



Terms of agreement and guidelines for visiting researchers working with the Budongo Conservation Field Station

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Contact details

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Website: www.budongo.org

BCFS Secretary

Dr Helen Sunderland
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University of St Andrews
St Andrews KY16 9JP
Scotland (UK)

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Tel: +44-1334 462157

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Senior BCFS Staff

Dr Fred Babweteera, Field Director (Email: babweteera@forest.mak.ac.ug)

Dr Klaus Zuberbühler, Scientific Director (Email: kz3@st-and.ac.uk)

Prof Vernon Reynolds, Advisor (Email: vreynolds@btopenworld.com)

Zephyr Kiwede, Administrator (Email: zephyr-kiwede@hotmail.com)

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BCFS Steering Committee

John Kabagozza (chairman)

David Windmill (RZSS)

Vernon Reynolds (Advisor)

Fred Babweteera (Field Director)

Klaus Zuberbühler (Scientific Director)

Deborah Kasule (UNCST representative)

Prior to visit

RESEARCH PROPOSALS AND PERMITS – PROCEDURES AND DEADLINES

Before Acceptance of your Proposal

Researchers interested in visiting BCFS should begin by submitting a short proposal (1-2 pages) outlining the intended work at Budongo and a letter of introduction to the BCFS Secretary. You are welcome to seek advice on your proposal from senior BCFS personnel beforehand. The covering letter should include:

- Personal, institution and supervisor details
- Course registration or other reason for study
- Why you consider Budongo Forest appropriate for your work

If your research is considered to have potential, and does not conflict or overlap with other studies in terms of dates and topics, you will be invited to submit a full proposal for review by the Scientific Director, who may be seeking advice from other experts in the field, including senior BCFS staff. Your full proposal should be 7-8 pages and address the following:

- Background
- Aims and hypotheses
- Methods
- References
- Proposed dates
- Sources of funding (secured and pending)
- List of parties for report/thesis dissemination

If your proposal is accepted, you may receive advice on how to revise it. The final version has to be deposited with the BCFS secretary, with all other required documents, before you can travel. You may be asked to be flexible with your dates so that we can accommodate you at Sonso. Your research activities are bound by the content of your proposal, which also protects you from overlap with other projects. At this stage it is also important that you discuss any relevant medical conditions or allergies with the Field Director or Scientific Director.

Ugandan students should submit both the initial and full proposal to the Dean of the Faculty of Forestry and Nature Conservation at Makerere University or to the Head of the Department for forwarding.

Declining of Proposals

Not all proposals will be accepted. Sound proposals may be rejected simply because there is no space at camp. Alternatively, the topic may conflict with other ongoing or planned research. For chimpanzee research, numbers of researchers are strictly controlled to limit the impact on the community. Your research may be declined on the basis that the maximum number of chimpanzee researchers has been reached at the time of your proposed dates.

VOLUNTEERS

If you wish to volunteer for the Budongo Conservation Field Station, you should contact the BCFS secretary. Volunteers are usually assigned to support ongoing research, although they can also be asked to help with tasks at the discretion of the Field Director or Assistant Director. Volunteers are supervised by both the Field Director and the supervisor of the research project. They are typically not allowed to collect their own data other than what has been requested by the supervisor. Normally, volunteers are required to pay for their own camp and permit fees. All volunteers are subject to a probationary period for 1 month.

After acceptance of your research proposal

SUBMISSION OF REQUIRED DOCUMENTATION

Non-Ugandan students are required to obtain permits from:

- i) Uganda National Council for Science and Technology (UNCST); www.uncst.go.ug; Form RC-1
- ii) The President's Office: www.uncst.go.ug; Form RC-6.
- iii) Uganda Wildlife Authority (UWA): www.uwa.or.ug

The following documents should be sent to the Field Director in Uganda at least **3 months** before departure:

- 6 identical passport photographs
- 2 copies of your fully completed UNCST forms
- 3 copies of your fully completed President's Office forms
- 2 copies of your fully completed UWA forms (applicable to all studies involving wildlife)
- 2 copies of your revised research proposal
- 1 copy of your CV

In addition, the National Forest Authority of Uganda in Kampala may also require a copy of your proposal, which can be deposited after you arrive in Uganda.

