



RESEARCH CONDITIONS AND GUIDELINES IN PNG

Conditions and Guidelines for Researchers in Papua New Guinea

This page may be photocopied, signed and submitted with an application for research visa approval.

Agreement to the following list of Conditions and Guidelines is an important prerequisite for the issuing of a research visa by the PNG Department of Foreign Affairs and Immigration. Each intending researcher is asked to read these Conditions and Guidelines carefully before signing the form. Completed original forms should be sent to:

**The Research Visa Liaison Section,
The National Research Institute,
Box 5854, Boroko, NCD. 111.
PAPUA NEW GUINEA**

ATTN: Visa Liaison Officer

Fax: (675) 326 0213

Email: info@nri.org.pg

Visa Applications

Applicants for research visa approval must:

- Provide evidence that copies of the results of earlier research in PNG have been deposited with the National Research Institute, and/or other national or provincial/institutions, as appropriate.
- Agree to deposit copies of the results of forthcoming work with the National Research Institute and/or other national or provincial institutions, as appropriate.
- Agree to lodge, upon request, any fees or bonds as required by the Immigration and Citizenship Division, Department of Foreign Affairs and Immigration, the National Research Institute, and affiliate organisations.
- Show that their forthcoming work has some bearing on the developmental needs of the people amongst whom it will be carried out.
- Agree not to become involved in any activity that may cause disputes with the people and/or national, provincial, or local government authorities.
- Agree to call at the National Research Institute in Port Moresby, on arrival in Papua New Guinea, and again, before departure overseas.

Research in Papua New Guinea

- Conditions and Guidelines (form)
- General Information
- PNG Overseas Missions
- Research Proposals
- Institutional Affiliation
- Provincial Approval
- Technical Approval
- Project Facilitation and Management
- Research Findings
- Cultural Property
- Biological Specimens
- Entry Permit Form
- Extend Entry Permit Form

General Information

Foreigners wishing to carry out research in Papua New Guinea must obtain a research visa. The current practice of the Papua New Guinean Government is, in most instances, to issue research visas for an initial period of **two months**. Researchers who wish to carry out research and field work for a longer period and are granted only an initial two months must apply for an extension of their research visa after they arrive in Papua New Guinea. Applications for research visas, like all visa applications, should be submitted to the nearest PNG embassy, high commission, or consulate. However, a research visa will not be issued until the National Research Institute has advised and recommended to the Department of Foreign Affairs in Port Moresby that the research proposal is acceptable to, and has been acknowledged by, the relevant authorities in Papua New Guinea. Initial research visas will not be issued in-country.

The National Research Institute is the only overall research visa issuing authority in Papua New Guinea. The National Research Institute will liaise with other national institutions, and technical review committees, where necessary, to effect project approval and appropriate research affiliation before recommending the issuance of a research visa. The exception is medical research visa applications which are vetted by the PNG Medical Research Advisory Council. All foreign researchers should direct their applications for research visas to:

**The Research Visa Liaison Section,
The National Research Institute,
P O Box 5854, Boroko, NCD. 111
Papua New Guinea.**

ATTN: Visa Liaison Officer

**Fax: (675) 326 0213; Phone (675) 326 0300/326 0061;
Email: info@nri.org.pg**

PNG Overseas Missions

The following directory provides details of those Papua New Guinean overseas missions which can accept applications for, and issue research, film-making, and journalist visas. All approval of applications and processing is carried out by the Department of Foreign Affairs in Port Moresby, Papua New Guinea.

