



## Visiting Scientist Information Packet

Thank you for your interest in conducting research on Bioko Island, Equatorial Guinea with the Bioko Biodiversity Protection Program (BBPP) and la Universidad Nacional de Guinea Ecuatorial. Included in this packet are the following items meant to help us facilitate your research plans:

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Each document includes information relevant to conducting work on Bioko and is necessary for the BBPP to help facilitate your research agenda.



## Checklist for Visiting Scientists

Working within the confines of the BBPP means that you will be conducting research as a part of the National University of Equatorial Guinea (la Universidad Nacional de Guinea Ecuatorial, UNGE), a governmental body, which, in permitting you to conduct research on Bioko, asks for certain deliverables in return in an effort to increase the domestic knowledge base of Equatoguinean natural history. Additionally, there are many challenges inherent in efforts to successfully conduct scientific research on Bioko Island, Equatorial Guinea. As a project facilitator, the Bioko Biodiversity Protection Program (BBPP) aims to help you easily navigate these and any other responsibilities, concerns, or problems as they arise. In order to do this, the BBPP requires that you read over and follow the step by step guidelines listed below in this checklist.

### Pre-Arrival

1. Research Proposal – to be submitted to the BBPP at least 6 months in advance of planned research. The BBPP will not provide any assistance or services without first receiving a written proposal. If proposal is provided after this date, the BBPP may not be able to provide all the services listed in the “Visiting Scientist and Student Fees” page. This proposal should include:
  - a. Description of the proposed research on Bioko Island (No more than 5 pages). (See Guidelines for Visiting Scientist Reports page for more detailed information.)
    - i. Abstract (250 words or less)
    - ii. Introduction
    - iii. Materials & Methods
    - iv. Anticipated Results
    - v. Reference List
  - b. Project timeline.
  - c. Proposed budget of the fees for services to be rendered by the BBPP (See fees list). Budget should also include the estimated number of local people who will be included in your research, either as paid support staff (guides, porters, cooks, drivers) or as UNGE students accompanying you on your research.
  - d. A signed letter of support from your advisor (student) or academic affiliate (scientist).
  - e. A copy of all relevant research permits including Institutional Animal Care and Use Committee proposal approvals.
  - f. A list of all expected permits that will be necessary to export your study subject (e.g. CITES, USDA, USFWS).
  - g. Drexel University Memorandum of Understanding, if necessary.
2. A color copy/scan of your passport.
3. If a visa is necessary (not a U.S. citizen), a copy of your Equatoguinean visa. If you need assistance procuring a visa, please contact us after reading the “Visiting Scientist and Student Fees” page
4. Deposit of 30% of proposed fees for services to be rendered by the BBPP no later than 1 month prior to arrival on Bioko Island. Charges related to procurement of visas must be paid in full in advance.
5. Flight Details (Arrival and Departure Information).

### On Bioko

6. Remainder of BBPP fees, upon completion of the project.
7. Brief presentation to be given to faculty, staff, and students of the National University of Equatorial Guinea concerning your research. Spanish translation is available for these presentations, if necessary.
8. Summary report of preliminary findings to be put on record at the National University of Equatorial Guinea.

9. If possible, a contribution in the form of a brief field guide to your study organisms, identified photos, or some supporting media from your study. This contribution will be discussed and decided upon with the Director of the Moka Wildlife Center.

### **Post-Departure**

10. Summary report to be put on record with the BBPP at Drexel University. This contribution will be discussed and decided upon with the Director of the Moka Wildlife Center.
11. If the BBPP funded any part of this research, joint authorship on any publications resulting from the work.
12. If the BBPP did not fund any part of the research, the BBPP must be given an acknowledgement in any publications resulting from the work.



# Guidelines for Visiting Scientist Reports

## Project Proposal and Summary Reports

1. Description of the research completed on Bioko Island. Project description should make clear the character and scope of the planned work.
  - a. Project Proposal
    - i. For example, an entomologist studying speciation in tiger beetles would propose collecting hundreds of tiger beetles from numerous locations around Bioko Island for export back to the United States for further study. If research activities will include locations beyond the immediate vicinity of the Moka Wildlife Center, those locations should be listed in the proposal and marked on an attached map.
  - b. Project Report
    - i. In the case of the entomologist above, in addition to the items outlined below, he/she would need to include a map of locations visited, the number of tiger beetles collected at each location, the number of tiger beetles exported, etc.
  - c. Abstract (250 words or less)
  - d. Introduction
  - e. Methods
  - f. Preliminary Results
  - g. Reference List
  - h. Daily research locations (See table 1).
  - i. Daily research timeline (See table 1).

