INTERNERSHIP INFORMATION PACKAGE

O GROVE, GALICIA, SPAIN
Dear participant,

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

I feel so lucky to be able to share so many people’s life experiences first in Sardinia (Italy) and now in Galicia (Spain). I try to make the most of every day and have the biggest contribution in their careers, leaving this centre with a real perspective of dolphins’ life and the ability to spread the knowledge about these wonderful animals.

I am proud to see how it 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 this goal, having produced numerous scientific publications, and presented the work through frequent public and professional presentations. Moreover, how can we help something we do not understand? In order to spread this information, the BDRI has understood the importance of our educational programs. Hence, knowledge is directly connected to protection and conservation.

This is a unique opportunity for you to step right into and experience what real life cetacean research means, it is an incredible experience that will not only set you apart from the crowd on your resume, it will allow you to develop an array of valuable skills beyond that of a typical internship. Our centre understands the importance of giving the participant the responsibilities and experience which give an insight and reflect the ones of a true future job in the field of marine mammal science.

During the internship period you will be working side by side with me, the chief biologist, and other experienced researchers. As an intern, you will be encouraged to work hard and gain an insight of what it is actually like to work as a marine mammal researcher.

As a difference from many other worldwide internship opportunities, the BDRI offers to 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, using various scientific methods, and helping on board the research vessel. Back to the lab, you will participate in the transcription of the collected data, with the database work, you will use various 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 even blue whales! And the exciting part is that it is 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 cetaceans’ research and conservation.

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

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 project – PAGE 6
   c. Purpose of the research – PAGE 6
   d. Marine mammals rescue and stranding – PAGE 10
3. INTERNSHIP PROGRAM – PAGE 11
   a. Purpose of the internship program – PAGE 11
   c. Conditions – PAGE 12
   d. Benefits – PAGE 12
   e. Internship fee – PAGE 13
   f. Internship application – PAGE 14
   g. Internship acceptance – PAGE 15
4. WEEKLY AND DAILY SCHEDULE – PAGE 16
5. RESEARCH BOATS – PAGE 17
6. ACCOMODATION AND FOOD – PAGE 18
7. PROJECT STAFF – PAGE 19
8. 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
9. HOW TO REACH THE FIELD STATION – PAGE 23
10. BEFORE TO LEAVE – PAGE 24
    a. Passport information – PAGE 24
    b. Physical demand – PAGE 24
    c. Other advice / Information – PAGE 24
11. WHAT DO I NEED TO BRING? PACKING CONSIDERATIONS – PAGE 25
12. RECOMMENDED READING – PAGE 25
13. 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:
Dr. Bruno DÍAZ LÓPEZ
Director and Chief Biologist
+ 34 684248552
bruno@thebdri.com

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

Mr. Oriol GIRALT PARADELL
Research Staff
+ 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

RENOUZ-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 of the area and this area is among the most productive oceanic regions of the world. This coast is characterized by high biodiversity and productive fisheries and important aquaculture activities, supported by nutrient input due to the important 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, of which the most abundant are bottlenose dolphins (*Tursiops truncatus*) and harbour porpoises (*Phocoena phocoena*) in the coastal rías and short-beaked common dolphins (*Delphinus delphis*). Other species are present in the area including 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 even blue whales (*Balaenoptera musculus*). And the exciting part is that it is yet to be discovered!

The BDRI is performing the first years of systematic research-vessel based coastal and pelagic surveys of cetaceans along the Galician coast, hence, there is a great array of research questions to be answered regarding the studied animals and their environment.

A variety of conservation issues affect cetaceans in Galician waters, many of which are related to human activity. They include interactions with fisheries, which may be a significant cause of mortality, overfishing, aquaculture activities, oil spills, pollution and 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 depending on their ecology, distribution and abundance.
b. Background of the research program

In 1999 the Italian non-profit research organisation “Accademia del Leviatano” in collaboration with Dr. Bruno DíAZ LÓPEZ, a zoologist with 20 years of experience as a cetacean researcher, started the “Dolphin-project” on Sardinia island (Italy). 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 more diverse range of issues, and 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

Long-term monitoring of a population is perhaps not viewed as exciting science, but is absolutely essential in order to estimate population trends and understand their causative factors. BDRI members seek to contribute to the understanding and conservation of cetaceans, expand the public's knowledge and concern for our marine environment, and add to the knowledge base of cetaceans through publications of collected and analysed field data.

