



Cover Letter Applicable for Expeditions in Greenland

All travel in remote areas of Greenland is regulated by the Executive Order no. 138 of 10 February 2010 on Access to and Conditions for Travelling in Certain Parts of Greenland.

In preparation for your planned project/expedition in Greenland, please read the following paragraphs and act according to the stated requirements. Please note that all pertinent documentation must be received by the Ministry of Domestic Affairs, Nature and Environment before a permit can be issued.

Danish civilian State authorities and Government of Greenland authorities do not need a permit, but have to inform the Ministry of Domestic Affairs, Nature and Environment of their activities prior to departure (cf. § 14 in the executive order. See www.nanoq.gl/expeditions for a list of institutions). However, these § 14 institutions do need a permit if researchers from other institutions are involved in the project in the field.

In case the § 14 institution need to enter the National Park, a national park permit is required. This can be obtained by sending a project description together with information on location, period, as well as names and institutional affiliation for all participants.

Application procedures

1. Required documents

The following documents are required before your application can be processed:

- a.* Application Form for Expeditions (research, sport, cruise, work related)
- b.* Receipt of application fee payment
- c.* Permit for Radio Licence
- d.* Insurance Statement
- e.* Firearm permit (expeditions in the National Park must bring a firearm. Firearm is recommended but not compulsory outside the National Park)

Please be aware that you may need additional permits e.g. area allotment, access to research/military stations or for specific research activities. Additional permits should be obtained from relevant institutions and send to expeditions@gh.gl no later than 6 weeks prior to expedition start. Links to application forms or contact addresses can be found at www.nanoq.gl/expeditions. Please note that processing of applications by other institutions may take several weeks.

2. Filling in the application form for expeditions

The application form can be found on www.nanoq.gl/expeditions and should be filled in electronically.

NB: Please read and complete all relevant forms and documents carefully before submitting your application.

3. Signing the application form

The application form needs a signature in order to be valid. Before submitting the application form it must therefore be signed.



4. Application fee

When applying for an expedition permit a fee must be paid to the Ministry of Domestic Affairs, Nature and Environment. The fee covers administrative costs associated with the processing of the application and is not refundable even if an application is rejected.

The fee is 4.000 Danish kroner per expedition (sport, research, cruise, etc.).

Research stations located in the area covered by the Executive Order may gather individual project applications and submit a combined application each year.

The fee for research stations is 25.000 Danish kroner per year.

In order to pay the application fee, you need to obtain an expedition number that should be used as a reference on the payment and receipt of payment. In section 5 below, you can read how you get an expedition number and see when in the process the fee should be paid.

The fee should be paid to the following bank account:
Grønlandsbanken, account number: 6471-102385-0
Swift-kode: GRENGLGX
IBAN NR.: GL5864710001023850

The expedition number should be stated in the message to the account holder (Government of Greenland) and on the receipt of payment.

5. Submitting the application form

To apply for an expedition permit the application form for access to and conditions for travel in certain parts of Greenland must be filled out electronically. This application form can be found on the Ministry's homepage (www.nanoq.gl/expeditions). Since you need to provide an expedition number when you apply for insurance statement, radio permit and for paying the application fee, you need to submit the application form, await an expedition number from the administration, obtain additional relevant documents and submit these before the administration can issue a permit.

The application process includes two important submission deadlines. You must submit the application form no later than 12 weeks prior to departure. When the ministry receives the application form you are provided with an expedition number. This must be used to obtain additional permits (radio/firearm permit, insurance statement, area allotment etc...), which must be submitted no later than 6 weeks prior to departure.

Below are 8 steps that will guide you through the application process.

Step 1: *Fill in the form:* The form must be downloaded and filled in electronically.

Step 2: *Complete documents related to the application form:* complete passenger list and map/itinerary as stated in the application form. Other required documents (insurance statement, radio permit and receipt of payment of application fee) and additional permits (e.g. research permit, firearm permit, area allotment, access to research/military stations) should be obtained from relevant authorities and **submitted no later than 6 weeks prior to departure.**

Namminersorlutik Oqartussat – Grønlands Selvstyre – Government of Greenland

Nunamut namminermut, Pinngortitamut Avatangiisinullu Naalakkersuisoqarfik
Departementet for Indenrigsanliggender, Natur og Miljø
Ministry of Domestic Affairs, Nature and Environment



Step 3: *Sign application form for expeditions:* Sign the filled in application form for expeditions.