Australia

Canberra

H.E. Mr. Charles Lepani
High Commissioner
PNG High Commission
Forster Crescent
Yarralumla ACT 2600
P O Box E432,
Queen Victoria Terrace
PARKES, A.C.T. 2600
Tel: 05-612-62 733 322
Fax: 05-612-62 733 732

Brisbane

Mr. Paul Nerau
Consul-General
PNG Consulate
Malagan Haus, 99 Creek
Street
P O Box 220
BRISBANE QLD 4001
Tel: 05-617 3221 7915
Fax: 05-617 3229 6084

Belgium

H.E. Mr. Jesse Lapari
Ambassador
Papua New Guinea Embassy
Avenue De Tervuren 480
Woluwe St. Pierre
1150 BRUSSELS
Belgium
Tel: 05-322 799 0826/0765
Fax: 05-322 772 7088

Fiji

H.E. Mr. Peter Eafere
High Commissioner
PNG High Commission
Credit House (3rd Floor)
P O Box 2447
SUVA
Fiji
Tel: 05-679 304 244
Fax: 05-679 300 178

Republic of Indonesia**Jakarta**

Ambassador
PNG Embassy
Panin Bank Centre (6th Floor)
JL. Jendral Sudirman 1
JAKARTA 10270

Tel: 05-6221-725
1218/1225/1742
Fax: 05-6221-770 1012

Jayapura

Acting Consul-General
PNG Consulate
JL Percetakan No. 28
P O Box 1947
JAYAPURA
Irian Jaya Province

Tel: 05-629675 31250
Fax: 05-629675 31898

Japan

H.E. Mr Michael Maue
Ambassador
Papua New Guinea Embassy
Mita Kokusai Building 3F 313
4-28 Mita 1-Chome
Minato-Ku
TOKYO. Japan
Tel: 05-813 345 47801/4
Fax: 05-813 345 47275

Republic of Korea

H.E. Mr David Anggo
Ambassador
36-1 Hannam-1-Dong
Yongasan-Ku
SEOUL
Republic of Korea

Tel: 05-822 798 9854
Fax: 05-822 798 9858/6

Malaysia

Ms Emily Moses
Acting High Commissioner
PNG High Commission
85 Jalan Ampang Hill
55000
Selangor Daarul Ehsan
6800 AMPANG, Malaysia
Tel: 05-603 453 2400/2391
Fax: 05-603 453 2411

New Zealand

H.E. Ms Lucy Bogari
High Commissioner
PNG High Commission
279 Willis Street
P O Box 197
THORDON, WELLINGTON

Tel: 05-644 385 2474
Fax: 05-644 385 2477

People's Republic of China

H.E. Mr Barney Rongap
Ambassador
Papua New Guinea Embassy
2-11-1 Tauan Diplomatic
Building
Sanlitun
BEIJING 100600
People's Republic of China

Tel: 05-8610 6532 4312/4709
Fax: 05-8610 6532 5483

Republic of Philippines

H.E. Mr
MBE, QBE
Ambassador
Papua New Guinea Embassy
2280 Magnolia Street
Dasmarinas Village
MAKATI, Metro Manila
Philippines

Tel: 05-632 811 3466
Fax: 05 632 811 3468

Solomon Islands

H.E. Mr
High Commissioner
PNG High Commission
P O Box 1109
HONIARA

Tel: 05-677 20561
Fax: 05-677 20562

United Kingdom

H.E. Ms Jean Kekedo
High Commissioner
PNG High Commission
14 Waterloo Place
LONDON SW1Y 4AR
United Kingdom

Tel: 05-4420 7930 0922
Fax: 05-4420 7930 0828

United States of America

Ambassador
Papua New Guinea Embassy
1779 Massachusetts Avenue
Suite 805
WASHINGTON DC 20036
United States of America

Tel: 05-1-202 745 3680
Fax: 05-1-202 745 3679

Research Proposals

Research proposals that are submitted to the National Research Institute should include:

- A detailed project proposal in non-technical language, if possible, and a bibliography of literature concerning the topic;
- details of home academic institution, sponsorship, and funding;
- details of research methodology, province(s) of PNG where research will be carried out, and travel and research schedules;
- a brief review of literature that is relevant to the research topic;
- an assessment of the relevant and ethical implications of the proposed research for Papua New Guinea, and for any community which is the object of study;
- an up-to-date curriculum vitae for each researcher;
- a photocopy of each researcher's passport ID and current or previous PNG research visa pages;
- two references from experts in the relevant discipline;

- a signed copy of the 'Conditions and Guidelines for Researchers/Film-Makers in Papua New Guinea' (see Download Form); and
- for a research period in excess of three (3) months, a police clearance, an AIDS/HIV test, a medical examination record, and a radiological report are required. For a period of less than three months, these clearances and reports are not required.