The following documents should be sent to the BCFS Secretary at least **1 week** before departure:

- Curriculum vitae
- Revised and accepted research proposal
- Signed physical release form (Annex A)
- Emergency contact details
- Approved risk assessment (if applicable)
- Proof that camp fees have been paid
- Copies of permission letters from UNCST and UWA (after departure)

Schedule for Research

It is essential that researchers agree their arrival and departure dates with the Field Director and Scientific Director. Once the dates are agreed you will be required to transfer the camp fees to the Royal Zoological Society of Scotland (bank details below).

Changes in your Research

Permission to conduct work at Sonso is based on the content of your accepted proposal and you are not allowed to alter research questions, methods, work schedule, study location(s) or dates without written permission by the Scientific Director.

RESEARCH PERMITS

UNCST is the supreme body in the issue of research permits; however, it only acts to grant final permission once it has obtained a letter of support from UWA and in some cases the National Forest Authority. Please see below for contact details of these institutions. You will need to collect your letters from these institutions and deposit them with UNCST to process and issue your research permit. The fee for a letter for UWA is **US\$20** and for a permit from UNCST is **US\$300**. Permits are usually issued for a maximum of one year after which you will need to apply for renewal. If you are doing a pilot study followed by a full study, put both in your proposal otherwise you may have to pay a second research fee. Send your application forms to the Field Director in good time (at least 3 months in advance) so that he can submit them for you and get the process started.

CONTACT DETAILS FOR UGANDAN INSTITUTIONS

*Uganda National Council for
Science and Technology
(UNCST)*

Plot 3/5/7 Nasser Road
P.O. Box 6884
Kampala, Uganda

Tel: +256 41 250 499
705 500

Fax: 256 41 234 579

Email: uncst@uncst.go.ug
Website: www.uncst.go.ug

Uganda Wildlife Authority

Plot 7 Kira Road, Kamwokya
P.O. Box 3530
Kampala, Uganda

Tel: +256 41 346 287
346 288
355 000

Fax: +256 41 346 291

Email: uwa@uwa.or.ug
Website: www.uwa.or.ug

National Forest Authority

Plot 10/20 Spring Road
P.O. Box 70863
Kampala, Uganda

Tel: +256 031 264 035
041 230 365
041 230 366

Email: info@nfa.org.ug
Website: www.nfa.org.ug

Ugandan researchers

The permit process is different for Ugandan researchers, who should liaise directly with the Dean of the Faculty of Forestry and Nature Conservation, Makerere University and the Field Director.

COLLECTION AND EXPORT OF BIOLOGICAL SPECIMENS

Collection of scientific specimens within the study areas of BCFS must have the prior approval of the Field Director. Duplicate samples may be requested by Makerere University and this should be clarified before collection.

BCFS does not permit invasive research on any primate species. However, BCFS may grant permission for invasive work on non-primate species, although this is rare. For rules governing non-primate invasive work, please refer to APPENDIX B.

If you wish to export biological samples, you will require export and import licenses. Export licenses are granted by UNCST. In order to obtain such a license, you need to draw up two separate Material Transfer Agreements (MTA) – one between yourself and UNCST and one between yourself and UWA. Details of the MTA for UNCST are available from BCFS, while the one for UWA can be obtained directly from them (uwa@uwa.or.ug). You should complete these agreements *before* arrival in Uganda to ensure you have all the necessary accompanying documents (including the relevant import license for the country into which you will import the samples). Please submit the MTAs to the relevant bodies as soon as possible since the processing time can be lengthy. If your time in Uganda is short, you should send the MTAs to the Field Director so that he can submit them for you. A charge may be incurred for some samples since UWA reviews this on a project-to-project basis.

Samples may also require CITES clearance, which will also be granted as part of the UWA MTA procedure although this will add to the time for processing. Please ensure that you also have the appropriate import permit for the country you will be traveling to with the samples. Export permits will not be granted without first acquiring an import permit.

