



CUEx Planners Pack 2020-21

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Introduction

An Introduction to the Club's Resources

Cambridge University holds a great store of expertise and enthusiasm towards mounting expeditions. The good reputation of Cambridge expeditions owes much to the established structure for expedition promotion and organisation found in the Expeditions Society (CUEX).

What is an Expedition?

This pack has been prepared to help you plan a successful expedition with the help of CUEX. It is only an introduction to expedition planning and you should keep in touch with the Club's officers, particularly the Expeditions Coordinator, and refer frequently to the Expedition Planners Handbook (available from the club's library and the Expedition Advisory Centre (EAC) at the Royal Geographical Society, London - *SEE LATER*).

An expedition is simply a group of two or more people travelling with a purpose. It will often be formed in order to carry out otherwise impossible scientific projects in a remote location. Other projects may be adventurous, medical, community, conservation work, etc. Funds will be raised through members' contributions and appeals to charities, the University, and commercial organisations. Most groups will make use of contacts in the host country to help with planning. When an expedition receives the approval of the Cambridge Expeditions Committee (C.E.C), it is granted University recognition and charitable status.

The club provides both a forum for expeditioners and travellers to get together through its regular meetings, and a service to expeditions right through from the initial idea, logistics and supplies to the final report.

Speaker Meetings: Organised regularly throughout the term, normally free of charge, for members. Outside speakers and previous Cambridge Expedition members give talks and slide shows about their expeditions or travels. If you would like to give a presentation about your own experiences, or you would like to invite a speaker to Cambridge, please contact the events officer Laura Wainman (lw602@cam.ac.uk). The committee will be very pleased to organise the event.

Tea/Coffee: If you would like to meet up and discuss your expedition plans, please email Tom Jameson (Expeditions Coordinator; tjmj3@cam.ac.uk), to organise a meeting.

Social Events: Pub meetings often follow speaker meetings, to give

you a chance to chat to the speaker. Other social events (pub crawls, movie nights) are often organised.

Annual dinner, garden party, formal halls, cocktails and other events as advertised in emails.

Cambridge Expeditions Journal: Published annually since 1965, giving details of expedition destinations, research findings, logistics and sources of funding, these can be found in the UL Map Room. Short versions of past expedition reports can be found on our website <https://www.cambridgeexpeditionsoc.co.uk/>. Please contact the Expeditions Coordinator for full versions of these.

CUEX Library: Located in the UL Map Room (https://55b629ea-08bd-402e-8b90-c7a52900ef80.filesusr.com/ugd/b22a4f_4a4c94e8211741439c8a13c7d7432362.pdf). It includes copies of past expedition prospectuses, final reports, and various magazines and reports of other expeditionary organisations (don't be daunted by how professional these look, unless you intend to carry out serious research you will only be expected to present a two-sided report!). Some EAC publications are also held.

Advisory Committee: Made up of members of the CUEX committee, unofficially chaired by the Expeditions Coordinator. Its role is one of providing advice to expeditions and making positive suggestions a week before each of the Cambridge Expeditions Committee meetings.

Cambridge Expeditions Committee (CEC): A committee consisting of experienced academics and CUEX committee members. Approval from CEC ensures that your expedition is safe and allows you to use university branding – i.e. you may include "University of Cambridge" in the expedition's title and make use of the University Crest in promotional materials.

Medical Training: If demand is considerable, CUEX can look into offering weekend medical training courses, at substantially discounted rates. Please contact the President if you have an interest in attending.

The Step-by-Step Guide to Expedition Planning

It may seem daunting but really anyone can do it - all it takes is enthusiasm, motivation and a willingness to learn. Good organisational skills also help! It will be the best thing you will ever do and may even change your life. The opportunities in Cambridge are ones you may never have again so it would be a shame to waste them. You might go travelling after you have graduated, but now is your chance to do so with official approval and support from the University!

1) Introduction

Expeditions vary widely in their aims and objectives. Therefore, what is offered here is not a rigid procedure, but a framework for building on. Before you do anything, make sure you understand exactly what an expedition is and what will be required of you as its leader. In this capacity you will have responsibilities to your team, the people of the country you intend to visit, the club and to yourself. It will be hard work. While it is possible to organise an expedition starting from scratch in October to leave the following June, it is much easier to spread the work over about 18 months. Having said this, most if not all student-led expeditions are planned 6-9 months prior to departing.

2) Time

Many people ask how much time is actually involved. Again this obviously varies, especially depending on the nature of the expedition. For a purely adventurous expedition, a leader might only be spending a few hours per week during Michaelmas/Lent. For a more elaborate expedition involving academic research, a leader is likely to spend at least 10 hours a week, depending on how good the leader is at managing their team. A rough breakdown of where this time goes is as follows:

- a) **Finding a team, project(s) and destination** – can take anything from 5 minutes to several months!
- b) **Attending the RGS Expedition Planning Seminar** - (usually the second weekend in November) - strongly recommended if you have not led an expedition before, but by no means essential.
- c) **Filling in CEC forms and attending interviews with the CEC and Advisory Committee**
- d) **Fund-raising** - very variable depending on how much you have to raise. The job involves drawing up and sending out prospectuses, going

for interviews and sponsored events. It is likely that these activities will occupy a major proportion of the time

e) **Detailed project planning**

f) **Other training** - weekends away to get to know the team, learning the language. There is undoubtedly a lot involved and inevitably more for the leader but much of the work can be done together.

