

## FIELDWORK CARD FOR FIELDWORK LEADER

Name: \_\_\_\_\_ Mobile phone no.: \_\_\_\_\_

Home address: \_\_\_\_\_ vv\_\_v\_\_\_\_\_

Relevant communication equipment for the fieldwork: \_\_\_\_\_  
*What equipment is being taken for the fieldwork excursion; what frequencies are you planning to use for the communication equipment, etc.*

Next of kin (name, address and phone number):  
\_\_\_\_\_

### FIELDWORK DETAILS\*

Fieldwork name/type, content/activities:  
\_\_\_\_\_

Fieldwork area/work site: \_\_\_\_\_  
*It is especially important to describe this precisely if access to the fieldwork area/work site is difficult.*

Number of participants (including the leader): \_\_\_\_\_

Duration from: \_\_\_\_\_ to: \_\_\_\_\_

Periods of time off during the fieldwork, if applicable? \_\_\_\_\_

Itinerary: \_\_\_\_\_  
*Include flight numbers, flight departure times and scheduled visits to enterprises, etc., if applicable.*

Accommodation: \_\_\_\_\_  
*Name, address, and telephone number of hotel/guest house, etc. Specify whether tents/caravans, etc. will be used for overnight stays at the fieldwork site.*

Means of transport: \_\_\_\_\_  
*Registration number if own or Government vehicle is used.*

Safety equipment to be taken: \_\_\_\_\_

### CONTACTS\*

Contact person at own unit: \_\_\_\_\_ Phone: \_\_\_\_\_

Other contact person: \_\_\_\_\_ Phone: \_\_\_\_\_

\* *To be completed for fieldwork without specific risk factors (see Fieldwork - for leaders ([link](#))). For more extensive fieldwork, a separate itinerary must be prepared.*

Place/Date: \_\_\_\_\_  
*Completed cards are kept at your own unit.*

Signature: \_\_\_\_\_