Cetaceans are protected by European law, 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 scientist early in their careers, science students, local students and scientist from developing countries - 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. It requires regular assessments of the conservation status of all species that cover abundance, distribution and the pressures and threats experienced. In addition, the 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). Therefore, understanding the structure of any bottlenose dolphins and harbour porpoises’ population and their relationships with other groups/populations should be a pre-requisite to establishing appropriate management units and define future Special Areas of Conservation as required by the EU Habitats Directive (92/43/CEE). Thus, the main purpose of this program is to contribute towards a more detailed understanding of the relationships between cetaceans and human activities.

The bottlenose dolphin, *Tursiops truncatus*, has a worldwide distribution from temperate to tropical seas, displaying strong behavioural and ecological plasticity that allows it to inhabit marine and estuarine ecosystems, even ranging into rivers. Using study techniques that neither harm nor seriously disturb the animals, BDRI's researchers are engaged in the conduction of a long term study about the ecology and behaviour of a bottlenose dolphin population, as well as collecting detailed information about their environment. Because of the high degree of behavioural and social flexibility that bottlenose dolphins have demonstrated throughout their range, it is essential to understand factors affecting local dolphins, if their populations are to be managed and conserved.
To contribute to this purpose we will focus, during the next field season, on the following:

- Study distribution and use of habitat of cetacean species present in Galician waters
- Study whales, dolphins and porpoises’ behavioural patterns
- Mapping, in Geographic Information System (GIS), of cetaceans’ distribution and abundance and hotspots of interaction with human’s activities in order to determine special areas of protection
- Document habitat use and a more detailed understanding of the relationships between cetaceans and fisheries
- Determine abundance, mortality rate, and birth rate of bottlenose dolphins in Galician waters
- Identify individual dolphins; describe the way in which their social separation is related to the way in which dolphins respond to the food patches created by humans
- Describe the bottlenose dolphin vocalizations characteristics and changes induced by marine noise pollution
- Participate in rescue operations and data collection from stranded cetaceans
- Spread the knowledge regarding cetaceans, and more particularly about bottlenose dolphins, and their conservation through different public awareness campaigns
Participants can expect to take part and learn a variety of facets of marine mammals’ research in diverse research projects:

- **Behavioural ecology and sociobiology of dolphins, porpoises and whales:**
  We collect information about distribution and behaviour of free-ranging cetacean, mostly common bottlenose dolphins, from different platforms. By using different behavioural sampling methods this study is particularly focused in the interaction of dolphins, porpoises and whales with human activities. These studies provide values insight for the conservation of top predator in an area characterized by high anthropogenic pressure.

- **The bottlenose dolphin role in coastal ecosystem:**
  We work with ecosystem models where we try to address the impacts caused by the interactions between human activities and bottlenose dolphins. An ecosystem modelling approach becomes an interesting tool to examine the impact of fisheries on bottlenose dolphins and vice versa. Mass-balance models are built to characterize the role of dolphins in a coastal ecosystem conditioned by human activities.

- **Wild bottlenose dolphins’ communication:**
  We obtain knowledge of how individuals within a population of common bottlenose dolphins communicate and what they are communicating. This can generate information ranging from; measures of habitat use, social relevance, geographical variation, cultural transmission to 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.
Cetaceans of the Galician coast:

One of our priority is to study the behaviour and distribution of all species of cetaceans present in Galician waters. An incredible diversity of cetaceans is present in these waters. No fewer than 22 species of cetacean species have been observed 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 even blue whales!
d. Marine mammal rescue and stranding

Affiliated with the Galician networking for the study of marine mammals (CEMMA) and providing professional training in marine mammal rescue procedures for interns, students and volunteers, the BDRI operates in cooperation with the CEMMA 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, in cooperation with the CEMMA to assist sick, injured and live-stranded cetaceans in trouble. In collaboration with CEMMA, BDRI aid in the necropsies of the dead animals.