**Table 1 – Example table of daily research locations and timeline.**

Date	Location	Activities	Group Members
April 26 2011	Pico Basile Road (incl. GPS if possible)	Primate surveys	Gail Hearn Esara Echube Cirilo Riaco

- j. Issues faced while conducting research.
- k. A list of all Equatoguineans who were employed by your project (See Table 2).

**Table 2 – Example table of Equatoguinean employees.**

Name	Role	Dates Employed
Cirilo Riaco	Primate Survey Guide	1 April – 30 April, 2011
Miguel Angel Silochi	Primate Survey Guide	1 April – 30 April, 2011

2. If possible, a contribution in the form of a brief field guide to your study organisms, identified photos, or some supporting media from your study. This contribution will be discussed and decided upon with the Director of the Moka Wildlife Center.



## BBPP Visiting Scientist Release, Waiver of Liability and Agreement

In consideration of being a visiting scientist whose research activities on Bioko Island are being coordinated by the Bioko Biodiversity Protection Program ("BBPP"), an academic partnership between the National University of Equatorial Guinea (UNGE) and Drexel University (collectively, "UNGE/Drexel BBPP"), the undersigned hereby agrees as follows:

### **Release and Waiver of Liability**

1. I understand and acknowledge that working with BBPP on Bioko Island may involve risks and dangers that could result in damage to or loss of personal property, personal injury or loss of life including, but not limited to, travel to, within and from rustic and/or remote areas, under rugged conditions, by plane, helicopter, truck, boat and other modes of transportation; lack of adequate or immediately available medical care; forces of nature, unpredictable weather, wildlife and unstable political conditions; and other dangers.
2. In consideration of my research activities being coordinated by BBPP, I for myself, my spouse, family, heirs, executors, administrators, and legal representatives HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE BBPP, its officers, directors, representatives, employees and members and also Drexel University and the National University of Equatorial Guinea and their affiliated institutions and their officers, representatives, employees and members (collectively, "Releasees"), from any and every claim, liability, demand, action, or cause of action, of whatever kind or nature, either in law or in equity, arising from or by reason of any property loss or damage, bodily injury or injuries known or unknown or death occurring, growing out of, incidental to, or resulting directly or indirectly from my relationship with the BBPP, whether due to the fault or negligence of Releasees, circumstances beyond Releasees' control, or otherwise.
3. I EXPRESSLY AND VOLUNTARILY ASSUME ALL RISK OF PERSONAL INJURY, DEATH OR PROPERTY DAMAGE sustained while working with BBPP whether due to the fault or negligence of Releasees, circumstances beyond Releasees' control, or otherwise. Furthermore, I understand that, in making arrangements for the employment/contracted work, Releasees act only as an agent. I understand and agree that neither they, nor any of their employees, nor any other persons, parties, or agencies collaborating with them are or shall be responsible or liable for any illness, injury (including death), property loss, damage, deviation, delay, or curtailment, however caused, or the consequences thereof which may occur at any time during the contracted work. The Releasees reserve the right to cancel, alter or amend any parts of the contracted work.
4. I agree to indemnify Releasees from any loss, liability, damage or cost they may incur as a result of my proposed on-Island activities, including attorneys' fees.

### **Agreement**

#### **Verification of Information Provided to Bioko Biodiversity Protection Program**

5. I certify that all the statements made on my application for research activities on Bioko Island and any other written, verbal or electronic communication between UNGE/Drexel BBPP and me, are true, accurate and complete.

#### **Financial Responsibilities**

6. In accepting the coordination of my research activities by the BBPP, I assume full responsibility for payment of all fees and expenses not specifically included in the contract. I further agree to take responsibility for any debts incurred on my behalf during my activities on Bioko Island. I agree to replace or reimburse BBPP for any BBPP property damaged, lost or destroyed while in my possession. I agree to pay any and all expenses, including, without limitation, all attorneys' fees which may be paid or incurred by UNGE/Drexel BBPP or its

assignees in enforcing or obtaining advice of counsel with regard to any of its rights under this Agreement related to the collection of the amount owed or any future outstanding balances.

7. I agree to be personally responsible for any BBPP funds assigned to me, to expend the funds only with approval from the BBPP on-site manager (currently Sally Vickland) and to obtain receipts for all BBPP-funded transactions. I agree to reimburse BBPP in full for any funds assigned to me that are lost, mislaid, stolen or miss-appropriated.