Researchers will be advised of receipt of their proposals, and will subsequently be advised when a recommendation for visa issuance is made to the Immigration and Citizenship Division, Department of Foreign Affairs and Immigration, in Port Moresby.

Institutional Affiliation

Research proposals are vetted by the National Research Institute in order to determine which national research institution should be most appropriate and responsible for affiliating the researcher or research team. The National Research Institute, through one of its research divisions ^{3/4} Economic Studies, Educational Studies, Political and Legal Studies, and Social and Environmental Studies, - will normally affiliate those researchers whose disciplines are well-represented in the Institute. Alternatively, a copy of the research proposal, along with a request for approval of the affiliation, will be sent to another recognised research institution in Papua New Guinea. Where a researcher already has affiliation with an institution in Papua New Guinea, written confirmation should be provided. The following institutions are recognised as appropriate bodies for research affiliation in the areas listed:

Agriculture	Dept. of Agriculture, University of Technology, PMB Lae. or The National Agricultural Research Institute, P.O. Box 1828, Port Moresby.
Appropriate Technology	Appropriate Technology and Community Development Institute, University of Technology, PMB Lae.
Archaeology and Material Culture	PNG National Museum and Art Gallery, Box 5560, Boroko, NCD.
Biological Sciences and Neutral Sciences	Dept. of Biology [or] Environmental Science, Box 320, University of Papua New Guinea, NCD; Wau Ecology Institute Box 77, Wau, Morobe Province; or Environmental Science Centre, University of Technology, PMB Lae. or PNG National Museum P.O. Box 5560, Boroko, NCD.
Earth Sciences	Dept. of Geology [or] Geography, Box 320, University, NCD. or Geological Survey of Papua New Guinea Dept. of Mining, PMB Port Moresby
Forestry	Forest Research Institute, Box 314, Lae; or Dept. of Forestry University of Technology, PMB Lae.
History	Dept. of History Box 320, University of Papua New Guinea, NCD
Linguistics	Dept. of Language and Literature Box 320, University of Papua New Guinea, NCD; or Summer Institute of Linguistics; Box 413, Ukarumpa, EHP.
Medicine and Human Biology	Institute of Medical Research, Box 60, Goroka; or UPNG Dept of Community Medicine,

	Box 5623, Boroko, NCD.
Music	Institute of PNG Studies, Box 1432, Boroko, NCD.
Documentary Film	National Film Institute, Box 795, Goroka, EHP.

Some researchers may wish to be affiliated with other national government departments or non-government organisations with a direct interest in the proposed research. However, this normally requires some prior arrangement with the agency concerned.

It should be noted that proposals for medical research are vetted by the PNG Medical Research Advisory Council, rather than the National Research Institute, and the visa approval process is then handled by the Institute of Medical Research, P.O. Box 60, GOROKA. EHP, Papua New Guinea.

Also, film-making proposals are vetted by the National Film Institute. The visa approval process is handled by the National Research Institute, P.O. Box 795, Goroka, Eastern Highlands Province.

(Tel: (675) 732 2897; Fax (675) 732 2938; email nfi@global.net.pg)

Affiliating institutions normally require, as minimum conditions of affiliation, that the researcher(s) should introduce themselves on arrival in PNG, to the National Research Institute, and should present a written report and/or seminar at the institute before their departure.

Affiliating institutions have no official obligation to assist researchers with accommodation, transportation, telephone calls, mailing costs, or other services.

Provincial Approval

As well as institutional affiliation, researchers intending to conduct field work outside the National Capital District must also acquire the approval of the relevant provincial governments. The National Research Institute will negotiate this approval, and will forward a copy of the proposal, along with a request for provincial approval, to the officer responsible for research in the relevant provincial administration. Researchers should bear in mind that provincial authorities may take some time to respond to these requests, and should normally allow at least two months for this process to be completed. It may be necessary to ask NRI's Research Visa Liaison Section to make follow-up enquiries on a regular basis, as provincial approval is essential before a project can commence.