3) People, Project, Place

These three provide the basic framework of an expedition.

People

- a) The team can make or break an expedition. It is vital that you all get on well and work together not only in Britain but also under difficult conditions in the field. It could be a good idea to go on a short trip together before the actual expedition.
- b) It is vital that the team has the capabilities and skills to accomplish your aims.
- c) A leader may arise for a variety of reasons (such as greater experience, initial idea, etc.). Everyone is under pressure in Cambridge and the delegation of jobs by the leader is very important.
- d) How to find your team:
 - i. People you already know; ii. People you met through CUEx; iii. Advertising in departments/colleges and then interviewing (informally); iv. Advertising through CUEx emails.

Project

a) **At least half of the Cambridge expeditions every year are concerned with dissertations, and an expedition is a legitimate and enterprising way of doing the fieldwork.** Furthermore, many expeditions leaving Britain are formed around the achievement of some interesting and original scientific study, and since we are lucky to have an almost unmatched conglomeration of experts in Cambridge who could both guide and benefit from such studies, it seems a pity not to do something that will add to our knowledge of the world and its environment. An increasing number of groups are interested in doing practical conservation work. These groups will often work under the aegis of existing local projects who can provide guidance as to what needs to be done. Science projects are easier to raise funds for than adventurous projects which can be hard to justify. If you have a sufficiently original project, however, it can still be possible. An alternative is to have multiple objectives encompassing scientific and adventurous projects but you lay yourself open to the charge of 'pseudo-

science' in order to enjoy yourself. Otherwise, it is possible to do the adventurous bit before or after the research, thus allowing you to make the most of having fun, while not letting it interfere with your research. Make sure your scientific projects are up to scratch too.

b) How to find out about projects:

Directors of Studies and departments (see contacts list).

Libraries - Previous expedition reports, journals (see section on the Club's library).

The Internet - now more than ever there is a huge and very easily accessible corpus of information about every possible subject. Searching on the web is a great way to make contacts, find out about places and it makes contact with your host country that much easier.

c) Once you have reached a reasonable stage, visit the Expedition Advisory Centre (EAC) at the Royal Geographical Society (recommended) (1 Kensington Gore, London, SW7 2AR; Tel: 071 581 2057). Also visit the University Library and Map Room to research previous work in your particular field of interest. **DO NOT VISIT THE EXPEDITION ADVISORY CENTRE WITHOUT AN APPOINTMENT**, and only then when you have read their publication 'The Expedition Planners Handbook and Directory'.

d) A few words about how to use contacts. They are all busy people and if you upset them they will be less keen to help expeditions in the future. Always do your research **FIRST** before going to talk to an expert. Think of contacts in a hierarchy - Club committee at the bottom, potential patrons and world authorities at the top, RGS somewhere in the middle. The more important they are, the better prepared you need to be - not just about what you want to know, but about their experience and how they may be able to help you.

e) Finally it is worth observing that **gathering information can be a hit and miss affair**. Spotting the blind alleys and getting your priorities right in following things up is important. You will need to be well organised in your paperwork.

Place

a) This may dictate your choice of project and team or vice versa.

b) Many popular countries are quite unstable politically. Think carefully before choosing such a country as you may have to change your plans at a late stage, which can be difficult. Always watch the

newspapers and reliable websites for recent developments.

c) As soon as you have decided which country you are going to visit, get the relevant country **fact sheet from the EAC** including information on contacts, how to get access permission etc.

d) **Consider going to a place visited recently by another Cambridge expedition.** This may not appeal to your pioneering spirit but follow-up work can be very valuable and it can be a good deal easier to organise.

f) **Language is a vital consideration in your choice of destination.** It is not only courteous but also essential to organisation in the field to have a reasonable ability in the host tongue. You may decide to take interpreters but it is also important for the whole team to grasp at least the basics. Excellent free facilities are available for self study at the language labs on the Sidgwick site. Alternatively, if asked nicely your college may be willing to arrange private supervisions for you if you can demonstrate that it complements your academic work. The Engineering Department also offers free language tuition to Engineers and Natscis.

e) **Some locations might be significantly cheaper (and environmentally friendly) than others, whilst still allowing you to achieve your expedition goals!** Bear in mind flight prices, food and transport in the destination country...

4) Planning

Once you have an area, a project and a team, you should prepare your application for the CEC. Although an expedition can go ahead without CEC approval, you are strongly advised to try and get it as it adds a great deal of credibility. The advantages of applying for CEC approval are three-fold.

- a) Huge gain in credibility regarding funding applications.
- b) Great increase in professionalism in terms of CVs, job applications, etc.
- c) Going through the process will help you plan your expedition in an organised and timed way and ensure that it is safe and worthwhile.

