorded (notebooks, computer hard-drives and other memory media) are property of the BDRI. Participants will not retain copies of data, pictures, videos, reports, plans or sketches nor be able to use the data without prior written approval of Bruno Díaz López (Director of BDRI). Any findings, ideas or processes made by participants whilst collaborating with the BDRI and relating to the study of marine mammals will be property of the BDRI and must be disclosed to the BDRI director, Bruno Díaz López. Participants are not authorized make use of or communicate to any unauthorised person any of the scientific data or confidential information relating to the BDRI at any time (during the duration of their collaboration or after its termination). At the end of their collaboration with the BDRI, participants will deliver to BDRI staff, without prior request, all documents, pictures, and videos relating to research at the BDRI in their possession.

- Thesis / Dissertation / Report Writing

The BDRI owns all work products developed and research data collected by students while participating in the program. Students may incorporate them in their thesis or report only with written permission of the BDRI Director. The permission to use data for a thesis or report does not give students the right to use the data for any other purpose. It is strictly forbidden to give or share the data used for a thesis to any other person (i.e. intern, student, professor, etc). The use of BDRI data by students for undisclosed and unapproved personal benefit or commercial application (financially or professional) or for any other application that is not the thesis/report is not permitted. The use of pictures of BDRI properties (including but not limited to equipment, material, boat) and wildlife require prior written authorization from BDRI’s director. In case of publication of all or part of the data, or in case of a presentation of the data during a scientific conference or in any other public context, authorship (including main author and co-authors) is entirely the BDRI director’s decision. "Personal communication", "BDRI unpublished data", and similar ways of presenting data collected and analysed by others are acceptable only if the persons involved have approved such citations; written authorization may be required from the BDRI Director.

viii. Film, Video, Still Photography and Sound Recording Policy

The BDRI has a research permit delivered by the Spanish Government in order to approach and study marine mammals. Hence, the BDRI has developed policies for filming, photography and sound recordings on BDRI sites and during BDRI activities. All BDRI staff has direct authority and responsibility to manage, permit and/or deny filming, photography and sound recordings in ways consistent with BDRI management and missions. Filming and photographic opportunities are subject to certain restrictions and considerations and require close supervision.

d. Changes to these rules and regulations

We reserve the right to update the rules and regulations at any time, and will seek to inform you of any substantial changes.
14. BDRI DATA PROTECTION STATEMENT

a. What is the purpose of this document?

The Bottlenose Dolphin Research Institute (hereafter BDRI) is committed to protecting the privacy and security of your personal information (‘personal data’). This privacy policy describes how we collect and use your personal data during and after your internship/volunteering with us, in accordance with the EU’s General Data Protection Regulation (GDPR) and related data protection legislation. Your privacy is important to us. Access to your personal data is subject to strict security controls and we will not share it with third parties. It applies to all current and former participants. It is important that you read this policy, together with any other privacy policy we may provide on specific occasions when we are collecting or processing information about you, so that you are aware of how and why we are using the information. We may update this policy at any time.

b. What is personal data?

When we refer to your ‘personal data’, we mean any recorded information that is about you and from which you can be identified, whether directly or indirectly. It does not include data where your identity has been removed (anonymous data). When we refer to the ‘processing’ of your personal data, we mean anything that we do with that information, including collection, use, storage, disclosure, deletion or retention.

c. Who is using your personal data?

The BDRI is the “data controller” of the information that we hold about you as a current or former participant of the internship or volunteering program. This means that we decide how to use it and are responsible for looking after it in accordance with the GDPR.

d. The types of data we hold about you

The information we hold about you may include the following:
- Personal details such as name, address, telephone number, email address, nationality, date and place of birth, sex and gender identity
- Emergency contact information (where you have voluntarily provided it in the “travel form” and “emergency form”)
- Fiscal code (only for Spanish, Portuguese and Italian participants; where you have voluntarily provided it)
- Personal background information collected during the admissions process e.g. education and employment information (where you have voluntarily provided it in the “application form”)
- Fees and financial support records (including records relating to the internship/volunteering fees paid, financial support, and scholarships)
- Information captured in your participant record including evaluation, supervision, teaching activities and examination (including thesis, dissertation and oral presentation)
- Information about disciplinary actions (including misconduct), dispensations from regulations, and any appeals and complaints raised during your placement

We may also hold the following “special categories” of more sensitive personal data:
- Information about your health, including any disability and/or medical condition (where you have voluntarily provided it in the “application form” and “emergency form”). This information will only be used in the event of a medical emergency, by authorized emergency personnel.
e. How did the BDRI obtain your data?