**Medical/Personal Insurance Coverage**

8. I understand that I am responsible for providing my own adequate insurance coverage during the period of this on-island research. For routine medical care or in case of treatment for long-term medical problems or for mental health conditions, I understand that UNGE/Drexel BBPP recommends ascertaining and possibly supplementing my usual domestic health care plan at my own cost for the period I am abroad. I also hereby certify that I have purchased appropriate evacuation insurance for the period of the work contract and attach a copy of that insurance to this agreement.

**Research Responsibilities**

9. I understand that I am responsible for completing all the items on the Visiting Scientist Checklist, including an exit report in the appropriate format and a selection of images and or video/audio recordings illustrating my research activities. These materials remain my property but they may be copied or reproduced and then subsequently used for conservation or promotional purposes by UNGE/Drexel BBPP.

**Personal Conduct**

10. I understand that the possession or use of illegal drugs while sponsored by BBPP will result in automatic and immediate termination of my affiliation with BBPP, including my immediate separation from BBPP facilities. I understand that any criminal activity, including drug use, theft, trespassing, illegal sexual activity and other crimes considered illegal under local or United States law will result in immediate termination of BBPP sponsorship and will be subject to the local laws of the country. UNGE/Drexel BBPP will not provide legal or any other type of support to me if I am accused of illegal activity.
11. UNGE/Drexel BBPP reserves the right to terminate sponsorship should my behavior compromise the relationship that UNGE/Drexel BBPP has with domestic or overseas entities, or should my behavior threaten other persons or myself.
12. If I am terminated or separated from BBPP, I will be solely responsible for making any and all travel or lodging arrangements for my departure from Equatorial Guinea. I will not be entitled to a refund for any personal expenditures.

**Conclusion**

13. This Release, Waiver of Liability, and Agreement contains the entire agreement between the parties unless there is an additional Drexel University Contract. If there is an additional Drexel University Contract, this Release, Waiver of Liability and Agreement is supplemental to that Contract.
14. I have been fully and completely advised of potential dangers incident to a work contract with BBPP. I have carefully read the foregoing Release, Waiver of Liability and Agreement, am fully aware of the legal consequences of signing it, and have signed it of my own free will.

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Printed Name

Signature

Date



## Fees for Visiting Scientists

### Conducting Scientific Research on Bioko Island

The staff of the Bioko Biodiversity Protection Program (BBPP) welcomes visiting research scientists and students. As part of the academic partnership between Drexel University and the National University of Equatorial Guinea (UNGE), we are eager to facilitate your research and educational agenda. However, Equatorial Guinea is a very expensive country in which to work, and there is relatively little infrastructure. For example, bank transfers are slow and difficult, credit cards are not yet accepted by hotels, restaurants or retail establishments, and obtaining travel or research permits can take weeks. However, there are now several ATM's in Malabo that take VISA cards and distribute F.cfa (the local currency) at a reasonable rate. The least expensive and most reliable way to get local currency on island is now through these ATM machines, although USD and EUR can be exchanged at multiple locations throughout Malabo. It is important to consider these issues as the only currency used on Bioko Island (including the BBPP) is the F.cfa. The charges and services listed below reflect these realities. It is important to note that all fees below are subject to change based on the current, on-island exchange rate and all associated bank transfer fees.

For more information on performing field research on Bioko Island and the costs and benefits of utilizing the BBPP infrastructure, please contact [mokawildlifecenter@gmail.com](mailto:mokawildlifecenter@gmail.com).

### BBPP Services for Visiting Scientists & Students

The BBPP Visiting Scientist/Student fees listed below include the following services by the USA educated and bilingual BBPP staff:

- Project facilitation, including: advance planning with an English speaking BBPP representative; arrangements for a letter of invitation (required for non-US citizens, additional fee will apply), airport pick-up, arranging transportation, permits to travel on Bioko and within protected areas, assistance hiring research technicians or guides, and arranging CITES export permits (additional fee will apply; sometimes impossible).
- Lodging at BBPP facilities in Malabo, or Moka. Private, double or triple rooms (single beds) according to availability. Shared bathrooms.
- Bedding & towels.
- By hand clothes-washing service/facilities (Moka) and use of washing machine (Malabo). Laundry soap, clothes drying, folding, and ironing not included. Drying lines available.
- Kitchen facilities (all meal preparation will be performed by BBPP staff, see *Board* below).
- Cold running water
- Use of 220 V electricity when available but not guaranteed (usually ~24 hours per day in Malabo, ~ 6 hours per day in Moka).
- Work space
- Use of Internet facilities at the Universidad Nacional de Guinea Ecuatorial, Malabo, when available (but not guaranteed). Internet cafes or usb connections possible in Malabo. Internet access in Moka is highly limited, provided solely at the Moka Wildlife Center during hours of generator use (~18:00-00:00 daily).