Step 4: *Submit application:* **Submit the application form and required documents** (passenger list and map/itinerary) **no later than 12 weeks prior to departure**. The signed application form and related documents can be send as:

- E-mail attachments to expeditions@gh.gl
- Fax to +299 32 52 86

Normal mail/post to: The Ministry of Domestic Affairs, Nature and Environment
Postboks 1614
3900 Nuuk
Greenland

Step 5: *Get an expedition number:* The Ministry of Domestic Affairs, Nature and Environment will register your application and provide you with an expedition number. This expedition number should be used when obtaining the insurance statement, applying for radio permit and paying the application fee.

Note that the expedition number must also be cited in all communication with public authorities and aircraft operators.

Step 6: *Obtain compulsory insurance statement and radio permit:* Obtain insurance statement and radio permit using the expedition number.

Step 7: *Obtain compulsory receipt of paid application fee:* Pay application fee using the expedition number in the message to the account holder and remember to obtain a receipt of payment. The receipt must include the expedition number. The payment should be made to:

Account holder: Government of Greenland
Grønlandsbanken
Account number: 6471-102385-0.
Swift-kode: GRENGLGX
IBAN NR.: GL5864710001023850

Step 8: *Obtain additional permits:* If you need additional permits (e.g. research permit, firearm permit, area allotment, access to research/military stations), these should be obtained from relevant authorities.

Step 9: *Submit additional documents:* Send the insurance statement, radio permit and receipt of payment of application fee together with other relevant permits to the Ministry of Domestic Affairs, Nature and Environment by any of above mentioned means **no later than 6 weeks prior to departure**.

Processing of the Application

When the Ministry of Domestic Affairs, Nature and Environment has received **all** relevant documents, your application will be processed. Remember to refer to your expedition number when submitting additional documents and whenever you contact the administration. The Ministry of Domestic Affairs, Nature and Environment will process the application within 6 weeks after receiving all documents (cf. step 9 above). It is important that the insurance statement, radio permit and receipt of payment of application fee and other relevant permits are submitted at least 6 weeks prior to departure.

Please note that the Ministry of Domestic Affairs, Nature and Environment will need ALL required documents before a permit can be issued!



Provided that the conditions below are met, the Ministry of Domestic Affairs, Nature and Environment will issue an official permit that includes operational conditions, together with general conditions and specific regulations for the expedition.

Conditions:

- a. all required material (i.e. radio licence, insurance statement, receipt of payment of application fee, firearm permit etc.) is submitted to the authorities within the stated deadlines, and
- b. the planned project or expedition does not involve obvious hazards for the participants or third party, and
- c. the planned expedition/project does not interfere with or counteract public interests in Greenland.

Important: the issued permit should be carried by all expedition groups and subgroups, and shown to relevant authorities upon demand.

Requirements and Conditions

6. Expedition members

For safety reasons there are certain limitations to who can take part in expeditions. In general, it is essential that all expedition members can take care of themselves and help others in case of emergency.

Age requirements (not applicable to cruise ships)

Persons under 15 years can not take part in sport/research expeditions outside research/military stations.

Persons over 65 years a doctor's note should be send together with the application.

Number of participants

Minimum 2 participants.

Health (not applicable to cruise ships)

Expedition members should be physically and mentally fit. Any known medical conditions or disabilities that are of relevance to the safe execution of the expedition must be specified in the application form. The ministry reserves the right to ask for a doctor's note when deemed necessary.

Vaccinations

No vaccinations are required to enter Greenland.

Insurance

a. *Who needs a SAR and evacuation insurance?*

An expedition operating in the area covered by the Executive Order no. 138 of 10 February 2010 on Access to and Conditions for Travelling in Certain Parts of Greenland (except persons operating



manned stations) in North or East Greenland and anywhere on sea ice must obtain SAR insurance as well as an evacuation insurance covering all participants.

b. Insurance requirements

SAR insurance

The SAR insurance must cover the amount of DKK 1,000,000 with the Danish State as the sole beneficiary if the project or expedition takes place inside the Greenland National Park or on the Ice Cap.

Evacuation insurance

An expedition required to have SAR insurance must also for each member obtain an additional evacuation (ambulance) insurance covering the amount of DKK 280,000 with the Danish State as the sole beneficiary.

Researchers under the auspices of a public Danish research institution

A research project carried out under the auspices of a public Danish research institution (e.g. a university) normally does not need to obtain a SAR and evacuation insurance as project members will be covered by the institution through the institution's self-insurance. However, the self-insurance generally covers employed staff only and other people whose wages or funds are administered by the above-mentioned institution. The project leader must therefore forward to the Ministry of Domestic Affairs, Nature and Environment, an official statement - with enclosed documentation from the involved institution(s) clarifying that the SAR and evacuation insurance conditions are valid for all participants in the project. The statement must be submitted to the Ministry of Domestic Affairs, Nature and Environment no later than 6 weeks prior to the departure for Greenland.