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.
3. INTERNSHIP PROGRAM

a. Purpose of the internship program

An internship period with the BDRI offers an excellent opportunity for very interested, enthusiastic and motivated persons to obtain field and laboratory experience in marine mammals’ research methodology and analysis under the mentorship of experienced marine mammals’ researchers. Interns work with other interns and volunteers, side by side with experienced researchers in order to collect different types of data, using various scientific methods, and help on the field and in the lab in general. Interns are trained to participate with multiple projects involving a combination of boat-based and land-based surveys. Interns participate in the transcription of the collected data, with the database work, use various soft wares, perform photo-identification analysis, and more. Photo-identification of individuals, focal group and individual behavioural descriptions, respiratory patterns, bioacoustics and collection of geographical data form the key methods to answer questions surrounding the influence of human activities and the behavioural flexibility of these social mammals.


While doing an internship, interns have the opportunity to carry out a personal project, which can be writing a thesis / dissertation / report / literature review for their university (bachelor, master).

The BDRI invites applications for dissertation / thesis projects in a dynamic, international, and competitive research environment. The main research topics of the BDRI include cetacean’s ecology, ethology, ecological modelling and bioacoustics (bottlenose dolphins, common dolphins, harbour porpoises, baleen whales in Atlantic waters), with focus on bottlenose dolphins in different parts of the world (Mediterranean and Atlantic waters). Highly motivated bachelor and master students in the fields of zoology, marine biology, veterinary and related disciplines are invited to apply for a thesis project at the BDRI.

Internships can be used for academic or vocational purposes, but students are solely responsible for making all arrangements for receiving relevant credits as a result of completing the internship thesis or report. If you wish to write your thesis or report with the BDRI, the final manuscript must be presented and approved by BDRI’s Director in writing before presentation to your sending institution. A copy of the final thesis / dissertation / report must be sent to the BDRI by email (pdf copy).

Please download the following document for more details: http://www.thebdri.com/resources/downloads/thesis.pdf
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, veterinary or similar
✓ A lot of motivation and interest in marine mammal research
✓ The ability to work a flexible, full-time schedule
✓ Enthusiasm, and the open mindedness to work, live and communicate with other people of mixed nationality and background
✓ An internship requires a minimum of 30 days’ commitment

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 nearshore/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 cetaceans and the marine environment
✓ Help advance our knowledge of cetaceans to improve their conservation
✓ Learn about different research instruments and techniques
✓ Take responsibility for your work and become a part of a research project
✓ Meet, work and live with people from all over the world
✓ Enjoy the outdoors of the beautiful Galicia!
e. Internship fee

Our internship program is a full time voluntary position. There is an internship fee to be able to participate to the program (see below). 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. The internship fee is calculated from the day of arrival to the day of departure in the BDRI facilities.

The internship fee stated below includes the accommodation in an apartment in O Grove (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>WINTER (JANUARY – MARCH)</td>
<td>50 EUROS / DAY</td>
</tr>
<tr>
<td>SPRING &amp; SUMMER (APRIL – SEPTEMBER)</td>
<td>55 EUROS / DAY</td>
</tr>
<tr>
<td>FALL (OCTOBER – DECEMBER)</td>
<td>50 EUROS / DAY</td>
</tr>
</tbody>
</table>

PROJECT FEE (ADDITIONAL): 5 EUROS / DAY

For students wishing to write a thesis / dissertation / report with the BDRI

A project fee will be charged, in addition to the internship fee, which covers accommodations, for students requiring evaluation or other forms, wishing to write a thesis / dissertation / 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 try for extramural or university funding to offset these costs. Students will be expected to undertake normal intern activities. Any analysis and writing will be done in their own personal time or after their stay at the lab. All independent projects will contribute to one of the ongoing research projects being carried out by the institute. This allows for simultaneous use of equipment and better supervision and guidance.