VISAS

Visas for entering Uganda can be obtained at the airport in Entebbe upon arrival and will last for 3 months time. The cost for this visa is **US\$50**, although you can also pay in British Pounds or Euros. If you obtain

your visa at a consulate outside of Uganda, these are usually good only for 1 month but have a 3-month entry window. If you intend to stay for 3 months or longer, it is best to get your visa at the airport and then apply for an extension. The extension (also known as a student's pass or pupil's pass) can be obtained from the Immigration Office within the Ministry of Internal Affairs on Jinja Road, Kampala. You will need to take your research permit and a letter from UNCST specifically addressed to the Immigration Office. When you pick up your research permit from UNCST, make sure and ask for this letter. You may also be asked for a photocopy of your student card, a letter from your academic institution and a letter from BCFS. You will have to leave your passport at the immigration office while they process your request, so carry photocopies of your passport with you. The extension will be issued for as long as your research lasts (with a maximum of one year). The fee for a one-year student's pass is **180,000 USH** for one year (approximately US\$100) and must be paid in shillings.

Fees

MONTHLY FEES

Visitors to Sonso pay **£350 per month** to the Royal Zoological Society of Scotland for the duration of their stay in advance. For short stay visits (<1 month), the part of month is paid *pro rata* and is approximately 15,000 USH per day. Please contact the Field Director for the final amount. For stays greater than one month, fees are only *pro rata* in the final month of your stay if it is less than half a month.

Researchers not staying at camp, but associated with the Budongo Conservation Field Station, are required to pay half of the camp fee (£150 per month). Payment of these fees entitle to access to the camp facilities and to stay at camp a few nights every month at no extra cost.

The fee contributes towards BCFS operating costs, accommodation, laundry, cooks (NOT food), development of the site, and staff salaries. The camp fees must be paid by any visitor staying at camp or utilizing the site, BCFS facilities or services. Ugandan students pay US\$ 60 per month, but in some cases BCFS supports Ugandan students with their fees. Researchers should bring proof of payment to RZSS.

YOUR COMMITMENT TO FEES

Following acceptance of your proposal you can make arrangements for your trip to Uganda. Once your final clearance has been given and dates have been agreed upon, you have made a commitment to BCFS and are obliged to pay camp fees for the period agreed. Please note that if you decide to leave BCFS earlier than scheduled, there will be no refund for the camp fees of the remaining duration.

ACCOUNT INFORMATION

All fees should be paid into this account:

| | |
|---------------|----------------------------------------------------------|
| Bank Name: | Lloyds TSB Bank |
| Account name: | Royal Zoological Society of Scotland - Budongo Account |
| Address: | Henry Duncan House; 120 George Street; Edinburgh EH2 4LH |
| Sort Code: | 30-25-81 Account No.: 01292911 |
| IBAN | GB15 TSBS 3025 8101 2929 11 |
| BIC | TSBSGB21274 |

EXEMPTION OF FEES

For Ugandan students from the Faculty of Forestry and Nature Conservation, Makerere University, the above Camp fees are kindly waived. However, all Ugandan students from Makerere are required to pay a small fee of 20,000 USH prior to coming to Budongo for research. This is held as a deposit and returned to the student following submission of a thesis or final report.

Research at BCFS

IN THE FOREST

There is a **5-day quarantine period** between the day you enter Uganda and the day you are allowed into the forest. This is to ensure that you have not picked up any illnesses during your travel which could then be transmitted to the forest fauna. There is also a quarantine period from anyone traveling between field sites to ensure diseases are not being transmitted between different communities.

When you do enter the forest, the following items must be carried at all times: reliable compass, whistle, torch, map of the grid system, water, first aid kit (APPENDIX F for an equipment list). You should only go into the forest with a field assistant. If you go anywhere on your own (including outside of the forest), you should leave details of where you are going and what time you expect to be back with people at camp. If at any time, a person, whether part of BCFS or not, is thought to be lost in the forest, this must be reported immediately to a senior staff member who will organize a search party.

Proximity to chimpanzees, some of which are well habituated, should never be less than 7 metres in the interest of the health of the animals as well as the safety of researchers (APPENDIX C).