The following steps provide a general guideline as to what you should be doing during the first few weeks, more detailed advice is given in the RGS Planners' Handbook.

a) As much general information as possible should be sought about both the area itself and the logistics of getting there. **Go to the**

Geography Department library and Map Room (Downing site) and to the UL.

b) **The methodology of any fieldwork to be carried out should be established at the outset.** You must be certain that you have the time to carry out what you propose, and that you have and can operate/repair all the necessary equipment. It is vital to check with the host country on the laws about exporting anything (specimens, etc).

c) **Ask one or more suitable people who are obviously relevant to the aims of the expedition if they will agree to act as patron.**

d) **Draw up a preliminary budget** including such items as travel, living costs, insurance, printing and general administration. Determine how much of the budget will be from personal contributions (ideally about £300-£400); and don't forget to include a 10% contingency. Past Expedition Reports, available in the CUEx Archives, can provide useful estimates of expenditure.

e) **Contact the host country embassy in London** and ask about visas and any special permission that may be necessary (see also EAC country factsheet). Make the first steps towards getting such permissions.

f) **Draw up a draft prospectus** (see fundraising section).

g) **Print headed notepaper** including the name of the expedition, patrons and correspondence address (try to use recycled paper). A more modern approach may involve a digital prospectus produced as a well formatted PDF.

h) **Start clarifying logistics**, such as what food to take, methods of internal travel, how equipment is to be freighted, etc.

i) Seek a **letter of reference** from one of your advisers for application to the CEC. A good idea is to have references from someone connected with your project in the host country who can vouch for its value.

5) Cambridge Expeditions Committee

As soon as you have made progress on these points, you can fill in your CEC form and apply for approval at the next CEC meeting, normally in mid-February (see section on CEC applications). Forms can be obtained through emailing the expeditions coordinator (Tom Jameson, tjmj3@cam.ac.uk).

6) After the CEC

a) Once you receive **CEC approval** you can go ahead and print your prospectus. If you don't receive approval the first time don't worry – they may ask to meet with you again, or may give conditional approval and recommend changes to be made. Act on the advice the committees give you and make appropriate changes. However, you might have to decide whether or not it would be better to get your prospectus out as soon as possible and simply mention the fact that you are awaiting CEC approval in your correspondence.

b) Ask advice on opening a **bank account** from club committee members. Most banks are very understanding about expedition accounts, and you can open one in much the same way as you open your own account (simply take some ID, verification of address and your letter of approval along to the bank).

c) With the prospectus now printed, the time has come to start sending out those **fundraising letters**. For more details see FUNDRAISING SECTION.

d) **Fundraising** will seem very slow at first, but do start thinking about booking flights (aim to do this at least six months in advance as prices go up considerably the later you book), getting insurance, visas, inoculations and organise freighting of any equipment required. Again your College will often be willing to loan you some money for booking flights and any other initial payments.

e) With luck your funds will start to build up as sponsorship offers flood in. Don't forget to write and **thank all your sponsors** as they send you money or goods in kind.

f) No sooner are the funds in the bank than it is time to start spending them. It is perhaps wise to wait until you have enough money in the bank to be certain of actually going. To help with this, secure the personal contributions as early as possible. The least painful way of doing this is by paying in instalments.

g) Ideally your team should meet up a few days before your departure date and remain together until you leave. This ensures that you are all together to **tie up any loose ends that may remain**.

7) During the expedition

A few points that may seem obvious but are nevertheless worth making:

a) The old cliché about **representing one's country, and the University**, is true in the eyes of those you visit. Be courteous and considerate of locals and their customs, this extends from asking before you take photographs to making sure your rubbish is properly disposed of. An arrogant lack of consideration tarnishes not only our reputation, but that of all travellers. Make stringent efforts to learn the basic greetings in the indigenous language, at the very least.

b) Whether hot or cold, **the climate** is bound to be relatively new; give yourself time to acclimatise. Mountaineers must make themselves aware of the risks of altitude sickness, as it is more dangerous than you may think. Ensure your clothes are suitable for a given climate.

c) **Don't do anything that could endanger your life or anyone else's.**

d) The **mosquitoes and flies** abroad tend to be forgotten in planning, but they can radically alter your enjoyment of an expedition; make sure you have enough repellent.

e) Don't forget to **write to all your sponsors** while in the field and a **report on your return** should again be sent to all sponsors (see separate section).

f) **Look after your team-mates as well as yourself.** The first few days abroad might be stressful for some or all of the members, and it always makes a huge difference to know that you are being looked after. Talking any issues through is invariably a big step towards solving them and get into the habit of regularly checking everyone is coping well.

8) Food for Thought

- The neo-colonial 'explorer' image. This is a historical legacy to get rid of. Don't be put off from running an expedition by this. Equally don't behave in such a way as to perpetuate this image.

- Damage done by insensitivity to - contacts at home/abroad - indigenous people - laws, customs, etc. - the environment

- "Pseudo-science" projects in order to have a good time. Less applicable the more experience you have. Don't over-state the importance of what you are doing.

- SWOAPE - Seeing the World At Other Peoples' Expense. True - don't deny it but accept the obligations that go with it (i.e. feedback, reports, etc).

- KISS – Keep It Simple Stupid. When planning try and keep your expedition goals clear, simple, and achievable. A simple project can always be expanded on once in the field if goals are achieved. Try and toe-the-line between achievability and ambition.

- To end on a positive note - if your project is viable and you are all committed to it then sponsorship should roll in and you will be on your way.

