



**International Post-Tsunami Survey for the
Tsunami Palu-Donggala, Sulawesi Tengah – Indonesia, 28 September 2018
International Tsunami Survey Team – Palu
ITST-Palu 2018**

Indonesia Visa and Permit Procedures for Researchers

In order to conduct research in Indonesia, a research visa and permit is required. The following is guidance and expedited procedures for the ITST-Palu 2018.

The National Tsunami Survey Team (NTST) welcomes International researchers interested in conducting surveys in Palu and the adjacent region between 18 October – 30 November 2018. During this period the National Tsunami Survey Team will assist, facilitate, and coordinate with the International Tsunami Survey Team (ITST). After 30 November, all research / survey requests will go through the regular process.

National Tsunami Survey Team (NTST-Palu): Indonesia BPPT, LIPI, BMKG and Universities
ITST-Palu Coordination Team (ICT): ICT members include representatives from the NTST-Palu, Intergovernmental Oceanographic Commission (IOC/UNESCO), and Indian Ocean Tsunami Information Centre (IOTIC) and International Tsunami Information Centre (ITIC) of IOC UNESCO.

GUIDANCE AND REQUIREMENTS

1. All International researchers planning to conduct surveys should submit their request to the ITST-Palu Coordination Team (ICT) of IOC UNESCO, which is working closely with the National Tsunami Survey Team
2. Each team (International researcher jointly with national researcher) is required to arrange their research permit in Indonesia (<https://frp.ristekdikti.go.id/index.php/register>).
3. All research/surveys and scientists are required to go through the appropriate process to obtain a research/survey permit, as well as to obtain the appropriate visa (Visa no 315 for Researcher).
4. All international researchers are required to have national/local partner (University or Research Institute) with a Joint Survey Proposal, and a signed Letter of Partnership. At a minimum, the Letter of Partnership should be between the researchers; an MOU or agreement between institutions is not necessary.
5. Unless international researchers already have Indonesian partner(s), it is recommended that international researchers partner with the National Tsunami Survey Team (NTST)-Indonesia BPPT as their designated partner.
6. International researchers going to survey in Palu are required to be accompanied by the national partner. The Ministry of Domestic Affairs requires this for reasons of safety and security. The ITST-Palu Coordination Team can assist in arranging this if needed.
7. The Indonesia Ministry of Research, Technology and Higher Education (MORTHE) will help to expedite the research approval in several days. Their goal is to be able to provide a permit letter in 2 days. All approved survey teams will receive a letter of research permit from the MORTHE.
8. The Indonesia Immigration Office is not able to process, in advance, the letter for Visa no 315 (Visa for researcher) in less than 5 working days. Their goal is to be able to provide

a Visa no 315 (Visa for researcher) in about 7 working days. All approved survey team will receive letter to obtain Visa 315 from the Indonesian Immigration office.

9. Survey less than 30 days, the Visa no 315 can be obtained upon arrival at the airport. International researcher need to show the letter from MORTHE (point 7) and the letter from Immigration (Point 8). If the survey is more than 30 days, the Visa will need to be obtained through the Indonesian Embassy or Consulate.
10. On Survey completion, a copy of all data/information collected is required to be submitted to the Government of Indonesia. Survey Team members (international and national) will not lose the rights to publish the data they collect. No data or outcomes from the Summary Report submitted to the Government of Indonesia (GoI), or data provided to other governments, will be released publicly for one year. All data and survey results will be placed in a repository of IOC/UNESCO and the National Tsunami Survey Team (Coordinating Ministry for Marine Affairs).

PROCEDURE FOR APPLYING FOR RESEARCH SURVEY PERMIT

1. International researcher or the national partner should complete the online application form. Online application: <https://frp.ristekdikti.go.id/index.php/register>
2. Once the form is sent, the applicant will receive a unique user ID and initial password. Keep the user ID and password securely.
3. Once the online application has been submitted, please inform IOTIC (Ardito M. Kodijat a.kodijat@unesco.org and Litanya - vrilna@yahoo.com) who will then liaise with the National Tsunami Survey Team to expedite the process.

Requirement	Requirement for ITST
1. Formal Request Letter addressed to The Ministry of Research, Technology and Higher Education, f.d.t Director of Intellectual Property Management as Secretary of the Coordinating Team for Foreign Research Permit (TKPIPA).	<p>This Letter can be issued by:</p> <ul style="list-style-type: none"> • International researcher • National partner • National Tsunami Survey Team • IOTIC- IOC/UNESCO <p><i>Copy of the letter should be also send to IOTIC-IOC/UNESCO and the National Tsunami Survey Team (NTST). (PROVIDE EMAIL OR FAX ADDRESS)</i></p>
2. One copy of Research Proposal that includes at least: title, objectives, methodology, locations (districts, cities and provinces should be mentioned clearly), and duration of the research in Indonesia.	Required Including the survey plan of all the member team.
3. One copy of Abstract of the Research Proposal, that includes the title, methodology, and objectives	Required Including the survey plan of all the member team
4. One scanned copy of applicant's Passport (The passport must be valid at least for 18 months when the applicant collects the Research Visa no 315	Required Scanned copy of all the member team.
5. One copy of the applicant's Curriculum Vitae (CV) including a list of publications, if any. The position of the applicant in his/her institution of employment must be stated clearly, e.g. Professor, Researcher, Student, Research Assistant, Technician, etc.	Required Short CV of all the member team.

6. One copy of local counterpart's Curriculum Vitae including a list of publications, if any	Required
7. One copy of applicant's recent Photograph, It should be close up 4x6 cm size, with red background	Required Recent 4x6 cm photograph of all the member team. You can digitally change the background to red color.
8. Memorandum of Understanding (MoU) and Implementing Arrangement, or Letter of Agreement between applicant's institution and Indonesian partner institutions (local counterpart) is needed if the research project will be multi-year and involve many researchers or scientists.	Not required, unless the survey is within a multiyear projects.
9. Material Transfer Agreement (MTA), if applicant will send or bring research sample or specimen.	Not required, unless the survey team will bring back or bring in sample or specimen
10. Two Letters of Recommendation from: [a] professor or supervisor or other senior scientist and [b] official letter of recognition issued by the institution or university where the applicant works.	Not Required
11. A Letter of Acceptance from Indonesian research institute or university, which will act as the research counterpart. (The Letter should be addressed to Director of Intellectual Property Management as Secretary of The Coordinating Team for Foreign Research Permit, Ministry of Research, Technology and Higher Education)	Required <i>Copy of Letter from local counterpart (researcher) on collaboration agreement for the tsunami survey in Palu. A research agreement / MoU is not necessary.</i>
12. A Letter of Guaranteeing Sufficient Fund to cover research and living expenses during conducting research in Indonesia (The amount of the research funding(s) should be stated in US\$). The Applicant should upload scanned copy of Bank Account with balance at least is USD 1,500.00 or in other currency equivalent to USD 1,500.00	Not Required / Optional
13. Health Certificate from legal practising medical doctor stating that the applicant is both physically and mentally capable to conduct the research (optional).	Not Required / Optional
14. A List of Research Equipment that will be brought to Indonesia, along brief technical specification and mention the estimated value for each equipment on the use should be stated in US\$.	Required if the researcher brings a specific equipment, i.e. drone, etc.