



**St Helena
Government**



St Helena Research Licence: Guidelines for Applicants

PURPOSE

The St Helena Government is committed to supporting excellence in education and research that **contributes to sustainable development and informs local decision making, increases the body of scientific knowledge and protects St Helena's people, environment, heritage and culture.**

St Helena Government seeks to encourage ethical, high quality and reputable research and is determined that research should be conducted within a coordinated framework that prevents duplication, minimizes social and environmental impact, and ensures that the knowledge generated is captured for the benefit of the island, its community and wildlife. The **Research Licencing System** aims to provide such a framework.

These guidelines outline the process for applying for a **Research Licence**, and accompany the document **"Application to Conduct Research on St Helena"**.

As part of the application you will also need to complete the **'Protocol for Researchers'** and if your application is successful, at a later date, the **'Reporting Form for Research Visits.**

SCOPE

The Research Licence is intended to cover all **academic research and experimental development as defined by the Frascati Manual** (OECD (2015), Frascati Manual 2015: Guidelines for Collecting and Reporting Data on Research and Experimental Development, The Measurement of Scientific, Technological and Innovation Activities, OECD Publishing, Paris. DOI: <http://dx.doi.org/10.1787/9789264239012-en>)

Research and experimental development comprises activities that are novel, creative, uncertain, systematic and transferable or reproducible undertaken in order to increase the stock of knowledge, including knowledge of humankind, culture and society, and to devise new applications of available knowledge.

Research and experimental development covers three activities: basic research, applied research and experimental development. **Basic research** is experimental or theoretical work undertaken primarily to acquire new knowledge of the underlying foundations of phenomena and observable facts, without any particular application or use in view. **Applied research** is original investigation undertaken in order to acquire new knowledge. It is, however, directed primarily towards a specific, practical aim or objective. **Experimental development** is systematic work, drawing on knowledge gained from research and practical experience and producing additional knowledge, which is directed to producing new products or processes or to improving existing products or processes.

Organisations seeking to conduct research, as defined above that has a **commercial** nature are advised to enquire with the Coordinator to discuss the approach to developing their research proposal.

THE PROCESS FOR SUBMISSION OF APPLICATIONS

Any organisation or individual wishing to undertake research on St Helena, or within its territorial boundary (the 200 nautical mile Marine Protected Area), requires a Research Licence.

The Research Licence application is intended to help determine whether the proposed research is feasible on island, whether it aligns with St Helena's laws, policies and strategic priorities, and what additional assessments and licences or permits may be required.

The Research Licence application process is **coordinated by the St Helena Research Institute** (the Research Institute). We recommend that researchers **contact the Research Institute at an early stage in project planning** to discuss proposed research and to ensure that any problems or opportunities can be addressed. Enquiries should be directed to enquiries@sthelenaresearch.edu.sh. All applications will be **submitted to the St Helena Research Council** who will return the decision to the applicant.

The Research Council will meet to review and determine applications quarterly, on the first Thursday of the months of February, May, August and November. The **deadline for submission of applications** in advance of the Research Council meeting will be **6 weeks**. Applicants can expect a response within two weeks of the meeting at which the application was considered. Applicants are encouraged to submit applications at least three months in advance of their project start date or expected start date if project funding is to be confirmed.

STEP 1 EARLY ENQUIRY WITH THE RESEARCH INSTITUTE

- Please make sure you have read the guidelines for conducting research on St Helena and the protocols for researchers and know the submission dates for research applications published on the Research Institute website www.sthelenaresearch.edu.sh before submitting your application.
- We encourage you to make contact with the Research Institute at an early stage in the development of your research proposal. The Institute can offer advice and feedback on whether the proposal is compliant with St Helena law, policies and strategies, put you in contact with local experts and help in the preparation of a full application. Contact enquiries@sthelenaresearch.edu.sh
- In special circumstances the Research Council will consider applications outside of this time. Please enquire with the Coordinator rebecca.cairns-wicks@sainthelena.gov.sh

STEP 2. SUBMIT FULL APPLICATION AND ANY SUPPORTING DOCUMENTATION to the Research Institute enquiries@sthelenaresearch.edu.sh

- Receipt of application will be acknowledged.
- If you are required by your organisation to have research and ethical approvals for your research please make sure you include them with your application.