Organising an Expedition – How to Start from Scratch

There are no set ways to plan an expedition but here are some ideas that could set you on your way.

1. Decide on the area you are going to (at this stage it may be only a country or a region) and what you intend to do out there. You may just have as vague an idea as a conservation project or some form of development. Which decision you make will depend on you as a person and your particular passions. Some people can make these decisions easily, but if you can't the Map Room and the Internet are great places to start. Look at what other people have done and where and see if anything captures you.

2. Once decided, it is essential to **start making contacts in your host country**. This is a process which will probably take the most time. Start by talking to the EAC at the RGS and ask them to send you a country fact sheet. The web is a great place to search for organisations both locally based and international such as Fauna and Flora International, Oxfam, WWF etc. They should be able to put you in touch with the right people. Otherwise contact the Universities close to your expedition site and ask someone in the relevant department for advice. The University in Cambridge is a great place to start in itself - there is a wealth of experience and advice to be tapped, so use it.

3. The idea now is to **build up a huge web of contacts** and you will soon pinpoint that crucial contact through which you can organise a great deal. Remember to keep details of all your correspondences; you will also need references at some point.

4. Contact the Foreign and Commonwealth office in London (FCO) so that you know that the area you are going to is safe. This is another reason why local contacts are so important.

5. Form a team. Decide ideally how many people you want and what skills they should have e.g. languages etc. Decide how many you want from the UK and how many should be local counterparts. Advertise through relevant departments in Cambridge and the CUEX email list, alternatively you may want to ask friends. It is essential that your team is made up of people who want to do the project and aren't in it just for

a holiday.

6. Get a copy of the CEC application form as soon as possible.

Just look at all the questions and see how well you can answer them. If you find you can only give a woolly answer it is time to do some more research.

7. If your project requires certain skills then you should do as much background research as possible and find out about training courses. The RGS is a good source of information on this and also runs a variety of courses itself.

8. Talk to CUEX about going in front of the CEC, ask for a meeting.

9. Go to the annual RGS expedition planning seminar in November, essential for picking up contacts and getting great advice.

10. When you are ready fill out a form and go to the interviews in Late January/early February.

11. Once you have approval, securing funding will be much easier. Plan your budget first by looking at old reports and getting quotes on flights and insurance.

12. Design some headed notepaper and a smart looking prospectus for sending to trusts and businesses. You will need to stand out from the crowd so spend some time on this.

13. Get yourself a patron. Try someone who can help you access funds or will add valuable expertise or credibility to the expedition.

14. Ask about visas and other necessary permits as early as possible. Ask your contacts, the EAC and the relevant embassies.

16. Send applications for funds to trusts and charities for sponsorship. Look in the directory of grant making trusts and in the EAC guide.

17. Think who else can give you money, e.g. local businesses, local councils etc.

18. If you are writing to businesses try and have a contact name and select them carefully.

19. Start booking flights, getting insurance and buying equipment. And

remember to keep in touch with CUEX throughout.

Specialist Contacts in Cambridge for Expeditions

Apart from the contacts below, it is a good idea to search on faculty websites for other specialists and their contacts (it is probable that some of those will find free time to advise to you).

BY SUBJECT – N.B. many of these contacts are outdated, CUEX is in the process of drawing up a new list. Contacts are best found by visiting departmental websites.

Anthropology

Prof R. Foley (r.foley@human-evol.cam.ac.uk) – human evolution, 'out of Africa' theories

Prof Alan MacFarlane (am12) – social anthropology, research in China, Japan, Nepal, Burma and India, audio-visual media, visual anthropology, consequences of capitalism in comparative perspective

Archaeology

Dr Charly French (caif2) – geoarchaeology, environmental archaeology, regions of research interest include the East Anglian fenlands, the chalk downlands of Wessex, central Portugal, central Hungary, the Danube Gorges of Serbia, Keros in Greece, northern India, northern Ethiopia, South Korea, southern Patagonia in Chile, and New Mexico

Dr Catherine Hills (ch35) – early medieval period in England (the North Sea), reconstruction of Anglo-Saxon villages

Dr Roger Matthews (roger.matthews@ucl.ac.uk) – archaeology of Anatolia and Mesopotamia, approaches and techniques of excavation and survey

Prof Nicholas Postgate (jnp10) – social and economic history of ancient Near East (*inter alia* Assyria and Iraq)

Birds

Birdlife International (Tel 1223 277 318, birdlife@birdlife.org)

Prof Nick Davies (nbd1000) – behavioural ecology, research on bird species in Argentina, Costa Rica, India, South Africa and Zimbabwe

Botany

Professor Peter Grubb (peter.grubb@plantsci.cam.ac.uk) – investigative plant ecology (world vegetation, dynamics of plant

populations, ecological physiology, the nature of competition among plants)

Dr Edmund Tanner (ed.tanner@plantsci) – tropical ecology (research in Panama and Jamaica)

Caving

C.U. Caving Club

Conservation

World Conservation Monitoring Centre (Tel. 1223 277 314)

Fauna & Flora International (Tel. 1223 461 471)

Cambridge Conservation Institute

Development

Dr Elizabeth Watson (eew1000, liz.watson@geog.cam) – social development, natural resources management, research in Ethiopia, Kenya, Ghana, Mozambique and India