## BBPP Fees for Services

Fees charged for BBPP services are for research scientists. All agreements require a simple contract and an advance, partially-refundable (depending on the effort expended by BBPP) payment of 200,000 Fcfa (\$400.00 USD), which is approximately half of the minimum charge.

### BBPP Project Facilitation Fees

Description of Service	Cost
<b>Letter of Invitation:</b> Assistance in obtaining a letter of invitation, a document required of all non-US citizens in order to be granted a visa for Equatorial Guinea.	Cost of document (usually around 30,000 Fcfa) + 250,000 Fcfa BBPP/UNGE facilitation fee
<b>Basic Permit Assistance:</b> BBPP provides current information on permits, fees, and contacts, so that the researcher knows where to go, what permits are needed, in what order, and at what cost. The researcher is responsible for making the contacts, paying the fees and obtaining the permits.	50,000 Fcfa information fee
<b>Facilitated Permit Assistance:</b> Assistance in obtaining permits, such as collecting permits, permits for research within the protected areas, specimen and sample export permits, and CITES permits.	Cost of permit (Up to 70,000 Fcfa) + 250,000 Fcfa BBPP / UNGE facilitation fee per permit.
BBPP airport pick up or drop off and help through customs, basic logistic help	Flat fee of 50.000 Fcfa
BBPP transport Malabo-Moka	50.000 Fcfa one way
Single bed at Malabo house, if available (shared room)	25.000 Fcfa per night
Private room at Malabo house, if available	40,000 Fcfa per night

## Fees for Moka Wildlife Center

The Moka Wildlife Center (MWC) is located at the northern border of the Gran Caldera and Southern Highlands Scientific Reserve, approximately 1 ½ hrs by car from the capital city of Malabo. BBPP manages MWC and provides the ancillary services outlined below.

### Research Station Lodging and Service Rates

Service	Daily Rate	Includes
Room*	25,000 Fcfa	Single bed and bedding
Board	20,000 Fcfa	Two daily meals provided by BBPP staff**
Tent Space	15,000 Fcfa	Tent space on MWC and bathroom access
Tent Rental 2-4p***	12,500 Fcfa	Daily 4 person tent rental
Tent Rental 6p***	17,500 Fcfa	Daily 6 person tent rental
Facilities Access	7,500/day or 75,000/month	Research/storage space, computer/internet access
Guide (4 hours or less)	5,000 Fcfa / day****	BBPP trained local guides
Guide (Over 4 hours)	15,000 Fcfa / day****	BBPP trained local guides
Porter	10,000 Fcfa / day	~20kg max cargo weight
Cook	10,000 Fcfa / day	Local cooks to prepare 2-3 meals/day

\*Special group rates and discounts for stays over 30 days.

\*\*Cooking/Kitchen use is restricted to BBPP staff.

\*\*\*Tent rental requires a 50,000 Fcfa refundable deposit.

\*\*\*\*For groups up to 3. A charge of 5,000 Fcfa will be added per each additional visitor.

## **Potential Additional Fees and Expenses**

**Meals:** Food is readily available both in Malabo and the village of Moka, although the selection in Moka is much more limited. Malabo has several well stocked supermarkets, and plenty of local markets that sell fresh produce. Moka is known for its fresh vegetables, and local stores also stock food such as rice, spaghetti, canned tomatoes, canned/powdered milk, sugar, canned meat, frozen meat, eggs, margarine, coffee, cookies, and canned beverages.

**Restaurants:** In Malabo, simple “rice with beans” lunches can be had from around 1500 Fcfa (the ubiquitous “Hay Comida”), but entrees in nicer restaurants, like the Spanish Cultural Center are relatively expensive (5,000 to 9,000 Fcfa).

**Transportation:** Transportation (car, bus, or pick-up truck) outside of Malabo, arranged through the National University, is 20,000 Fcfa per trip plus gasoline. However, University vehicles and drivers are not always available. Taxis within Malabo cost 1000 Fcfa per trip. Taxis between Malabo and the airport cost 4500 Fcfa per trip. Transportation by BBPP (using our Ford Expedition, driven by BBPP staff) to other locations, such as Pico Basile, will cost 500 Fcfa/mile plus the cost of gas.

**Communication:** A local cell phone can be purchased for 30,000 Fcfa, including 5,000 Fcfa of credit. Local phone calls cost around 200 Fcfa per minute. International calls cost 1-2,000 Fcfa per minute. Incoming calls are free.

**DHL Shipments (3-5 day):** Shipments out of Malabo start at around 75,000 Fcfa. Shipments to Malabo begin at around \$100.