Researchers who are not covered by the self-insurance must obtain SAR and evacuation insurance. Send a copy signed by the insurance company to the Ministry of Domestic Affairs, Nature and Environment no later than 6 weeks prior to the departure for Greenland.

c. Insurance statement

When the insurance requirements listed above apply to a project or an expedition the 'Insurance Statement' form must be completed, signed by the insurance company, and returned to the Ministry of Domestic Affairs, Nature and Environment no later than 6 weeks prior to the departure for Greenland.

7. Time and Location

Due to safety reasons, no expeditions are allowed between October 15th and March 15th.

East-West crossing of the Greenland Ice cap is not allowed in July and August.

For the safety of the expedition it is important that a detailed itinerary or map is provided of the expedition route. Together with the Personal Locator Beacon (PLB) this is important information that is essential to any search and rescue operation. The more detailed the information, the more useful for rescue operations.

The Ministry of Domestic Affairs, Nature and Environment does not have specific requirements for the degree of details, but may contact the applicant and ask for a more detailed map/itinerary should this be required to process the application.



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Ministry of Domestic Affairs, Nature and Environment

Maps can be drawn in www.nunagis.gl, or other digital or paper-based maps.

8. Equipment

8.1 Radio requirements and permit

All expeditions are required to bring a Personal Locator Beacon (PLB). This requires a permit from the Radio administration (see below for requirements and how to get the permit).

Radio requirements/Personal Locator Beacon (PLB) requirements.

Projects and expeditions taking place in uninhabited areas (i.e. outside towns, hamlets, or stations) in North and East Greenland, anywhere on sea ice, or on the Ice Cap are required to bring an approved (certified) emergency radio beacon ('Personal Locator Beacon': PLB). The PLB must be capable of simultaneous transmission on 121.5 MHz / (243M Hz) and 406 MHz with a 121.5 MHz homing device and continuous transmission using an internal power supply for at least 24 hours at an ambient temperature down to -20° C.

Radio/Personal Locator Beacon (PLB) permit

Carrying PLBs and radio equipment in Greenland requires a special permit. Complete the application form and send it to the issuing authority no later than 3 months prior to the start of the activity in Greenland.

Radio Administration

P.O. Box 399

3920 Qaqortoq

Greenland

Phone: +299 323120,

Fax: +299 323130,

E-mail: radioforvaltningen@gh.gl

Web-site: www.vhf.gl (download application form here or from www.nanoq.gl/expeditions)

8.2 Firearm

Projects and expeditions to the Greenland National Park are obliged to bring a firearm as well as polar bear deterrents. A firearm permit must be obtained from the Chief Constable of Greenland, P.O. Box 1006, DK-3900 Nuuk, Greenland. Phone: +299 321448, fax: +299 324194. The firearm application form can be downloaded on www.nanoq.gl/expeditions.

Be aware that the firearm only may be used in self defence. For possibilities for foreigners to hunt in Greenland, please contact Ministry of Fisheries, Hunting and Agriculture, www.nanoq.gl.

The firearm permit must be send to the Ministry of Domestic Affairs, Nature and Environment before the expedition permit can be issued and no later than 6 weeks prior to the departure for Greenland. The firearm(s) and the permit must be shown on request to any appropriate authority.

9. Reporting

Report on logistical challenges and environmental matters

In order to evaluate conservation issues and safety conditions of expeditions, the Ministry is interested in getting information on activities and experiences once the expedition is over.



The expedition leader is therefore obliged to send a report no later than the 31st of December of the expedition year. The report format can be downloaded from the expedition web-site, www.nanoq.gl/expeditions and should be sent to the Government of Greenland, *Ministry of Domestic Affairs, Nature and Environment*, e-mail: expeditions@gh.gl or P.O. Box 1614, 3900 Nuuk, Greenland, containing following information:

a. Emergency situations.

- Where there any emergency situations. If any, please describe situation, location and possible use of supplies in existing huts, military stations or research stations.

b. Logistics.

- Where there any deviation from the application? If any, please describe changes of itinerary and reason.

c. Status for established depots of material, provisions, or fuel.

- Has anything been left behind in the field? Please describe item, place and reason.