Diving

David Spratt (London Zoo Seychelles Research Centre for Divers)

Dr Martin Wells (mw621, Dept of Zoology)

Dr Mark Spalding (mds12, WCMC)

Cambridge Diving Club

Geology

Dr Nigel Woodcock (nhw1)

Dr Liz Hyde (Dept. of Geology)

Insects

Dr Sally Corbet (sac2)

Dr Laurie Friday (lef10, Dept. of Zoology)

Dr. Mark Collins (WCMC)

Dr. Edgar Turner (ect23)

Large Mammals

Prof Tim Clutton-Brock (thcb)

Dr Keith Eltringham (Dept. of Zoology)

Medical

Dr Tom Davies (Dept. of Community Health, Fenners)

Dr M. Kaplia (Action Health 2000, The Bath House, Gwydir St.)

Dr CGN Mascie-Taylor (nmt1, Biol Anth)

Mountaineering

CUMC

Physical Geography

Dr Harriet Allen (hda1, Dept. of Geography)

Dr Tom Spencer (ts111, Dept. of Geography)

Polar Expeditions

Bernard Stonehouse (Scott Polar Research Institute, Lensfield Rd.)

British Antarctic Survey

Madingley Road Richard Crabtree (Perse School)

Primates

Dr David Chivers (djc7, Selwyn)

Caroline Harcourt (WCMC)

Women's Studies

Sarah Radcliffe (sar23, Dept. of Geography)

GIS/Remote Sensing

Dr Ian Willis (iw102, Dept. of Geog)

Dr Gareth Rees

BY REGION

Africa

Prof. Bill Adams (wa12, Dept. of Geography)

Dr Dick Grove (Centre for African Studies, Free School Lane)

Latin America

Dr Robin Donkin (Dept. of Geography)

Sarah Radcliffe (Centre for Latin American Studies)

South Asia

Centre for South Asian Studies Laundress Lane (by The Anchor)

South-East Asia

Dr David Chivers (djc7, Selwyn)

Dr Tom Spencer (ts111, Dept. of Geography)

Also see the Expedition Coordinator (tjmj3) and other committee members for further contacts. Most of these contacts are busy, so please make sure you go prepared. Do not consult them without doing lots of background reading first. Go armed with specific questions if possible,

and always make an appointment

The Cambridge Expeditions Committee (CEC)

Introduction

The Cambridge Expeditions Committee is a formally constituted body of the University and exists independently of CUEX. It has a Chair, a Secretary and has to submit minutes of its meetings to the University. However, its membership covers University officers, expeditioners from the Cambridge area and members of the CUEX committee. Its aims are to promote an interest in expeditions run from Cambridge and to maintain the high standards achieved by previous expeditions associated with Cambridge. There is no fixed expectation as to what constitutes an expedition; both scientific and adventurous expeditions are encouraged. The only stipulation is that the expedition has a challenging aim that is innovative and of some value.

Interviews before the Committee usually last for about 20 minutes, and the expedition leader and senior officers should be present. This procedure is taken seriously by the Committee, but the approach aims to be constructive and the atmosphere tries to be as informal as is possible. Expedition leaders are encouraged to submit their applications to the CEC at the earliest opportunity to allow resubmission at a later meeting, if necessary, and to maximise their chances of gaining funds (e.g. from the Mount Everest Foundation), and the approval of other bodies (e.g. the Royal Geographical Society).

Procedure for Submitting an Application

1. The Cambridge Expeditions Committee meets twice in the academic year, in the middle of the Michaelmas Term and in the middle of the Lent Term (for expedition screening). No expedition submitting plans after the final meeting can be considered by the CEC.

2. The Advisory Committee of CUEX (made up of 6 student committee members) will meet one week prior to each CEC meeting. The functions of the Advisory Committee are twofold: firstly, it tries to assist expeditions and suggest ways of overcoming possible weaknesses before they present their plans to the CEC; secondly, the Advisory Committee may advise under-prepared expeditions not to go before the CEC until a later meeting.

3. The preliminary preparation is essential for a successful application to the CEC. All potential expedition leaders are urged to consult with members of the CUEX committee, especially the expeditions co-ordinator, and with previous expedition leaders so that useful information can be exchanged. This consultation should take place in good time before the Advisory Committee. The regular socials are specifically designed for this purpose.

4. Application Forms. The time and place of the Advisory Committee should be confirmed with the expeditions co-ordinators. A copy of the completed application must reach the Expedition Coordinator or President before the Advisory Committee meeting, before a date specified by the Club (normally early February). No applications can be accepted after these times. Typed, double-sided applications would be preferred.

5. Interviews. A reasonable number of expedition members should attend, to answer all possible questions from logistic and scientific standpoints. However, it is not necessary for all expedition members to speak and the Committee appreciates succinct answers to questions. This applies to both the Advisory Committee and the CEC.

6. Notification. All expedition leaders will receive a letter from the Secretary of the CEC the following week regarding their decision, explaining their decision and offering advice.

Very Important

Also, please note that the expedition leader and at least 50% of all the expedition members must be members of Cambridge University or Anglia Ruskin University.