Researchers who plan long periods of field work in Papua New Guinea may take the opportunity of first visiting the country in order to facilitate the institutional affiliation process with the National Research Institute. Those who do not have this opportunity are advised to communicate direct with the National Research Institute and to refrain from communicating with affiliating institutions or provincial governments in order to reduce the risk of confusion.

It should be noted that many provinces have definite research policies and guidelines, and some are inclined to withhold approval of a foreign research application which is perceived as being inconsistent with these policies. Some provinces also charge fees, over and above visa charges, and NRI's facilitation and management fees.

Provincial governments also normally require, as a condition of their approval, that the researcher(s) should introduce themselves on arrival in the province, and should present a written report and/or seminar to relevant provincial agencies before their departure.

Technical Approval

Some categories of research and documentary film projects may require technical approval from established academic committees before recommendation for visa issuance is conveyed by NRI to the Department of Foreign Affairs and Immigration.

The Marine Scientific Research (MSR) Committee has the technical role of reviewing and assessing marine scientific projects such as marine geological expeditions, as well as living and bio-technical marine resource research programs and cruises. This process is to ensure conformity with the United Nations Convention on Law of the Sea (UNCLOS) which is in force in Papua New Guinea.

The Department of Environment and Conservation (DEC) is responsible for the technical reviews and assessment of biological projects, through the PNG Institute of Biodiversity (PINBio) network on the Species Working Management. This process is to ensure conformity with the Fauna (Protection and Control) Act, the Customs (Prohibited Exports) Regulations, and the Convention on International Trade in Endangered Species (CITES) of Wild Fauna and Flora. DEC is responsible for the control and management of this legislation and provides the appropriate permits, as required.

NRI will advise researchers when these technical reviews are required, and will coordinate any dialogue from the MSR Committee and PINBio, in the administrative process with the Department of Foreign Affairs and Immigration.

Visa Fees

The Papua New Guinean embassy, high commission, or consulate which issues a research visa will levy a charge for doing so. The amount of this fee varies from time to time, and even between embassies, high commissions or consulates.

Project Facilitation and Management Fees

Researchers are required to pay a separate Project Facilitation and Management Fee to the National Research Institute for processing and managing the project and visa approvals:

- US\$100 (or equivalent) for a researcher spending less than two months in the country;
- US\$160 (or equivalent) for a researcher spending more than two months in the country; or
- US\$400 (or equivalent) for a research team to carry out any period of research.

Payment of Fees

Fees payable to the National Research Institute must be paid prior to the commencement of research in Papua New Guinea. **If it is not possible to arrange a cheque or bank draft in PNG kina, payment of the equivalent amount in US dollars or Australian dollars is preferred and acceptable. The Institute will not authorise an extension of any research visa beyond the initial two-month period until these fees have been paid.**

Researchers who make multiple visits to Papua New Guinea in connection with a specific research project will not be required to pay more than one Research Project Facilitation and Management Fee to the National Research Institute, even if their visas have to be extended on more than one occasion. However, where a researcher embarks on a new or separate research project, or research team wishes to enter the country on a different filming or research assignment, they will be required to pay a new Research Project Facilitation and Management Fee as per the given schedule. The Institute reserves the right to decide what constitutes a 'single project'.

Some provincial governments also levy their own research fees on foreign researchers. These fees are ad hoc in nature, and there is no consistency in the level of charges imposed. NRI's Research Visa Liaison Section can provide up-to-date information on the fees (if any) that are charged by most provincial governments. Researchers are advised to make any payment of

such fees to the Provincial Administration on arrival in the relevant province. They should **not** include this payment with the payment of the Research Project Facilitation and Management Fees to the National Research Institute. Researchers should be aware that some provincial and local authorities may also request some form of compensation for approving a project.