Any modification of the study site, such as the cutting of new trails, tagging trees, experimental manipulation of animals, etc. must have the prior approval of the Field Director. Permission may be needed from the NFA, UWA or Makerere University with which BCFS has written agreements. In such cases, the Field Director will request permission on behalf of the researcher.

FIELD ASSISTANTS

BCFS will provide researchers with the help of a field assistant (FA). Field Assistants always collect basic data for BCFS, which you will need to take into account before assigning tasks. If you are unsure about what data your FA will be able to collect, please contact either the Field Director or Asst Director. The Field Director might limit the amount of data your FA can collect for you.

FA Schedule

The BCFS chimpanzee FAs work a nine day schedule as shown below. On most days, FAs will work from 7:00 to 16:30. On nesting days, data collection continues until the focal chimp nests or until 19:00. On de-nesting days, data collection starts at the nest at 6:30, meaning that you might have to leave camp as early as 5:45. De-nesting days are usually half days until 13:30. Sundays are all half days from 7:00 to 13:30 unless it's a nesting day, which is from 14:00 to 19:00. There is no official break for lunch during the day and the FAs will bring their own food and water.

The following is an example of the work schedule of a chimpanzee Field Assistant:

| | | |
|-----------|-----------|----------------------|
| 9/26/2006 | Tuesday | 7:00-19:00 (nesting) |
| 9/27/2006 | Wednesday | 6:30-1:30 (denest) |
| 9/28/2006 | Thursday | 7:00-16:30 |
| 9/29/2006 | Friday | OFF |
| 9/30/2006 | Saturday | OFF |
| 10/1/2006 | Sunday | 7:00-13:30 |
| 10/2/2006 | Monday | 7:00-16:30 |
| 10/3/2006 | Tuesday | 7:00-16:30 |
| 10/4/2006 | Wednesday | OFF |

Although the FAs are required to work these hours, you can work on a different schedule, provided you feel comfortable in the forest, and can walk back to camp alone. If you wish your FA to work extra hours, this will be between you, your FA and the Field Director to arrange. Any overtime will have to come from your personal funds. Please keep in mind that days off are necessary for both you and your FA. Any

changes to the schedule should be agreed with the Field Director or Asst Director since the schedule is made to have at least 3 chimps FAs in the forest at one time.

Field Assistant Holidays

When planning your research remember that your Field Assistant has annual holiday entitlements, usually taken over the Christmas period. Discuss holidays with the Field Director and FA in advance. There are a number of National holidays in Uganda (usually one a month), which are days off for FAs and most other BCFS staff. If you need to work on these days, this should be arranged well in advance with your FAs and you will have to compensate him personally for working those hours.

Bonuses

If you plan to pay your Field Assistant a bonus for extra work necessitated by your research, you will need to discuss this with the Field Director first. In general, BCFS does not encourage a “culture of bonuses” where each extra duty has to be matched by an extra bonus. However, a bonus is normally given upon your departure, usually a direct contribution to the assistant and other members of staff (domestic staff – cooks, driver, etc). You may want to talk to the Field Director about an appropriate sum or gift depending on how much help you have received. You are not obliged to pay your FA or any other member of staff a bonus.

Non-BCFS Field Assistants

In cases where you need an extra field assistant (a decision which will be made by the Field Director), it is important to ensure equal treatment. You will need to supply your FA with the perks that BCFS Field Assistants receive in addition to the salary: namely gumboots, rucksack, raincoat, binoculars, and a 50% contribution to the bicycle allowance. You will need to fill an extra form (APPENDIX D).

Finally, please note that research at Sonso is based on the idea of a partnership of equals, in which each assists and learns from the other.

RESEARCH FACILITIES

The following research facilities are available at BCFS:

- a) Library, including journals and theses
- b) Laboratory with a gas freezer, gas oven, scales, and liquid nitrogen tank
- c) Museum, including 5 chimpanzee skeletons as well as other specimens from the forest
- d) Herbarium
- e) Study area with full trail system (see map)

Researchers should bring all their own equipment and materials. This is especially true for any lab work, which you might want to do at camp. If you are going to be using the freezer or oven, it will be your responsibility to pay for gas and make sure the tanks do not run out. Specialist equipment is sometimes difficult to find in Uganda, make sure you plan things right (tubes, pipettes, latex gloves, video cassettes) and contact the Field Director if in doubt.