- Has the expedition used supplies from huts, military stations or research stations? If yes, please describe location, supplies taken and reason. Be ready to reimburse the owner for the costs of replenishing the depot.

d. Waste handling

- How has waste been handled?

e. Dangerous wildlife encounters

- Any wildlife encounters that threatened the wellbeing of expedition members or killing of wildlife in self defence. If any, please describe incidence including location and species.

f. Report interesting findings

- Geological items and preserved biological material: Items of botanical, zoological or geological origin (including fossils, ground layers or ice with driftwood, vegetation, bones or meteorites). Please describe item, location, and if possible provide photo.

- Cultural heritage: Observations of cultural heritage: Please describe item, location, and if possible provide photo.

g. Facts and conditions of general interest.

- write any experiences you think may be useful for other expeditions.

Any scientific publications based on the activities of the expedition should be sent to the Research Coordinator in the *Agency of Culture, Education, Research and The Church*, e-mail: KIHA@gh.gl or P.O Box 2221, 3900 Nuuk, Greenland.

Failure to report may have implication for future applications under the executive order.

Recommendations

10. Safety related recommendations

10.1 additional means of communication

Apart from a PLB, it is recommended to carry an iridium phone.

As other means of communication equipment, VHF and HF may be useful. In order to use these equipments you have to apply for a radio permit (see PLB radio permit under section 8.1 page 6)



10.2 Map and GPS

For the navigation of the expedition it is recommended to bring a GPS and a detailed and up to date map of the expedition area.

Maps and aerial photographs of Greenland can be purchased at the National Survey and Cadastre (address: Rentemestervej 8, DK-2400 Copenhagen NV, Denmark. Phone: +45 7254 5000, www.kms.dk).

10.3 Equipment colour, strobe light

To facilitate any possible rescue or evacuation operation, it is highly recommended that the expedition members wear strong coloured cloth (e.g. yellow, orange, red). This recommendation goes for tents and planes too.

A strobe light further increases the likelihood of being seen from the air and should in case of emergency be activated along with the PLB.

10.4 Firearms

Projects and expeditions in Northern Greenland and coastal areas of Eastern Greenland are advised to bring a firearm as well as polar bear deterrents.

You do not need a fire arm permit for carrying fire arms in Greenland outside the National Park.

Be aware that firearms may only be used in self defence. For possibilities for foreigners to hunt in Greenland, please contact Ministry of Fisheries, Hunting and Agriculture, www.nanoq.gl.

10.5 Cruise ship recommendations

Cruise ship expeditions in remote parts of Greenland, are recommended to always sail two by two for the safety of passengers.

11. Legislation and Environmental protection and conservation interests

11.1 Legislation.

The expedition must comply with existing Greenlandic legislation and all necessary precautions must be taken to protect and preserve the Arctic environment, which is extremely vulnerable to the impact of human activities. The expedition leader is responsible for making sure that all expedition members are aware of all relevant regulations in the areas covered by the expedition. Particularly relevant for the area covered by this permit are regulations concerning nature conservation, environmental protection and conservation of prehistoric, as well as historic relics.

11.2. Environment and waste handling

Environmental protection is regulated in the Environmental Protection Law no. 12 of 22 December 1988.

Expedition leaders must address protection of the natural environment when planning and preparing a project in order to minimise potential negative impacts of the expedition. Care must be taken to avoid any spill of oil, fuel and other environmentally hazardous materials. Expeditions must use spill trays and bring equipment for the clean up and storage of polluting or polluted materials.



Expedition teams must thoroughly clean the project area before departure. Waste must be brought to a nearby town or settlement for final disposal. Any storage of material or equipment will need a separate permission from the Government of Greenland.

11.3 Wildlife

Nature conservation is regulated in the Law no. 29 of 18 December 2003 on Nature Conservation and executive orders on protected areas and species. Especially relevant to expeditions is the executive order on the National Park in North and East Greenland. Area specific regulations will be mentioned in the permit.

The permit is given under the condition that disturbances of flora and fauna are kept to a minimum. Visitors should also be aware that some wildlife species can be dangerous and seriously injure or kill people. These include polar bears, walrus and musk oxen.

11.4 Protection of cultural artifacts

Protection of cultural remains is regulated in Law no. 18 of 19 November 2007 on Protection of Cultural Heritage. When encountering objects of cultural, historical or archaeological importance* in the National Park, following rules must be adhered to:

- **It is prohibited to** pick up, collect, remove, damage or harm in any other way any man-made objects or constructions.
- **It is prohibited to** expose objects, constructions or monuments to any physical harm, including interventions, which remove rocks, soil or any components being part of a construction or monument.
- **It is prohibited to** establish fireplaces, move rocks, harm vegetation or in any other way disturb areas within 50m (100m in the National Park) from objects of cultural, historical or archaeological importance.
- **It is prohibited to** use constructions and monuments as sleeping quarters, waste dumps or depots.