Filling in the Application Form

1. Name of the Expedition - You may use the word "Cambridge" in the title of your group's project, but not the words "Cambridge University" nor the University's coat of arms on your notepaper or prospectus. Should the application be successful the Expedition may then make use of official University branding.

2-6. General information

7. Aim of expedition - State clearly what you plan to do using a few

short sentences or subheadings.

8. Detailed Objectives - This is an important section and should be completed carefully. Scientific/ project based expeditions should give special consideration to methods; adventurous expeditions should attach great importance to logistics and safety.

9. Bibliography - Expeditions doing scientific projects must quote academic references. Use the standard layout, for example:
Cuthbertson, P.J., 1987 Ecology of some obscure animal in the back of beyond. Journal of Obscure Animals 3: 345-356.

10-11. Advisors and contacts - List up to 5 key experts who have helped you develop your project and indicate how they have done so. This should include relevant contacts in Cambridge and preferably someone in the host country. Make sure you have spoken or had correspondence with them, otherwise you will look foolish when the Committee asks what advice they gave you.

12. Permission from Host Country - This is important as it is a favourite subject for questions. The Expeditionary Advisory Centre at the RGS publishes country fact sheets, for the entire globe, which explain exactly how to go about getting permission for your country. Only append letters if they really are relevant.

13. Expedition members - List names, ages, qualifications, nationalities and languages spoken by the leader and expedition members from *both the UK and host country*, including full details of previous expedition or research experience. University students should give details of their institution, year of residence and subject being studied.

14. Health and Safety - Details of health and safety measures and associated risk assessment and crisis management plan.

15. Travel and logistics - Give a brief outline of your method of travel, route, accommodation and supplies. Please indicate if an agency is helping with logistics and if so, give details.

16. Specialist equipment - Describe field equipment being used and previous experience of use of any specialised items, e.g. GPS.

17. Budget - Please itemise your estimate of expenditure under such headings as equipment, food, film, insurance, administration, report.

We also advise you to include 10% for contingencies.

18. Personal Contributions - All members should contribute towards the costs of the expedition, with the average usually in the region of £300-£500. Personal contributions below £300 may be interpreted as showing a lack of commitment to the expedition. Personal and group initiative in raising funds is encouraged and money raised specifically by particular effort will be taken as an indication of commitment.

19. Fundraising goal – Total budget – contribution by team members

20. Daily project cost

6. Cambridge Contact Address - Please give a college if possible. This Cambridge address will be used for all correspondence. If the leader will not be in Cambridge in the next academic year, please give the name and address of a member of the expedition who may be contacted concerning your report.

21. Contact details - *Home Agent*: The home agent will be responsible for the expedition while it is in the field. They must be able to contact the group at any time while it is in the field and after its return. The committee prefers the home agent to be the parent of one of the expedition members. *Contact in host country*: Should be a host country member of the expedition, a host country adviser to the expedition, or a member of the Foreign Office who has been contacted beforehand and briefed. *CUEX contact*: Contact a member of the CUEX committee to act as a contact.

22. Leader address - Permanent address (valid from 1st October in term-time academic year following expedition)

23. Cambridge contact for year following expedition - Please give a college if possible. This Cambridge address will be used for all correspondence. If the leader will not be in Cambridge in the next academic year, please give the name and address of a member of the expedition who may be contacted concerning your report.

24. References - You will need two confidential references from people you have consulted about your project. If possible the referees should not be your Tutor or Director of Studies.

25. Declaration

26. Addendum: COVID-19 - Consider the additional risks and challenges that your expedition may face due to COVID-19 and associated restrictions. CUEX will request an updated assessment close to the start date of your expedition.

Criteria by which Groups Will Be Judged

An approved expedition normally:

a) Includes some element of challenge, e.g. remote area, difficult logistics, mountaineering, caving, diving etc.

b) Includes some element of discovery, e.g. a little-explored region, a poorly-known flora or fauna, an unusual scientific or archaeological project, etc.

c) The project should be safe, worthwhile, and within the competence of the group to carry out successfully.

General guidelines

a) Feasibility - The committee usually prefers to see small-scale and demonstrably feasible projects, rather than ones that are over ambitious, and hence unlikely to be completed in the time available, if at all. You should be able to demonstrate that there is an element of discovery in your objectives - i.e. that the outcome is not wholly predictable before your departure.

b) Methods - You should have a clear idea of the specific methods and equipment you will have to employ. To maintain some flexibility in your plans is usually realistic.

c) Choice of Topics - Try to avoid surveys of social, economic or health matters which may be politically/personally/ ethically sensitive.

d) Safety - All groups should demonstrate that they have given adequate consideration to questions of safety.

e) Preparation - Expeditions will be expected to have reached a certain level of preparation before they come up for interview. To simply say that you are awaiting replies to letters may not be enough. To show that you have already invested a considerable amount of time will be

regarded as evidence of your commitment. You should be able to demonstrate some progress in the acquisition of permits, visas, vehicles, equipment, etc, if such things will be necessary.

f) Independence - The team must demonstrate that it is independently organised. Expeditions working in association with international organisations such as Oxfam, ICBP, etc. should demonstrate some independence in organisation and aim.

g) Duplication - If the projects of separate expeditions duplicate each other, the committee reserves the right to refuse approval on these grounds. This can be avoided by consulting with the expeditions co-ordinator.