STEP 3. APPLICATION CONSIDERED BY THE ST HELENA RESEARCH COUNCIL

- Application reviewed by Research Council. Expert peer review will be sought depending on the subject matter and complexity of the application.
- Application approved and conditions may be applied. Or, further information may be requested or the application rejected.
- The Council's decision notice will be sent to the applicant and once all necessary documentation has been signed and the research licence fee paid, the Research Licence will be awarded.

- Any appeals to the Research Council's decision shall be referred to the Chief Secretary for review and final determination. Appeals to decision made under the EPO (2016) will follow the statutory appeals procedure as set out in the EPO (2016) s10.

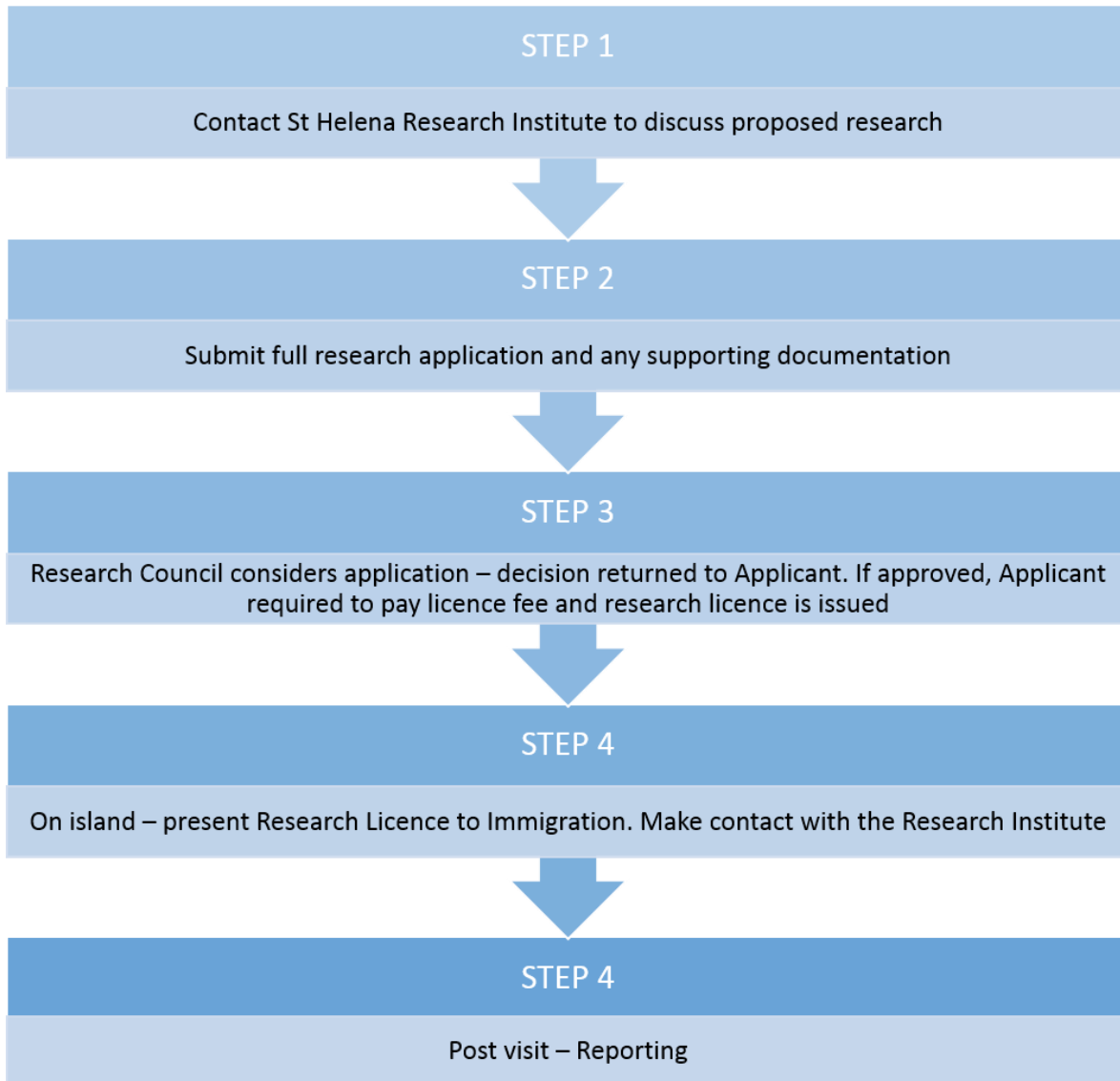
STEP 4. ON ISLAND

- Make sure you have your research licence available to present to Immigration officials on arrival at St Helena Airport.
- Please make contact with the Research Institute to confirm arrival on island.
- Depending on the nature of the study you may have made arrangements to be based at a local research facility or at the Research Institute.
- Arrangements may have been made to meet during your visit for reporting purposes or to help refine work plans when on island.
- If research will result in export, import or re-export of material from St Helena arrangements for phytosanitary certificates and export permits will need to be made at the earliest opportunity. If you have not already done so, make an appointment to meet with Julie Balchin, Biosecurity Officer, julie.balchin@sainthelena.gov.sh, to discuss biosecurity and phytosanitary requirements for any plant based samples or samples which may contain soil, and make arrangements for checking. All samples for export will need to be checked before an export permit will be signed and in accordance with the research licence.

STEP 5. POST ISLAND VISIT

- Complete the reporting form within one month of departure and return to the Administration/Support Officer enquiries@sthelenaresearch.edu.sh
- Submit data and findings within the timeline as agreed in the research licence to the Data Manager.

Application process flowchart



GUIDANCE ON COMPLETING THE APPLICATION FORM

1. Applicant Details

Please provide the name, affiliation, position, and contact details of the lead applicant. This is the person who will be **responsible for ensuring that the agreed programme of research is adhered to** and that all conditions and reporting obligations of the Research Licence are met.

2. Proposed Research