* Objects of cultural, historical or archaeological importance are: ruins of peat/stone houses, foundations for tent houses, tent rings, palaeo Eskimo structures, graves, depots, animal traps, cairns, rows of stones, as well as wooden huts from later times or abandoned machinery of any kind.

Geological items and preserved biological material

Items of botanical, zoological or geological origin (including fossils, ground layers or ice with driftwood, vegetation, bones or meteorites) may not be collected and the observation should be reported to Greenland National Museum and Archives, P.O. Box 145, 3900 Nuuk, Greenland. Phone: +299 32 26 11, fax: +299 32 26 22, e-mail: nka@natmus.gl.



Additional information

12. Logistics

12.1 Chartered flights

Should a project or an expedition involve the use of airfields or airports in Greenland the aircraft operator chartered by the project or expedition is required to apply for permission to land in accordance with the 'Aeronautic Information Publication (AIP) for Greenland and the Faroe Islands'.

Flying and landing in Greenland requires a technical and operative permit from the *Danish Civil Aviation Administration*, dcaa@slv.dk, and a permit from the *Climate and Infrastructure Agency*, fly@gh.gl. The airline company responsible for the transport should apply for the permit and not expedition members. Flights over protected areas should stay more than 500 m above the terrain except in connection to landing and take off.

Flying and landing in the National park

Flying and landing in Greenland requires a technical and operative permit from the *Danish Civil Aviation Administration*, dcaa@slv.dk, and a permit from the *Climate and Infrastructure Agency*, fly@gh.gl. The *Climate and Infrastructure Agency* seeks the approval of the *Defence Command of Greenland*, if you need to land at or take off from military bases. The airline company responsible for the transport should apply for the permit and not expedition members. Flights over protected areas should stay more than 500 m above the terrain except in connection to landing and take off.

- **Procedure for obtaining permit**

You must apply for permit for the operation at the *Climate and Infrastructure Agency*, by sending an email to fly@gh.gl, www.gh.gl.

When the agency has received your application they will pass the request on to the relevant parties, incl. GLK. Once the agency has received feedback from all relevant parties the agency will provide you, as applicant, with an answer, positive or negative.

If your request is approved by the agency, your next step is to email GLK Air Operations Officer, email: airops@glk.gl directly with all relevant information, name of operation, permission number from the agency, and all the needs you might have at Mestersvig, Daneborg or Station Nord. GLK will then process your request, and email you with relevant information and guidelines.

12.2 Sailing in Greenlandic waters

As of the December 1st 2002 the Greenpos system is mandatory for ships travelling in the Greenland EEZ. Ships must report their position, course, speed and actual weather information every 6th hour. For further information about Greenpos please see:

<http://forsvaret.dk/GLK/GREENPOS/GREENPOS%20IN%20ENGLISH/Pages/default.aspx>

12.3 Research stations

Research stations on the ice cap cannot be visited without permission from the station manager.



12.4 Military Stations

Military stations are restricted areas. Expeditions cannot expect to visit these stations without permission from the *Island Command Greenland*: E-mail: mrcc@glk.gl.

Generally, civilians are not granted access to Thule Air Base. Scientists who need to go through Thule Air Base must apply for access at the Danish Ministry of Foreign Affairs: www.um.dk

Expeditions are not allowed to enter huts established by *the SIRIUS sledge patrol*.

12.5 Motorised vehicles

The use of motorised vehicles is restricted in certain parts of Greenland. In case the expedition intent to use motorised vehicles on land or ice, the applicant should stipulate this in the application. For questions regarding motorised vehicles, please contact the Section of Nature: nnpan@gh.gl

12.6 Dogs

In case your expedition requires dogs as means of transport you must always contact the veterinary authorities: uumasut@gh.gl. There are furthermore, specific regulations for expeditions involving sledge dogs, which will be included in the official expedition permit if applicable.

13. Import of taxed goods

Certain goods are subject to import restrictions or a special import duty levied by the Greenland Provincial Treasury. Here are examples of goods subjected to import restrictions: cigarettes, spirit, wine, beer, soft drinks, perfume, cosmetics, chocolate, candy, coffee, the, meat, etc. The Greenlandic tax authority has up to date information on restrictions. They can be contacted at following address:

Skattestyrelsen (Greenlandic tax authority)

Imaneq 34

PoBox 1605

3900 Nuuk

Phone: 70 65 00 / 34 65 00

Fax: 32 20 42

E-mail: tax@gh.gl

Web-site: www.aka.gl