Life at Camp

ACCOMMODATION

Accommodation at Sonso is a room with bed, bedding (mattress, pillow, sheets and blanket, mosquito net) and chair. Some rooms also have desks and cupboards. Although the rooms do have mosquito nets, it is best to bring your own since they get damaged easily. BCFS will try to give each long-term researcher a room of his/her own, but short-term visitors or those with companions may be asked to share rooms. Fees will not be reduced for shared rooms.

Camp is equipped with a hot shower, which is heated in the afternoon. BCFS does not provide towels so you should bring your own.

Water for BCFS is harvested from the roofs during the wet season and stored in tanks around camp. In the dry season, water for showers, laundry and cleaning is taken from the Sonso River. You are asked to be resourceful with water at all times. Rainwater is filtered before drinking and river water is boiled first and then filtered.

There are two pit latrines, one behind each house. Please remember to bring a flashlight with you to the latrines at night since the hole can be hard to see in the dark. The latrines are cleaned 3 times a week. You are not allowed to go the bathroom anywhere else but the latrines, unless you are in the forest.

Residence at the BCFS site

Only those employed by BCFS or undertaking research are entitled to reside at the site. All other visitors may stay only at the discretion of the Field Director. All overnight visitors must be introduced to the Field Director.

In addition, the Field Director or any member of the Steering Committee may, at their discretion request any person to leave camp. While their reasons for doing so will be explained, such a request must be complied with immediately.

Unfortunately, the Sonso camp facilities are **not suitable for children** under the age of 14. Forest baboons can be very aggressive, and there are serious health hazards. Visitors wishing to bring their children will have to arrange accommodation outside the Budongo Forest Reserve, prior to their arrival, and at their own risk.

FOOD

Basic evening meals are prepared by our cooks over a wood-burning stove. The food is mostly vegetarian and consists of bean/peas and rice/potatoes. If you are in camp during lunch hours, you can request lunch. There is a self-catering kitchen equipped with a gas cooker and kerosene fridge for preparing your own meals. The fridge needs maintenance every 5 days, which is the responsibility of the researchers. When you arrive at camp, familiarize yourself with how to maintain the fridge.

Camp fees do not include the cost of food. You should budget between 20,000 and 30,000 USH for communal food and extra money for personal preferences (beer, soda, biscuits, etc.). You may be asked to contribute more to the group kitty upon your first arrival. When going to Kampala or Masindi, always ask if there is anything that you could bring. Food shopping is done approximately once a week in Masindi, usually by the researchers themselves. If no one is available and you are in need of supplies, BCFS driver can be given a list and money to buy things.

COMMUNICATION

Postal Services

A Ugandan Post Office operates in Masindi and mail for BCFS is collected whenever someone is passing through Masindi. If you wish to receive post, please use the following address:

„Your Name“
C/o Budongo Conservation Field Station
P.O. Box 362
Masindi, Uganda

Most letters and postcards will take between 1 week and 1 month to arrive in Masindi from Europe or America. Letters sent from Uganda can also take about the same amount of time. Postage is 1,200 USH for postcards and 1,600 USH for letters to Europe, 2,000 USH for letters to N. America.

Packages can take much longer to arrive in Masindi and quite a few will never make it, especially if they are not sent as registered mail. UPS, Fedex or DHL parcel will only be delivered to the central Post Office in Kampala from where they will be delivered by Ugandan Post to Masindi. Both Fedex and DHL have offices in Kampala, but can be quite expensive. All urgent or valuable parcels should be sent by courier to:

Budongo Conservation Field Station
C/o Dr. Fred Babweteera and YOUR NAME
Faculty of Forestry and Nature Conservation
Makerere University
University Hill
P.O. Box 7062
Kampala, Uganda

Phone: +256 41543647 or +256 772466336

Mobile Phones

You will be able to receive a signal for your mobile phone at camp. Bring a phone that is *unlocked* and set up for international calling/text messaging with the correct bandwidth (i.e. broad band). Ensure that your phone is able to take a SIM card. Ugandan SIM cards can be purchased in Kampala or Masindi. The best reception at camp comes from Celtel although MTN also works but not as well. You can also purchase phones in Kampala and they range in price from 60,000 USH to 700,000 USH. Airtime can be purchased all over the country (1,000 – 3,000 USH / minute for calls outside Africa; 300 – 400 USH / per minute for within Africa. International text messages: 120 USH).