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. As a difference from many other institutes, the BDRI is a private and self-funded centre. This means that no one from the outside is funding the institute. In order for anyone to come and take a part of the project, a fee has to be paid as a part of the expenses that are derived from their participation. The fee includes the accommodation and covers a part of other expenses such as petrol for the research vessels, the work equipment, maintenance and Spanish taxes. Hence, the project has been able to go on independently like this since its start in 2005.
The BDRI also offer the public to participate in other programs, such as volunteering (minimum stay of 5 days, for more info 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 public awareness. Unlike a non-private centre where stockholders invest and that is many times required to follow decisions and report financial results, a private centre is not obligated to neither. This eliminates short-term pressures of meeting expectations from above and gives the centre the possibility to take decisions on its own. The complete focus is therefore put on the actual objectives and long-term goals of the centre. This can be reflected in the high scientific production and the high quality of the work in general. Therefore, the internship fee is not only a minimum coverage of the expenses derived by everyone’s participation, but it is also a basis of a bigger picture that makes the centre very unique.

Financial Aid: In some exceptional cases when a participant (mostly from developing countries) cannot afford to cover the expenses derived by the participation as an internship, 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.

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

✓ To become a successful applicant for our internship program the first step will be to decide what internship period and dates interest you (remember that the dates are flexible and that it is possible to combine different seasons). Furthermore, you can download the application form at: http://www.thebdri.com/resources/downloads/applicationinternships.doc
✓ The internship application should consist of the 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 scholarship, research skills and work habits.
✓ Afterwards, please fill in and send by email the application form to info@thebdri.com. If you are applying for an immediate opening, you must state this in your e-mail. It is very useful to be informed about the BDRI’s background, research interests, publications etc.

Candidates for admission will be acknowledged by e-mail shortly after their complete application form arrives at the BDRI. The admissions will be evaluated and selected based on information provided in your application. Positions are typically offered to applicants whose admissions materials convey that they will - relative to other candidates - make best use of, and most benefit from, this educational opportunity.

BDRI - Committed in Cetaceans Research and Conservation since 2005
Surf: www.thebdri.com / Swim with on Facebook too
g. Internship acceptance

✓ Selected candidates will be notified by e-mail and will receive an acceptance letter.
✓ Within 10 days¹ after the reception of the acceptance letter, the participant will have to pay a booking fee (30% of the total internship fee) in order to confirm its participation. Thereafter, the participant will be contacted when the booking fee will be received by the BDRI.
✓ One month¹ (30 days) before the starting date of the internship, the participant will have to pay a confirmation fee (30% of the total internship fee). Thereafter, the participant will also be contacted when the confirmation fee will be received by the BDRI.
✓ As soon as the participant defines its travel itinerary and arrival information, the BDRI should be informed by e-mail.
✓ 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 INDENTIFICATION CODE): BSCHESMXXX
IBAN: ES4900492753192194063383

✓ The balance (40% of the total internship fee) can be either made by bank transfer or in cash the first day¹² of participation in the program.
✓ On arrival, interns will be asking to sign a statement where they accept the research and working conditions taking full responsibility for the risks.

Note: If you have to cancel your participation in the program, please contact the BDRI as soon as possible. We have people on a waiting list that are anxious to fill any openings. The internship fee is non-refundable except if for some external cause the project is cancelled.

¹ If not paid on time, an additional charge of 2 percent of the amount remaining unpaid on the day on which it is due will be added to the balance of any account not paid when due.
² The balance (40% total internship fee) can be paid in several instalments. Please contact us for more information.
4. WEEKLY AND DAILY SCHEDULE

The assistance of interns is crucial to the success of this project.

They assist with data collection and recording while on the field (land based and boat based observations), helping to locate and keep track of cetaceans groups, recording sighting and behavioural data, collecting environmental information and recording sounds. In the lab, interns restock field supplies or check and transcribe that each day’s data sheets are complete. Boat cleaning and maintenance is required.