Give details of the title and proposed duration of the project, where the intended research on land or sea will take place and the dates of your visit.

List the **additional researchers/personnel** who will be coming to St Helena, or who are already on St Helena, and will be part of the research team and what role they will play. Indicate whether you will require any **technical or logistical support**, and if so, what. The Institute has some facilities available: bench space, storage space, including refrigerated and freezer, computers and internet access.

3. Details of Proposed Research

Give details of the **aims, methodology** and **intended outcomes** of your proposed research.

Please limit your description to 500 words and attach relevant background material if appropriate, this could be documentation setting out the full project proposal.

If you are going to **install any equipment at a site**, please give details. This includes marker posts at field sites, monitoring devices and electronic installations etc.

Some projects take place over multiple seasons and **if installations or equipment need to be left in place** after the research team has left the island, these must be marked, labelled and clearly identifiable. Provision must be made for the removal of all installations/equipment at the end of their useable life.

4. Medical, Health, Social and Anthropological Research

If you are planning to work with people you will need to show you have the appropriate qualifications and certificates for work in this area.

The ethics of your project will need to be **vetted**. If you have already been through this process with your home institution please attach the report.

If you intend to take samples/specimens, and if you haven't already provided this information, please provide details of methodology and justification. You need to indicate where samples will be housed after completion of the project, including whether the material will be sent back to St Helena.

Please describe how the data collected from the research will be managed.

5. Natural, Agricultural and Earth Sciences

Depending on the location and nature of your proposed research, the species affected, or the type of sampling method to be used, you may need a licence in accordance with the '**Environmental Protection Ordinance, 2016**'. You don't need a separate application for this, all the necessary information forms part of this application. In this case however, it will be the Chief Environmental Officer who will determine the application and issue the licence in accordance with the Ordinance.