We collect the vast majority of the information directly from you, through the application process and during registration. We may also collect additional information from third parties, including colleges, former schools and higher education institutions, and government departments and agencies. We will collect and generate additional information about you throughout the period of your placement.

f. How the BDRI uses your data

We process your data for a number of purposes connected with your placement, including teaching, assessment and supervision, financial support, research related administration, discipline. These are some of the circumstances where it is necessary for us to process your data (these circumstances are not mutually exclusive; we may use the same information under more than one reason):
- Because we have a contract with you
We need to process your data in order to meet our obligations and exercise rights under our contract with you. Information processed for this purpose includes, but is not limited to, the data listed in section d.
- We are a research and education centre
As indicated above, we need to process your data for the purpose of teaching and other related activities, such as assessment and supervision. Teaching is a task that we perform in the public interest in order to fulfill our responsibility for promoting the advancement of learning. Information processed under this heading includes, but is not limited to, the data listed in section d.
- Change of purpose
We will only process your personal data for the purposes for which we collected it, unless we reasonably consider that we need to use it for another related reason and that reason is compatible with the original purpose. If we need to use your data for an unrelated purpose, we will seek your consent.
Please note that we may process your data without your knowledge or consent, where this is required or permitted by law.

g. Special category data

Special category data require a higher level of protection. Listed below are examples of processing activities that we regularly undertake with respect to these types of data. In addition to the activities listed below, it may sometimes be necessary to process this sort of information for exceptional reasons, for example, because it is necessary to protect your vital interests or those of another person.
- Health (Including disability)
We will process data about your health where it is necessary to make reasonable adjustments for disability. Processing of this nature is necessary to meet contractual and other legal obligations. There may also be situations where we ask for your explicit consent to share information about your health.

h. Retention Period

We will retain your data only for as long as we need it to meet our purposes, including any relating to legal, accounting, or reporting requirements.
# Table of Contents

© 2019 Bottlenose Dolphin Research Institute BDRI

---

### i. Your rights

Under certain circumstances, by law you have the right to:
- Request access to your data (commonly known as a “subject access request”). This enables you to receive a copy of your data and to check that we are lawfully processing it.
- Request correction of your data. This enables you to ask us to correct any incomplete or inaccurate information we hold about you.
- Request erasure of your data. This enables you to ask us to delete or remove your data under certain circumstances, for example, if you consider that there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your data when you have exercised your right to object to processing (see below).
- Object to the processing of your data. This enables you to ask us to stop normal data processing (in order to meet our public interest tasks and legitimate interests) because there is something about your particular situation that makes you object to regular processing.
- Request the restriction of processing of your data. This enables you to ask us to suspend the processing of your data, for example, if you want us to establish its accuracy or the reason for processing it.

Depending on the circumstances and the nature of your request it may not be possible for us to do what you have asked, for example, where there is a statutory or contractual requirement for us to process your data and it would not be possible to fulfill our legal obligations if we were to stop. However, where you have consented to the processing, you can withdraw your consent at any time by emailing the relevant department. In this event, we will stop the processing as soon as we can. If you choose to withdraw consent it will not invalidate past processing.

If you want to exercise any of the rights described above or are dissatisfied with the way we have used your information, please contact the BDRI’s Information Compliance Officer at info@thebdri.com. We will seek to deal with your request without undue delay, and in any event in accordance with the requirements of the GDPR.

Please note that we may keep a record of your communications to help us resolve any issues which you raise.

### j. Keeping your data up-to-date

It is important that the data we hold about you is accurate and current. Please keep us informed of any changes that may be necessary during your time at the BDRI.

### k. Changes to this privacy policy

We reserve the right to update this privacy policy at any time, and will seek to inform you of any substantial changes.

---

<table>
<thead>
<tr>
<th>Category</th>
<th>Retention period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special categories (including information about your health, any disability and/or medical condition)</td>
<td>End of placement</td>
</tr>
<tr>
<td>Emergency contact information</td>
<td>End of placement</td>
</tr>
<tr>
<td>Personal data (including nationality, date of birth, gender)</td>
<td>End of placement +5 years</td>
</tr>
<tr>
<td>Contact details (including address, telephone number)</td>
<td>End of placement +5 years</td>
</tr>
<tr>
<td>Fiscal code</td>
<td>End of placement +5 years</td>
</tr>
<tr>
<td>Personal background information (i.e. previous experiences)</td>
<td>End of placement +5 years</td>
</tr>
<tr>
<td>Name and Email address</td>
<td>Permanent</td>
</tr>
<tr>
<td>Fees and financial support records</td>
<td>Permanent</td>
</tr>
<tr>
<td>Information captured during participation</td>
<td>Permanent</td>
</tr>
<tr>
<td>Examination records (thesis, viva, dissertation)</td>
<td>Permanent</td>
</tr>
<tr>
<td>Disciplinary information</td>
<td>Permanent</td>
</tr>
</tbody>
</table>

---

© 2019 Bottlenose Dolphin Research Institute BDRI

---

Surf: www.thebdri.com / Swim with us on Facebook too

---

TABLE OF CONTENTS