There is no “typical” day, and all scheduled activities may be rotated according to weather. If the weather is adequate, the most usual daily schedule is divided in one part of the day in the field collecting data and the other part of the day in the lab analysing and transcribing data. However, expect to wake up between 6:00 am (summer season) and 8:30 am depending on the activities scheduled, and to spend long days out on the field (land based and boat based observations).

We seek hard-working, team oriented people who play well with others. Interns should be comfortable with standing in 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 endless hours identifying dolphins and entering data into a computer database.

There may be days of strong wind in all the different seasons, which can limit the possibility to work on the field making the data collection inaccurate, and laboratory work will be carried out. The research chief will rely on weather conditions to determine when to conduct surveys and when to work in the lab. Please be patient and flexible, and remember that no one can control the weather or cetacean’s movements. For instance, a windy day may force the staff to cancel a survey at sea and instead conduct data transcription and analysis.

Two days off per week will remain fixed (usually Saturday and Sunday, depending on weather conditions).

Please try to understand that a project dealing with wild animals at sea cannot be 100% predictable.
5. BDRI’S RESEARCH BOATS

Large research vessel

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

Additionally, the vessel is equipped with VHF, compass, two way radios, mobile phone, flashlights, flares and smoke signals, navigation lights, bell, rescue dinghy, life-rings, lifejackets, fire extinguishers, first-aid kit, anchor, nautical cards, 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. Among the research equipment found onboard, we have a fish finder, echo sounder, surface water thermometer, GPS, anemometer, Secchi disk, refractometer, pH meter, binoculars, digital time recorders, laser night vision monocular, computer, voice recorders, a rigid hull inflatable boat, stationary hydrophone with a professional digital recorder, headphones, loudspeakers, photographic and video equipment both for surface and underwater. Participants may be required to wear personal floatation devices (PFDs) provided by the researchers whenever the boat is underway.

Small research vessel

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

Additionally, the vessel is equipped with compass, mobile phone, lifejackets, first-aid kit, anchor, nautical cards, 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. Among the research equipment found onboard, surface water thermometer, GPS, anemometer, Secchi disk, 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. 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 is renting an apartment year-round in order for the participants to be able to live close to the institute, 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 2 or 3 persons. 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 fresh 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 some toasters. There is a washing machine. The apartment has a television and a reliable supply of 220-volt electricity with a standard European plug. There is available free WIFI at the apartment and at the BDRI centre.

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 BDRI centre is located within walking distance from the interns’ apartment. All briefing, training, analyses, and data entry will be conducted in the centre.

Interns are responsible for their own food preparation, cleaning and free-time activities. There are several supermarkets and pharmacies very close to the apartment. Many local restaurants and bars are available in O Grove offering 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 frequent at the market of O Grove. There is also a fish market, open from Monday to Saturday year-round, where local fishers bring daily many different species of local fish.

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

Three project staff member 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, from Spain, is the founder and chief biologist of the BDRI. Bruno is scientific consultant and supervisor of marine mammals’ research and conservation for the government of Abu Dhabi. He has published over 40 scientific articles in international journals and conferences and has delivered a number of lectures and public talks on cetacean research and conservation around World. His main interests are behavioural ecology, dolphin’s communication and effects of human activities on bottlenose dolphins. Bruno has studied marine mammals since 1995, in both the Atlantic Ocean and Mediterranean Sea. He has also performed specific bottlenose dolphin studies in Sardinia since 1999. From the University of Santiago de Compostela and University of Vigo in Spain, he has worked in different research teams in Italy and Spain, teaching marine mammals biology, animal behaviour and mentored graduate students. 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 in the years of the BDRI. Bruno is moreover a reviewer of the most important journals of marine biology (Marine biology, ICES journal of marine science, Marine mammals’ science, Journal of marine biology association of the UK, Current zoology, Scientia marina, etc.). He can speak English, Spanish, Italian, Portuguese and Galician. Between 2004 and 2013 Bruno was living in Golfo Aranci on Sardinia, leading the BDRI projects. Since 2014 he lives in O Grove and conducts research year round. He is responsible for the overall goals of the project and for training and supervising field research course students, interns and volunteers.