If your work involves **capturing, killing or interfering in any way with any plant, fungi or animal** your project will need to be **vetted by an ethics committee**. If you have already been through this process with your home institution please attach the report.

If you intend to **take samples/specimens**, please provide details of methodology and justification if you haven't already provided this information. You need to indicate where samples will be housed after completion of the project, including whether the material will be sent back to St Helena.

For work related to the Marine Environment ensure that you are acquainted with the Marine policies found at <http://www.sainthelena.gov.sh/marine-division/>. They include:

<http://www.sainthelena.gov.sh/wp-content/uploads/2018/07/Environmental-policy-for-whale-shark-devil-ray-and-cetacean-interaction-activities-on-SH.pdf>

Please ensure that you are acquainted with the Biosecurity protocols for St Helena, see paragraph 13. If you are bringing specialist equipment to St Helena you will need to ensure that it is clean and be aware that it will need to be submitted for inspection by the Biosecurity Officer at Customs on arrival. If you require further information contact the Biosecurity Officer, Julie Balchin at julie.balchin@sainthelena.gov.sh

If you propose to access or conduct research on private property, contact Gina Henry at the SHG Property Division gina.henry@sainthelena.gov.sh to confirm land ownership. Evidence of the land-owner's permission must be provided before a research licence will be issued.

6. Built & Maritime Heritage & Archaeology

For work related to the Marine Environment ensure that you are acquainted with the Marine policies found at <http://www.sainthelena.gov.sh/marine-division/>.

If you will be interfering in any way with a known historic structure on land or sea or archaeological site you will need permission from the St Helena Government. Contact the Planning Officer ismail.mohammed@sainthelena.gov.sh with respect to work on any heritage structure or archaeological site, on land or in the sea.

If the structures are privately owned you will also need the permission of the owner. Contact Gina Henry at the SHG Property Division gina.henry@sainthelena.gov.sh to confirm ownership.

You must provide evidence of permission before the research licence will be issued. Contact Gina Henry at the SHG Property Division gina.henry@sainthelena.gov.sh to seek approval.

7. Supporting Information

Please list all supporting documentation to be submitted with the application.

8. Export and-Importation Permits

If you are planning to export, import or re-import samples from St Helena you need to make sure you know what the importing, or transit country requirements are and that you can meet them. You will also need to make sure you have all the necessary documentation available to be presented as required by the importing country and that you are conveying the samples/specimens in a manner which is accepted by the mode of transportation used.

All plant and soil samples to be exported from St Helena require a Phytosanitary Certificate. You will need to apply to the Biosecurity Officer, julie.balchin@sainthelena.gov.sh for the Phytosanitary Certificate. We recommend that you get in touch with Julie before you arrive to get a copy of the application form and make any necessary arrangements with her.

Separate arrangements for the export of biological samples derived from animals will need to be made with regard to the requirements for certification by the importing country. For enquiries and further information please contact the Senior Veterinary Officer, Joe Hollins joe.hollins@sainthelena.gov.sh.

Separate arrangements for human or other biological based samples will be needed. Enquiries can be directed to the Research Institute.

If you wish to export, from St Helena, **any samples or specimens collected of any native organism** (whether living or dead, or any parts or products thereof) under the 'Environmental Protection Ordinance, 2016' you will require an Export Permit and a re-import permit, if any specimens/samples are expected to be sent back to St Helena. This will only be issued if the samples/specimens are being exported solely for **scientific and/or conservation purposes** and in accordance with a valid research licence.

St Helena is a signatory of the **Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES)** and SHG Government is committed to enforcing this agreement.

Researchers wishing to export or re-import samples from species listed under **Appendix I or II of CITES** are therefore required to have a CITES, **export or re-importation permit**. Permits will only be issued in accordance with a valid Research Licence. Applications for a CITES permit must be made to the Chief Environmental Officer Isabel Peters isabel.peters@sainthelena.gov.sh.

