

4 A SAMPLE COUNTDOWN: PRIORITIES MONTH BY MONTH

This expedition probably has approximately ten members, will be in the field for 3 months and is freighting approximately 2 tons of stores and provisions.

PRE-EXPEDITION

July:
12 months before expedition Start collecting general information on: expedition area/country, flights, equipment/rations, insurance, politics, freighting/shipping, transport/travel costs
Start research on specific items listed in Appendix 1
Obtain permission in principle from the main sponsor (school or university)
Register with EAC, to be on their mailing list

August:
11 months before expedition Prepare an office space/HQ to cope with the administration (telephone, typewriter/computer, files, etc.)
Design headed paper/crest
Possible reconnaissance visit (in Appendix 2)
Visit bank manager (open account)
Briefing weekend for key expedition personnel: medical officer, scientific directors, quartermaster, catering officer, mechanic, etc.

September:
10 months before expedition Approach grant-giving bodies for their application forms (see Appendix 9)
Produce a preliminary handout (or reconnaissance report) for members, sponsors and supporters
Start researching the correct procedure for obtaining permission for your expedition (visa requirements, collecting permits, scientific permissions)

APPENDIX 4: A SAMPLE COUNTDOWN

First draft of the budget

October: Print headed notepaper (for examples, see page Appendix 6)
9 months before expedition Start negotiating on flights, freighting, equipment, rations, insurance, etc.
 Start finalising on team
 Start approaching grant-giving bodies (deadlines usually October–March)
 Book for EAC “Planning a Small Expedition Seminar” in November

November: Attend EAC seminars
8 months before expedition Finalise team objectives of the expedition
 Allocate responsibilities to members
 Draft brochure for comment
 Second draft budget
 Start administration of personnel (personal details, etc.)
 Check passports
 Prepare timetable for inoculations
 Book courses for any specialist training required

December: Final budget (more detailed)
7 months before expedition Production of expedition brochure
 Ration requirements finalised
 First training weekend for whole expedition
 Possible reconnaissance visit (see Appendix 2)
 Equipment lists drafted and typed
 Apply for visas (may be required earlier)

January: Sponsorship drive for support, equipment loan and funds
6 months before expedition Official approach to host country for permission (some countries need earlier notification)
 Notification to Foreign and Commonwealth Office and British Embassy in host country
 Start collecting and packing equipment (containers?)

February: All equipment to have arrived for packing
5 months before expedition Packing weekends (weighing, numbering, listing)
 Prepare manifest (list) for insurance, freight and members
 Send manifest with costings to insure equipment from date of packing until date of return to UK. Settle insurance premium before freight departure

EXPEDITION HANDBOOK

March: Send freight off minus deliver to port. Liaise with customs
4 months before expedition Arrange customs and storage in host country
 Book flights (deposit down)
 Discuss baggage allowance
 Possible launch for sponsors and relations

April: Tidy up expedition paperwork. Copy key files to take
3 months before expedition Training weekends (get boots worn-in, etc.)
 Medical checks by expedition doctor
 Finalise financial arrangements in host country (open account)
 Final briefing reports for contacts in host country British Embassy and Foreign Office
 Review final situation and amend plans accordingly

May: Contingency (e.g. chase permits if not already received)
2 months before expedition Press release and possible press conference
 Contact editors about possible articles

June: Final briefing of parents (circular)
1 month before expedition Newsletter to sponsors
 Organise/brief home agent
 Establish communication lines
 Prepare "in-flight" dossiers for members

IN THE FIELD

July: Advance party departs
month 1 in the field Field accounts opened
 Establish regular communication with UK home agent
 Main party departs
 Reception for supporters in host country

August: Send newsletter/postcard to sponsors (take out ready-typed address labels)
month 2 in the field Send mid-expedition report to home agent for friends and relatives
 Take photographs and/or test products (this will take longer than you imagine, and many expeditions fail to do this well)

APPENDIX 4: A SAMPLE COUNTDOWN

September: Thank-you reception for hosts – main party returns
month 3 in Medical check for all members
the field Rear party returns
 Thank-you letters to host country
 Field accounts closed

POST-EXPEDITION

October: Leader to prepare preliminary report
1 month after Sponsors thanked and informed (photographs sent)
expedition Approach local and national media for possible articles/interviews
 Press release about expedition achievements
 Review financial situation

November: Collect equipment from port (samples to scientific leaders)
2 months after Members' weekend to collect data for report, look at expedition
expedition photographs, repair and return equipment and discuss overall
 expedition plan
 Prepare final report outline (see Chapter 33)

December: Slide presentation of the expedition to the main sponsors and
3 months after supporters and members
expedition

January: Collect chapters/scientific reports for final report
4 months after Further photographs and articles (if promised) to sponsors
expedition

February: Prepare first draft of report. Ask graphic artist friends to work on
5 months after layout and cover. Select photographs
expedition Estimate costs

March: Final report (draft) circulated to contributors for comment
6 months after
expedition

April: Choose appropriate printing technique and prepare copy for
7 months printers
after expedition Final report to printers

EXPEDITION HANDBOOK

May: Circulate final report – including copies to the five copyright
8 months libraries and RGS
after expedition Let EAC know your forwarding address
Close accounts

June: Start planning next expedition
9 months
after expedition