Principal investigator:

Mrs. Séverine METHION, originally from France, young researcher with experience with the use of mark-recapture techniques and analysis, and GIS analysis applied to marine mammal populations. She is currently a PhD student at the University of Bordeaux (France), and 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), input and analyses. She has several scientific presentations and publications as part of her work as BDRI marine ecologist. Her special interest in marine mammal research was firstly 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.
Research staff:

Mr. Oriol GIRALT PARADELL, from Spain, 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 did a MSc in Marine Biology at the University College Cork (Ireland). He is currently applying for a PhD in marine mammal science. 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.

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.

The BDRI received participants from Argentina, Australia, Austria, Algeria, Brazil, Belgium, Bulgaria, Canada, China, Colombia, Croatia, 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 all the 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 which left their tracks in Galicia were Celtic, while Romans left as a legacy the walls of Lugo, the bridge of Ourense, and the Tower of Hercules. 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 fish, Empanada Gallega (a typical pie of fish or meat), traditional sweets prepared in some monasteries (where the recipes are kept in secret jealously), and the Ribeiro wine.

b. O Grove, Pontevedra, Galicia, Spain

The BDRI has its 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 many-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 gastronomy. As well as shellfish gathering and shallow-water fishing, the population lives from the farming of mussels, oysters and scallops on wooden platforms out in the water. Designation of Origin “Rías Baixas” wines accompany the wide variety of seafood.

Apart from contemplating Atlantic landscapes, such as the large sandy beach of A Lanzada or the Umia-O Grove inter-tidal complex (a very interesting ornithological refuge), it is possible to rest on the secluded coves of the Arousa estuary, practice all kind of water and outdoor sports, or just take a walk through the very nice natural paths and tracks available for you. In this peninsula, all nature lovers can find wonderful corners possessing an undeniable beauty.
There are many activities in O Grove: walking along the Arousa inlet, looking at the sea through glass compartments in boats and watching varied fauna. It is possible to visit the aquarium, which was the first one opened in Galicia.

Seagulls tend to dominate the area due to the sea’s proximity, however there are also hundreds of other species which either live permanently or just seasonally (several species of seagulls, cormorants, terns, wildfowls, loons, waders, herons, skuas, shearwaters, petrels, auks...).

O Grove is situated around the Atlantic Islands of Galicia National Park. The Atlantic Islands are made up of an archipelago of islands located off the south west coast of Galicia and is the only National Park in the region. Picturesque and tranquil, the islands were declared a national park on the 1st of July 2002 and since have been carefully controlled so as 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 parks residents in their natural habitats.

Another superb experience is to learn to surf at the Lanzada beach with one of the best surfing schools of Galicia, with the guidance of professionals that rent the equipment and teach how to ride the waves. It is also possible to enjoy other sports like cycling, kayaking and sailing to have a wonderful visit to the magnificent town of O Grove.

For the night leisure time there are many possibilities, there are many restaurants, bars, pubs and discos.

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 Way of Saint James pilgrimage route. Its historic centre has been designated a World Heritage Site by the UNESCO. But, 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 corresponding to almost half of the city’s population, making Santiago one of the centres of the university education in Spain. Hence, the 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 cities are close, and worth a visit, as Pontevedra, Vigo, A Coruña, Cambados, Combarro and even Porto (Portugal).