There is a BCFS phone which researchers may use in emergencies or at their own cost for personal calls. Permission to use the phone is entirely at the discretion of the Field Director.

Email and Internet

Camp has Internet access through an aerial. Although the connection is relatively reliable, it is not fast. You are allowed to check email, do basic surfing and download work-related documents but there are time limits so that everyone can check their email. If you need to use the Internet extensively, you will have to visit an Internet cafe in Masindi. The one at Travellers Corner has a wireless network where you can bring your own laptop.

If someone needs to get in touch with you, emails can also be sent to BCFS email address: bcfs@utlonline.co.ug. Please note that senders should put your name in the subject line or the emails will be deleted as spam.

YOUR HEALTH

The health and safety of the fauna of Budongo Forest is taken very seriously. A simple cough or cold introduced to the forest can have a devastating effect on the wildlife and potentially on BCFS operations.

It is your responsibility to ensure you arrive in good health and that your vaccinations are up to date. BCFS may require you to provide proof of vaccinations. You may be asked to show proof of yellow fever vaccination upon arrival at the airport.

If you suffer from a medical condition or allergies you **must** inform the Field Director or Scientific Director **before** arriving at camp to make proper arrangements.

Prophylaxis

Uganda is a malaria area and researchers have contracted the disease. Local Plasmodium strains are thought to be resistant to Paludrine and Chloroquine. You should speak to a physician before arriving in

Uganda and bring an anti-malarial that is best for you. Both Doxycycline and Mefloquine (Lariam) are available in Uganda. Malarone is not available.

First Aid

Sonso is located approximately 25km from the nearest medical clinic. We strongly encourage all visitors to get first aid training before arriving at camp. There is a small first aid kit at camp for emergency use, but you should also come equipped with a complete first aid kit (see Appendix F). This should also include a thermometer and malarial treatment (such as Artenam), which can be purchased in Kampala or Masindi.

PROPERTY

BCFS does not have insurance for the contents of its building or other property, and you need to make your own arrangements if you want to be covered for loss of property. BCFS does not accept responsibility for any loss or damage, however caused, to property.

Theft

Although camp is generally secure, keep valuable items such as laptops in your room when not in use. Your room should always be kept locked if you are not in camp. If you are taking public transportation, keep an eye on your bags at all times. If you are traveling with expensive equipment, you may want to purchase two seats on a taxi to ensure that you are sitting beside your bags.

Humidity

During the rainy season, camp can be quite humid which can damage to your electronic equipment. Bring a dry box and enough silica gel to store your own equipment.

Fire

The buildings belonging to BCFS are not insured. The three main houses are made of wood. All possible steps must be taken at all times to prevent any outbreak of fire. For example, matches used to light the cooker should be extinguished carefully and put in a tin. Smoking is forbidden near any wooden structure. In the event of fire, each person must act immediately to put the fire out. Small fires can normally be put out with a blanket and buckets of sand and fire extinguishers are located near each house. While water is ideal, it takes time to obtain and other measures should be used unless water is available already. Fire regulations are pinned to the wall of each house. Please read them and follow the instructions.

Power

Electricity for camp is harvested from solar panels. If used efficiently, the power should be adequate for the running of laptops, charging of phones and batteries and providing lights for the rooms at night. However, during the rainy season, power can be in short supply especially if there are lots of people at camp. If you have large power needs, you should consult the Field Director in advance. You may be asked to bring your own portable solar panels. Bring spare batteries for any equipment in case of power shortages. Charging priority is given to BCFS and work-related equipment. Personal equipment can only be charged only if there is spare power.