Conditions of Approval

In obtaining the approval of the Cambridge Expeditions Committee, you thereby become partly responsible for ensuring that the reputation of Cambridge expeditions is upheld. You are asked to help us in keeping to the conditions of approval laid down.

- 1.** All those who satisfy the CEC may state in their prospectus that they have been “approved” by the Cambridge Expeditions Committee.
- 2.** That the committee is notified via the expeditions’ co-ordinators of any changes in plan or personnel.
- 3.** That the expedition’s bank account should always be available for inspection by the senior treasurer of CUEX.
- 4.** That if the expedition is cancelled, a report and final balance sheet is submitted to the committee via the expeditions co-ordinators.
- 5.** That in the event of your raising more money than you need the excess money might be deposited with the Cambridge Expeditions Fund after first consulting with the donors.
- 6.** That no supplies obtained through CUEX are sold to the general public.

Fundraising

This section is designed to be an introduction to what is a challenging and time-consuming exercise for all expeditions. Raising money is hard work, but there is no reason why your expedition shouldn't have a share of what's going, provided you are keen, professional and imaginative, and ready to exploit all possible sources.

1) *Creation of an image*

Name:

Start with a good descriptive name, preferably including the country rather than area, the type of work being done and the year.

Patrons:

You may want to ask for Patrons for your expedition. If you do, keep them to a maximum of 3 or 4, and try and achieve a balance between famous names and real authorities in your field who will actually be able to help you.

Headed Paper:

With a contact name and address. A logo and a Patron will give your expedition an identity and add a professional touch. Use recycled paper if you can.

Prospectus: You will also need a prospectus setting out your aims, the details of your project(s), members' experience and a budget (each member should commit themselves to about £300- £500; this may be reduced if fund-raising goes well). If approved by the CEC include: "Approved by the Cambridge Expeditions Committee and CUEx". The prospectus should be concise, to the point and eye catching - most of the people reading it do not have much time. Several formats for prospectuses are well tried:

- 1) A4 thick paper/card folded into thirds, so as to produce a small leaflet that folds out.
- 2) A5 size booklet with perhaps 8 pages and a card cover stapled together.
- 3) A4 size booklet, with card cover.

N.B. We would expect most prospectuses now to have transitioned to a digital format, in the form of a high-quality PDF.

The committee hope that the expeditions maintain current high standards for their prospectus; shoddy photocopied sheets of A4/ poorly edited digital documents are not acceptable: they don't raise much money and give Cambridge Expeditions a bad name. Prospectuses can be printed cheaply using University printers if required. The expedition may wish to invest in the services of a cheap graphic designer for digital documents to maximise impact. **Samples of past expedition prospectuses can be found in the Club's Library.**

2) Writing off for money

The basic idea is to collect names of grant making trusts and munificent companies, and to write them a letter asking for money or goods in kind (enclosing a prospectus).

Some practicalities:

- i) You can send a standard letter to all sources but make it punchy and to the point. Wherever possible send your letter to a name in the trust or company (you could ring up to ask who best to address it to). Remember to sign it! Expect a reply rate of approximately 10%.
- ii) Standardised letters, which can easily be produced on word processors - this saves a lot of work and looks smart but some people still prefer the personalised touch of a hand-written letter.
- iii) Personal contacts in companies often prove the most productive (e.g. through family and friends).
- iv) Email may be easier and more relevant in many cases, but remember that a physical letter is likely to make more of an impact on many potential funders.

3) Sources of Funding

a) College Travel Grants

b) Other University Funds - See the November edition of the 'Reporter' on Awards.

c) The Directory of Grant Making Trusts - found in Lion Yard Library and the UL. Most productive use of this is made if each member of the expedition applies to trusts in their geographical area using their home as a contact address.

d) Sources tapped by previous expeditions - see old copies of The Cambridge Expeditions Journal and past expedition reports - each expedition write-up includes a budget and sources.

e) Commercial Sponsorship

- i) The Department of Trade and Industry in London give lists of companies trading with specific countries abroad;
- ii) The Careers Service - can provide lists of companies in specific fields;
- iii) Personal contacts.

f) Trusts around your home area through your local education authority.

g) If your fieldwork can be directly related to academic work (eg. a dissertation) you may be eligible for a vacation studies grant, paid by your local education authority for work outside normal terms. Also search **the University Vacation Studies Grant**.

h) The Expedition Advisory Centre 'Directory of Grant-Giving Organisations for Expeditions' updated annually.

i) Sponsored events can be hard work for the money raised but have been very successful for some. They can also be good for gaining publicity (newspapers, etc.) - discos, parties, car boot sales, etc.

Expedition Medical Officers

You are strongly advised to attend one of the RGS-Wilderness Medical Trust training courses which will deal with many of the problems that you may face.

Equipment Sponsorship

The committee has a small store of expedition equipment available for use by CEC approved expeditions, please contact the treasurer Hamilton Allport (ha407@cam.ac.uk) for details.

