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**Planning Handbook &
Fieldwork Guide**



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Planning Handbook



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Fieldwork Guide



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Planning Handbook

1. Introduction

2. Getting started - planning step by step

- 2.1 Rationale, objectives, and your project description
- 2.2 How do you want to do your research?
- 2.3 When and where do you want to do your research?
- 2.4 Data management
- 2.5 Practicalities and legalities
- 2.6 Summary [with box with Key Points]

3. Preparations - at home

- 3.1 General considerations
 - 3.2 Make checklists
 - 3.3 Get to know your team
 - 3.4 Coordinate with the station manager and/or other relevant authorities
 - 3.5 Financial and other administrative issues
 - 3.6 Final checks before leaving
 - 3.7 Summary [with box with Key Points]
- information



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Planning Handbook

4. At the station

- 4.1 Arrival at the station
- 4.2 Working at field sites
- 4.3 Environmental considerations
- 4.4 Communications with the outside world
- 4.5 Leaving the field
- 4.6 Summary [with box with Key Points]

5. Engaging with local communities

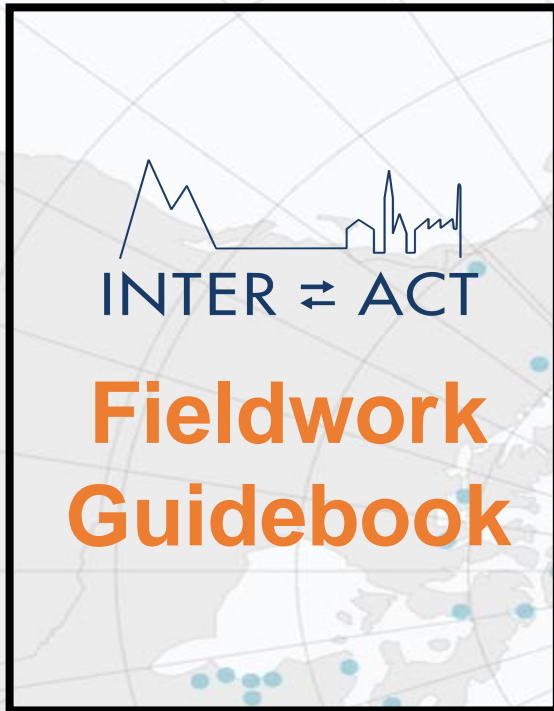
6. After fieldwork

- 6.1 Reporting to funders
- 6.2 Data storage, backup, and submission
- 6.3 Summary [with box with Key Points]

7. In case something goes wrong

- 7.1 Handling delays
- 7.2 Handling emergencies
- 7.3 Handling conflicts
- 7.4 Harassment and discrimination
- 7.5 Summary [with box with Key Points]

Annexes with further information



1. Introduction

2. Risks and mitigation

- 2.1 Health risks
- 2.2 Natural hazards
- 2.3 Dangerous activities
- 2.4 Transport
- 2.5 At the station

3. Staying safe

- 3.1 Communications
- 3.2 Equipment

4. Handling conflicts/psychological issues

- 4.1 Team work
- 4.2 Harassment and discrimination

5. Environmental considerations in the field

- 5.1 Pollution prevention
- 5.2 Waste management
- 5.3 Respecting protected areas

6. Mitigating risks

- 6.1 Staying safe checklist
- 6.2. What to do in case of emergencies