



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

**New Indonesia Visa and Permit Procedures for Researchers
(REVISED, UPDATED 18 October 2018)**

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-Palu) 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-Palu). 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), 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 by making an online application on the MORTHE website at <https://frp.ristekdikti.go.id/index.php/register>. The grant of this research permit is expected to take 2 working days, and is also an important prerequisite for obtaining an appropriate visa for Indonesia
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 for Indonesia. .
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. To expedite, researchers are exempted from obtaining Visa no 315 (for researcher) that normally requires a pre-approved letter from the Indonesia Immigration Office. Instead, international researchers could obtain a Free Visa (Visa Waiver Programme), Visa on Arrival, or Pre-departure/Calling Visa based on their country of origin. Please refer to https://en.wikipedia.org/wiki/Visa_policy_of_Indonesia to know more about the type of visa required.
9. Survey less than 30 days, the Visa can be obtained upon arrival at the airport. International researcher need to show the letter from MORTHE (point 7). If the survey is more than 30 days, appropriate Visa will need to be obtained through the Indonesian Embassy or Consulate.
10. Prior to starting and before proceeding to Palu, Survey teams are requested to check-in with the ITST-Palu Coordination Team (ICT) at the IOTIC – BMKG Programme Office (Jakarta, BMKG) in Jakarta in order to receive their ITST badges and Situational Awareness information. International researchers are required to be accompanied by the national partner during the survey.
11. After completion and before departing back to their country of origin, Survey teams are requested to debrief and share a summary survey outcomes with the ICT at the IOTIC – BMKG Programme Office (Jakarta, BMKG) in Jakarta.
12. On Survey completion, a copy of all data/information collected is required to be shared with ICT, ITST-Palu, NTST-Palu and Indonesian Collaborator so that an ITST Summary Report can be written by the ICT for 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 Papers / Publications resulting from the survey should be made jointly with the Indonesian collaborators and uploaded to the MORTHE portal using the same login and password provided while applying for the research permit. 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 - vrlina@yahoo.com) who will then liaise with the National Tsunami Survey Team to expedite the process.

<i>Requirement</i>	<i>Requirement for ITST</i>
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).	This Letter can be issued by: <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 sent to IOTIC-IOC/UNESCO and the National Tsunami Survey Team (NTST).</i> <i>IOTIC: Email: a.kodijat@unesco.org, NTST: Email: vrilha@yahoo.com</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.	<p>Required Including the survey plan of all the member team.</p>
3. One copy of Abstract of the Research Proposal, that includes the title, methodology, and objectives	<p>Required Including the survey plan of all the member team</p>
4. One scanned copy of applicant's and each team member's Passport (The passport must be valid at least for 6 months)	<p>Required Scanned copy of all team members.</p>
5. One copy of the applicant's and each team member'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.	<p>Required Short CV of all team members.</p>
6. One copy of local counterpart's Curriculum Vitae including a list of publications, if any	<p>Required</p>
7. One copy of applicant's and each team member's recent Photograph, It should be close up 4x6 cm size, with red background	<p>Required Recent 4x6 cm photograph of all team members. You can digitally change the background to red color.</p>
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.	<p>Not required, unless the survey will be a multiyear project.</p>
9. Material Transfer Agreement (MTA), if applicant will send or bring research sample or specimen.	<p>Not required, unless the survey team will bring back or bring in samples or specimens</p>
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.	<p>Not Required</p>
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)	<p>Required <i>Copy of Letter from local counterpart (researcher) stating agreement to collaborate for the tsunami survey in Palu. A research agreement / MoU between institutions in not necessary.</i></p>
12. A Letter of Guaranteeing Sufficient Fund to cover research and living expenses during conducting	<p>Not Required / Optional</p>

research in Indonesia (The amount of the research funding(s) should be stated in US\$). The Applicant should up load scanned copy of Bank Account with balance at least is USD 1,500.00 or in other currency equivalent to USD 1,500.00	
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.
15. Agreement statement / letter, stating that all papers / publications coming out from this survey will be joint papers/publications between international and national researchers.	This statement can be done and signed by the researchers upon arrival in Jakarta. Signatures between institutions are not necessary.