The solar panels produce 12V, stored in car batteries. Bring 12V adaptors for your equipment (car cigarette lighter plugs) if possible. Although we have inverters that generate 220V, this is not a very efficient way of using solar power and it should be avoided whenever possible. Uganda uses UK plugs; make sure you bring the appropriate power adapters.

Computers

Although there is a BCFS laptop, which is used for Internet, emailing and BCFS data, its availability for private work cannot be guaranteed. If your work requires a computer bring your own with spare battery.

VEHICLES

BCFS vehicles (Toyota HiLux double cabin pickup and Landcruiser, 2 motorbikes) must be treated with the utmost care and any problems should be reported to the Field Director. Only the Field Director, Asst Director, Camp Administrator and BCFS Driver are allowed to drive the vehicles, except in an emergency

or with the Field Director's explicit permission. At least one BCFS vehicle is left at camp at all times in case of emergencies.

BCFS personnel take precedence over non-BCFS persons for transport except in the case of emergencies. Payment is not accepted for lifts. In case of doubt the Field Director's decision is final. Use of BCFS vehicles for personal business is charged at the following rates: 1000/- per km for vehicles and 500/- per km for motorbikes (both rates are inclusive of fuel).

For personal trips from camp to Masindi special hire taxis can be called for approximately 30,000/-.

LEISURE TIME

If you wish to take some time off of data collection to travel, please let the Field Director know in advance. Should you wish to go to Kampala, BCFS vehicles often travel back and forth. You may consult with the Field Director if there will be a vehicle traveling.

There is also a club at the *Kinyara Sugar Works Ltd. Factory (KSWL)*, approximately 15 km away from camp, with a swimming pool, tennis courts, a golf course, and dinners on Tuesdays, Fridays and some Sunday nights. KSWL is a key player in BCFS's conservation strategy, and researchers are asked to be polite and respectful of this relationship regardless of their personal conservation attitudes. The managers of the factory often visit camp and are welcomed to do so.

EMERGENCIES

In the event of an accident or emergency of any kind, the details must be reported to the Field Director or Asst Director who will decide whether the police need to be informed. If a person is injured and requires immediate medical assistance, any person associated with BCFS must do whatever possible to help. Any reasonable cost will be reimbursed by BCFS. In the unlikely event of being stopped by armed bandits, **do not** try to defend any property.

COMPLAINTS

All complaints or concerns of any kind should be made to the Field Director or Assistant Director. Suggestions for how to improve life at camp are always welcome.

After Budongo

ACCESS TO DATA COLLECTED AT BUDONGO

Researchers with a valid research permit are free to collect their own data as described in the accepted research proposal. Long-term data collected by the FAs, including while working with a researcher, belong to BCFS. Any access requires written permission by the Scientific Director. Publication of any long-term data requires explicit written agreement with the Scientific Director who will also decide on co-authorship issues. Please note that all data collected by researchers belong to both the researcher and BCFS. Copies of all data and research protocols should be left at camp, for BCFS purposes and for the safety of the data. Your own data will not be used without your permission. If someone contacts BCFS regarding your data, BCFS will put them directly in contact with you. Volunteers generally have no ownership over data they have collected and should discuss access with their supervisor prior to the start of data collection.

RESEARCH RESULTS

After completion of studies, researchers are required to send copies of their final reports, theses, and publications to BCFS to keep the library up-to-date. The library houses a collection of reports, theses and publications contributed by former researchers.

UNCST and UWA require a progress report and a final report. These reports need to be formatted in certain ways, so please contact UNCST and UWA before proceeding. Failure to submit these documents could jeopardize permit application of future researchers, including your own.

Ugandan students from MUFFNC are required to pay a deposit prior to coming to Budongo for research. This fee will only be returned on submission of a thesis or a final report.

PUBLICATIONS

Please notify the Scientific Director about any research being written up for publication. It is good practice to agree on co-authorship and to sort out any issues relating to data ownership before results are written up. Send a PDF or hard copy of the final article to BCFS and to the BCFS secretary so that we can update the website. You may also want to send copies of publications to UWA, NFA and UNCST.