An export permit will be issued once the samples/specimens that are being exported have been checked and certified, as necessary by the appropriate authority. Samples or specimens that don't require any other authorised certification will be checked as part of the issuance of the Export Permit by the Coordinator.

The checking of samples in order to issue permits takes time and researchers are advised that they need to plan for this early. If you have only a week on island you should aim to confirm, or at least plan, arrangements before you arrive. Large sample numbers (greater than 50) are also difficult to check at short notice. Make arrangements early so that you have time to meet with the relevant authority, agree arrangements for preparation of samples and a time to meet to check. In the case of plant materials and soil you will also need to apply for a Phytosanitary certificate.

9. Insurance

Please indicate what insurances you and your team will have. **Each person** coming to St Helena must have **international medical insurance** that will cover **medical costs on St Helena, possible medical evacuation and repatriation**.

Proof of medical insurance is required to enter the country.

10. Capacity Building, Data Sharing and Knowledge Transfer

St Helena Government supports knowledge transfer and benefit sharing, this includes **benefits to the researcher and their institutions** through academic recognition, career advancement and the furthering of institutional goals and **benefits to local people** through training opportunities and gathering of the evidence base to support local decision making; through exposure to scientific research and an enhanced understanding of their environment.

SHG Government is committed to ensuring that the knowledge generated by research is **captured for the benefit of the island** and the research licencing scheme provides the framework to enable this benefit sharing.

11. Research Licencing Fees

For successful applications, there is a **£250 fee** for issuing a **Research Licence**. The licence will cover the period from the start to end date given in **2.3 'Duration of project'** of the Research Licence application form. There will be a reduced charge for undergraduate and MSc studies of **£50** and **£100** respectively.

The Research Council will consider requests for a waiver of the Research Licence fee under special circumstances from local non-Governmental not-for-profit charitable organisations and the St Helena Government.

Please note that if your proposed research requires a licence under the Environmental Protection Ordinance, 2016, there is an additional fee of £100.

An invoice will be sent out with payment details when your application has been approved. The Research Licence will be awarded on receipt of funds.

12. Declaration

To be signed and dated by the lead applicant.

Data Access and Management

SHG Government recognizes that access to data is a sensitive issue and is committed to protecting the intellectual property rights of researchers. However, **access to raw datasets is also essential to ensure that local stakeholders benefit fully from research carried out on the island**, as well as avoiding duplication and highlighting potential collaborations. Datasets that are gathered and never published, or which are published in a heavily summarized form are effectively lost from the island. If underpinned by clear access management agreements, storing datasets within a central repository can be of mutual benefit to all stakeholders, revealing potential synergies between projects and enabling multidisciplinary and meta-analytical research that is beyond the scope of individual projects. Indeed, many academic journals now require that original datasets are deposited in open access repositories and data-sharing requirements are currently being rolled out across the South Atlantic UK Overseas Territories.

The Falkland Islands-based South Atlantic Environmental Research Institute (SAERI) supports the South Atlantic Information Management System which acts as a hub for archiving the environmental data collected within the South Atlantic UK Overseas Territories. The metadata catalogue records the name and contact details of the dataset owner, access restrictions and details of where, when and how the data was collected.

We are currently working with SAERI and the Joint Nature Conservancy Council (JNCC) to extend this data management system to include data in other formats such as reports, scientific papers, photographs and links to other datasets. However, the infrastructure for this system is not yet in place.

Exemptions: SHG recognises that because of their size or nature some datasets will not be appropriate for archiving on-island (e.g. large atmospheric datasets). However, metadata for inclusion should still be provided. Some datasets may also need post-processing to contextualise them. Before coming to St Helena researchers will need to agree terms and a timeline with the Coordinator of the St Helena Research Institute for the depositing of datasets and reports. **Failure to honour any reasonable requests for data may result in future Research Licences being declined.**

ADDITIONAL INFORMATION

Travelling to St Helena

Information on **accommodation and visiting St Helena**, can be found on the following websites:

<https://www.flyairlink.com/>

<http://sthelenatourism.com/>

<http://www.sainthelena.gov.sh/visitors/> <http://www.sainthelena.gov.sh/immigration/>

<http://sainthelena.gov.sh/visitors.htm> which is an excellent source of information about the island

Importing & Re-exporting Equipment

If you are planning to bring equipment to support your research on St Helena you will want to make sure it arrives with you, whether you are traveling with it as part of your baggage allowance or it's being carried as freight.