Most mail order companies, manufacturers, and outdoor shops are prepared to offer contract prices or even discounts in return for a report and photographs of their equipment. The following list includes a few of the many equipment reductions that can be obtained by writing a letter and sending a prospectus to kit manufacturers. A comprehensive list of manufacturers and retailers is published in the back of the EAC Planners Handbook. Here are some excerpts:

- Blacks - Offer contract prices to expeditions if you spend over £300.00;
- Kodak Ltd - Offer 20% reduction from basic price if you buy over £300.00 Customers Services, PO Box 66, Hemel Hempstead, Herts, HP2 7EU (01442 61122);
- Field and Trek - Offer contract prices to expeditions. 23-25 Kings Road, Brentwood, Essex, CM14 4ER (01277 222230);
- Phoenix Mountaineering Ltd - Offer equipment at factory prices for expeditions;
- Coquetdale Trading Estate, Amble, Morpeth, Northumberland

Reports

On your return you will need to produce three reports:

- (i) Summary report (for sponsors and contacts)
- (ii) Cambridge Expeditions Journal report
- (iii) Full expedition report (which may be two sides of A4 for adventurous expeditions, or much longer and more detailed for research-heavy expeditions)

General Points

Keep a detailed diary whilst in the field, which will be invaluable when writing the full report - and do at least some preliminary analysis of data where possible. Try to finish writing the reports before term begins, or at least before your commitments become too heavy. Once you are back, enthusiasm rapidly declines! Please remember you have obligations to your sponsors, the Club, and also to your expedition team: the report is an important memento of the expedition.

(a) Summary Report

You should produce a preliminary report within a few weeks of your return to let your advisers, sponsors and friends know how you got on. Concentrate on general experiences and findings and mention those who were particularly helpful in the host country.

(b) Cambridge Expeditions Journal Report

- Your aim is to give useful information to people interested in doing similar fieldwork, or going to the same area, and generally to entertain readers.
- Total length should be about 1500-2000 words. It should include: a list of patrons and expedition members (incl. College, Subject and Year); your initial aims; logistics; experiences in the field; a brief summary of your research findings; conclusions; suggestions and advice; a detailed budget (especially who gave you what).
- Include some captioned photographs, especially one of the team, together with maps and the expedition logo. **The deadline is the beginning of Lent Term of the calendar year following that in which your expedition returned.**

(c) Full Expedition Report

- i) This should take the longest time to complete, with contributions from each team member and possible delays

while you analyse fieldwork data. Take care over presentation - the quality of the final report is the principal way a past expedition is judged. Great emphasis is now being laid on the production of your full report in view of the fact that the rate of return in recent years has been very low. You will be expected to have completed your full report within 1 year of the expedition's departure date.

- ii) In general it should include: a contact name, list of personnel, the expedition's aims and if they were modified; details of the general logistics; maps; fieldwork methods; data gathered; analysis; photographs; a diary; general conclusions; detailed budget; full acknowledgements to patrons, sponsors and advisers and suggestions for future expeditions in the area.
- iii) For further advice read the chapter on report writing in the EAC Expedition Planners' Handbook.
- iv) Copies should be sent, at the very least, to the Club (for its library), your sponsors, the Royal Geographical Society and the Expedition Advisory Centre.

Appendices

Appendix 1: the CUEX Library

The CUEX library is **situated in the Map room of the UL**. When you go, ask the librarian for CUEX's new full catalogue of its contents. The library contains loads of material to help you plan an expedition:

1) Past reports back to 1954 - our catalogue will help you find reports specific to your area of the world or project. Looking at past reports can give you ideas and inspiration about the sorts of projects you can organise and many have a section with information and contacts to help you

2) Past prospectuses: examples of how to advertise your expedition

3) Expeditions Advisory Centre (EAC) publications including the Expedition planners handbook and others to help you plan expeditions and raise funds etc. In particular there are a number of EAC guides to doing particular projects (e.g. people oriented, small mammal surveys etc) and expeditions (underwater, caving etc)

4) Magazines and journals full of inspirational articles. The map room itself contains a comprehensive selection of maps for all over the world.

Acknowledgements

The original version of this Expedition Planning Pack was produced in June 1988 by Sarah Anderson, Julie Cole, Nat Hunt and Gus Le Breton. Updated and expanded in June 1990 by Catherine Lucas and Phil Holden. The original Mac disk was then lost! Various pages were re-typed and updated very late at night in March 1993 by Tom Brooks. The Pack was put onto a new Mac disk by the secretaries in the Dept. of Geography, and then edited by James Gardner (October 1993). Edited by Nat Seddon, Jon Ekstrom and Rachel Wrangham (October 1994). Updated by Isabel Isherwood and Ian Burfield (October 1996). Updated by Jules Jones (1998) Updated on a rainy and windswept night by Conrad Feather with invaluable assistance from Jon Randall our dedicated Librarian of the class of '99. (October 2000). Updated October 2005 by Ian Ball, thankfully the Mac disc was no longer required. Then, updated by Sergio at January 2006. Recently, it was updated by Dagna Drzazdzewska (December 2007), Jamie Radford (December 2010), and Rosie Baker (January 2013), then by Marcella Montagnese (December 2016) and Felix Koninx (October 2017). It was most recently updated by Tom Jameson during the COVID-19 pandemic in the "lost year" of 2020.