Under no circumstances should Research Project Facilitation and Management Fees be paid to any other affiliating institution, except for the Institute of Medical Research for medical and human biology research projects. Only the National Research Institute has the authority to levy such fees. The National Research Institute will not recognise other such payments as a substitute for its own facilitation and management fee.

Research Findings

Two copies of all publications containing the results of research conducted on visas authorised by the National Research Institute should be sent to the Institute, where they will be recorded as 'Publications Received'. They will be deposited in the Institute's own library, and a copy forwarded to the New Guinea Collection of the Michael Somare Library at the University of PNG. Researchers who are affiliated to institutions other than the National Research Institute may be required to forward additional copies to those institutions as a condition of their affiliation. Provincial governments also should receive copies of publications arising from research conducted in their respective provinces.

Two copies of CD-ROMs, films and/or tapes made by researchers affiliated to the National Research Institute should also be forwarded direct to NRI. The National Research Institute will retain a copy of such material, and make arrangements to forward the second copy of the material to the appropriate holding institutions. Should any work be deposited with another institution, and not initially with NRI, evidence of such a deposit should be sent to NRI.

Researchers who fail to send copies of their publications, tapes, or films to the National Research Institute will have breached one of the agreed conditions of the research visa approval process. The Institute will not authorise the issue of any further visas to researchers who breach any of the conditions of the signed research agreement.

Cultural Property

The National Cultural Property (Preservation) Ordinance (amended 1967) of Papua new Guinea is designed to preserve the cultural heritage of the country for future generations. Physical locations which are protected by the Ordinance include:

- a cave or other place in which ancient remains - human or other - are to be found;
- a carving, painting, or other representation on rock or in a cave;
- a deposit of ancient pottery or historical remains; and
- a place used in former times as a ceremonial or burial ground.

A person shall not disturb or otherwise interfere with a place or an object referred to in this list. There are severe penalties for violation of this section of the Ordinance.

Any person who is planning to investigate or work on a site of this nature should obtain written permission from the Trustees of the PNG National Museum and Art Gallery prior to the initiation of their activities. A written request outlining the proposed project should be sent to the Museum Director, P.O. Box 5560, Boroko NCD 111, Papua New Guinea (Tel: 675) 325 2458/5364; Fax: (675) 325 1779).

Permits that allow the export of items which are protected by the Ordinance can only be issued by the National Museum. Letters of request for such permits should be addressed to the Museum Director, indicating the nature of the material for which a permit is sought. In

the case of items being exported on a temporary basis, the request should additionally indicate the name and address of the person who will be responsible for the return of the material to Papua New Guinea, and the date by which the material will be returned.

Biological Specimens

Researchers wishing to export dead animals, animal parts, plant materials, or marine biological specimens also need to obtain official permits for this purpose. Requests for such permits should be sent to the Director, Resource Inventory Branch, Department of Environment and Conservation, Box 6601, Boroko, NCD, 111, Papua New Guinea (Tel: (675) 325 0195; Fax: (675) 325 0182).

Plant Specimens

Researchers who wish to export any species of flora and other plant species need to obtain official permission from the Papua New Guinea Forest Research Institute, P.O. Box 314, Lae, Morobe Province (Tel: (675) 472 4188; Fax: (675) 472)

Specimens to be exported should be duplicated and deposited with the PNG Forest Research Institute.

Intellectual Property Rights

Researchers shall include with their research proposal a full disclosure of all work to be carried out on samples and specimens of flora and fauna collected, including marine biota, the objectives of such work, and any intention needs, or potential requirements to patent, or otherwise formally or generally establish exclusivity of usage of any material, discoveries, or by-products derived therefrom. Copies of Memoranda of Understanding or Agreement with Papua New Guinean organisations, in respect of such activities and any patent rights or gains, shall be included as part of the application.

It is emphasised that ignorance of Papua New Guinean policy and legislation is no legal plea.

I, have read the above list of Conditions and Guidelines, and hereby agree that I shall abide by them.

Signature:.....

Date:.....