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

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

The area in which O Grove is located has an oceanic climate. The daily average lies around 9.5 °C (49.1 °F) in January and 25 °C (77 °F) in July. The place is mild, which depends on the proximity to the sea and to 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 (55.6)</td>
<td>14.3 (57.7)</td>
<td>16.6 (61.9)</td>
<td>17.9 (64.2)</td>
<td>19.9 (67.8)</td>
<td>23.5 (74.3)</td>
<td>25.6 (78.1)</td>
<td>25.6 (78.1)</td>
<td>23.6 (74.5)</td>
<td>19.7 (67.5)</td>
<td>16.0 (60.8)</td>
<td>13.8 (56.8)</td>
<td>19.1 (66.4)</td>
</tr>
<tr>
<td>Daily mean °C (°F)</td>
<td>9.5 (49.1)</td>
<td>10.6 (51.1)</td>
<td>12.1 (53.8)</td>
<td>13.2 (55.8)</td>
<td>15.4 (65.7)</td>
<td>18.5 (65.3)</td>
<td>21.5 (68.9)</td>
<td>21.4 (68.7)</td>
<td>18.8 (65.4)</td>
<td>15.6 (60.1)</td>
<td>12.3 (54.1)</td>
<td>10.5 (50.9)</td>
<td>14.8 (58.6)</td>
</tr>
<tr>
<td>Average low °C (°F)</td>
<td>6.0 (42.8)</td>
<td>6.8 (44.2)</td>
<td>7.6 (45.7)</td>
<td>8.5 (47.3)</td>
<td>10.9 (51.6)</td>
<td>13.4 (56.1)</td>
<td>15.4 (59.7)</td>
<td>15.2 (59.4)</td>
<td>13.9 (57)</td>
<td>11.4 (52.5)</td>
<td>8.6 (47.5)</td>
<td>7.3 (45.1)</td>
<td>10.4 (50.7)</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 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 at Pontevedra take the direct bus to O Grove. If you arrive at 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 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 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 TO LEAVE

a. Passport Information

Nationals 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, 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 nearshore/offshore waters, able to swim, and work in harsh weather conditions at times.

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. Bring along 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 I NEED TO BRING? PACKING CONSIDERATIONS

Project Packing Checklist
Interns are encouraged to go through the list and mark off each required item right before to leave 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 Europeans – compulsory)
- Health insurance certificate for non-European (compulsory)

**Other personal belongings**
- Personal toiletries
- Bath towels
- Sun cream
- Sunglasses (polarized lenses will help)
- 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 to stranding operation)

* 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 and does not leave marks on the floor. Hard, stiff soles are often the culprit when it comes to scuff marks and lines on deck of the boat. There are some sole materials that are designed for good traction that will leave marks, usually black marks on the floor. Many sport shoes leave marks on the deck of the boat, and thus damaging it, 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 board 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/research/papers.html](http://www.thebdri.com/research/papers.html)
13. BDRI RULES AND REGULATIONS

a. Operational Objectives

The central purposes of the Bottlenose Dolphin Research Institute (hereafter BDRI) are the pursuit of truth, the discovery of new knowledge through education and research, the teaching and general development of students, and the transmission of knowledge and learning 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 participant and BDRI staff and to advance its educational and research mission by defining and establishing certain norms of behaviour. At BDRI, disciplinary proceedings have a role that is subordinate to positive guidance, rational admonition, and reasonable appeal to participants of the BDRI program to observe its stated norms. The disciplinary system establishes procedures for a fair hearing, including advising individuals fully 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 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 serve mainly to clarify commonly accepted standards of conduct. Additional rules and protocols are in place at the BDRI Centre. 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.

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 orientations. 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**

These are in effect during all programs and at BDRI site, 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 official 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 attaching any personal computers, laptops, printers, or other network 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 BDRI boat, during fieldwork, or engaged in a program related activity. When not engaged in a BDRI program related activity, etc., there may be time that is clearly designated "Time Off". During time off, participants are solely responsible for their own safety and well-being. Consideration of the BDRI Rules and Regulations is always in effect.

Sexual Harassment Policy
It is the policy of BDRI 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, national 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. The best approach is to make every effort with integrity towards an ideal safety potential. That 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. It also means 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. BDRI is committed to manage 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 safety for our participants, our staff, and for our centre that is detailed in the BDRI Risk Assessment documents. Therefore, it is important that participants clearly understand the BDRI standards before they choose to commit themselves to participation in our programs.
- **Boating Policy**
BDRI participants may not ride in 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 of any BDRI facilities (BDRI apartment, BDRI centre), on board BDRI boat and during any program activities.