There have been occasions when bags have not reached St Helena after they have been checked in at the start of the journey and there is not much time between the arrival of the flight into Johannesburg and the connecting flight to St Helena.

If you are planning to bring in equipment that is not part of your baggage allowance it will be carried as freight. Refer to <https://www.flyairlink.com/> for information and conditions of carriage or contact Solomon & Company (St Helena) Plc., Travel Manager for advice and assistance shipping-travelmanager@solomons.co.sh.

It's also helpful for Airlink to have prior knowledge of what to expect, particularly for bulky or heavy items, so that they can plan for it.

If you plan to ship equipment in advance of your arrival on St Helena you need to make sure that you make arrangements for someone to collect the equipment and clear it through Customs for you. Customs will require written authorisation for someone, other than yourself to collect it.

Duty would ordinarily be levied on equipment arriving on the island but equipment being brought in and then re-exported is exempt, as long as it's only on island for up to 6 months. A temporary import licence is issued. If you can provide a list of the equipment you are bringing and serial numbers in advance of your arrival this would facilitate your movement through Customs.

Biosecurity

SHG Government takes biosecurity on St Helena very seriously and is working towards establishing new legislation to enforce protection measures. This is expected to be in force by 2020. Researchers are potential vectors for biological invasions. We ask that all terrestrial and marine based equipment and clothing are thoroughly cleaned before arrival, and that all footwear is scrubbed with a biocide, to minimize this risk. Boots and equipment will be checked at Customs on arrival. Any equipment that is brought in as freight will also be checked before it is released from Customs. For further information about biosecurity and importation to St Helena please refer to the following websites: <http://www.sainthelena.gov.sh/wp-content/uploads/2013/09/Biosecurity-for-visitors-to-St-Helena-Sep15.pdf> <http://www.sainthelena.gov.sh/wp-content/uploads/2013/09/Biosecurity-St-Helena.pdf> <http://www.sainthelena.gov.sh/wp-content/uploads/2013/09/Field-trip-protocol-Sep15b.pdf> and for the marine environment <http://www.sainthelena.gov.sh/wp-content/uploads/2013/09/Biosecurity-protocol-for-the-marine-environment.pdf>. Whilst this document refers primarily to visiting vessels, biosecurity with relation to sea-based activities, bringing in and using nets or other marine equipment that has been used elsewhere must be adequately treated and managed to limit risk.

The import of biological specimens is not licenced without written permission from SHG Government.

Chemicals, Reagents and Equipment

St Helena Island is remote and no chemicals or reagents can be acquired locally. Spare parts for equipment, particularly if it is specialist equipment, may also be impossible to source. Noxious, flammable or explosive chemicals that qualify as Dangerous Air Cargo cannot be transported on SA Airlink flights to and must be shipped to the Island well in advance. Shipping may need to be organised via Ascension or St Helena and not all sailings will accept Class 1 hazardous materials and special arrangements will need to be made. We suggest that researchers wishing to ship potentially hazardous cargo contact the shipping agent, Solomon's & Company Plc solomons.shipping@helanta.co.sh .

We do not have stocks of ethanol or containers for samples or packaging for transit. Please make sure you bring everything you need or have made arrangements for it to be shipped.

Make sure you are able to meet airline (IATA) Dangerous Goods Regulations if intending to carry hazardous materials.

CHECKLIST FOR APPLICANTS:

Check that you have:

- 'Application to Conduct Research at St Helena' completed and signed
- 'Protocol for Researchers on St Helena' signed
- Any additional 'Supporting Information' attached e.g. Ethics Committee report, Planning or Property access permissions.

Completed application forms should be returned to enquiries@sthelenaresearch.edu.sh