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

- **Drug Policy**
Use or possession of any drugs that are illegal, 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 the participant with all the information possible regarding the program before and on arrival, in order to be clear with what can be expected. No refund of fees will be made to participants who withdraw before or after arrival.

  - **Expulsion**
No refund of fees will be made to expelled participants.

  iv. **Early Arrival and Late Departure Policy**

  - **Early arrival**
Participants who arrive prior to their assign 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 the residential space being available. 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. Moreover, participants should sign a statement where they accept the research and working conditions taking full responsibility for the risks derived from participation in any BDRI program. In the event that participants require very severe 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
BDRI is not responsible of the personal property of participants and staff. Participants may wish to check on their travel insurance or purchase one.

vi. Damage and Loss Responsibility Policy

BDRI properties (facilities, furnishing and equipment) must be safeguarded, maintained, and returned in the same conditions as received with due consideration 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 of any 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 advise such damage or loss and the parties responsible to BDRI staff within 24 hours. Within 48 hours after notification that BDRI property has been lost or damaged, the BDRI staff will determine a person negligent or not. If it is determined that the individual concerned is liable for the loss or damage, the BDRI staff will inform that person in writing as to the findings and that he/she has five days in which 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 billed 20 Euros per key.
vii. Use of Research Data Policy

All data originating from the work done by participants in collaboration with BDRI are entirely the property of BDRI. All scientific data, pictures, videos and all reports, sketches and plans relating to work carried out in the course of a collaboration with the BDRI will, together with all other documents and papers of confidential nature provided by the BDRI, are property of the BDRI at all times. The equipment on which data and results are recorded – notebooks, tapes, computer hard-drives and other memory media – are the property of the BDRI. Participants will not retain copies of such records, data, pictures, videos, reports, plans or sketches neither use the data without the prior written approval of Bruno Díaz López (Director of BDRI). Any discovery, idea or process made or discovered by participants whilst collaboration with the BDRI and relating to the study of marine mammals will be the property of the BDRI and must be disclosed to BDRI director, Bruno Díaz López. Participants are not authorized at any time either during the subsistence of their collaboration or after its termination make use of or communicate to any unauthorised, any of the scientific data, or confidential information of the BDRI which they may have obtained while in the service of the BDRI. At the end of the collaboration with the BDRI, participants forthwith deliver to the BDRI, without prior request, all documents, pictures, and videos in your possession or control relating in any way to the research of the BDRI.

- Thesis / Dissertation / Report Writing

The BDRI is the owner of 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 grant of permission to use data in their thesis does not give students the right to use the data for other purposes without permission. All data used for a thesis or report writing are only for the thesis or report work and not for other purpose. It is strictly forbidden to give or share the data used for the thesis to any other person (i.e. intern, student, professor etc). The use of these data by students for undisclosed and unapproved personal benefit or commercial application, financially or professionally or in any other way is not permitted. Insertions 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 Galician Government (Xunta de Galicia), in order to approach and study marine mammals. Hence, the BDRI has developed policies to govern 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.
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. Glossary

Where we refer in this policy 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). Where 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” for the information that we hold about you as a participant 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 record (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 vivas);
Information about disciplinary actions (including misconduct), dispensations from regulations, and about 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. We set out below those 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 heading.)

Because we have a contract with you
We need to process your data in order to meet our obligations or exercise rights under our contract with you. Information processed for this purpose includes, but is not limited to, the data listed in section d.

Where it is necessary to meet a task in the public interest
As indicated above, we need to process your data for the purpose of teaching and 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 to use it for that new purpose.

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 in respect of 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 or 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.
### Category

<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>

#### 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 where you have exercised your right to object to processing (see below).
- **Object to processing of your data** where we are processing it meet our public interest tasks or legitimate interests and there is something about your particular situation which makes you want to object to processing on this ground.
- **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.