BOOK OF SERVICES

PALAU INTERNATIONAL CORAL REEF CENTER
As a world class research center, PICRC provides sound research results that supports and guides policy decisions regarding conservation efforts. With continued collaborations with current and new partners, PICRC's reach has extended far from Palau and the region. PICRC regularly host research collaborators from the USA, Japan, and Australia.

With various ongoing projects ranging from seagrass, coral reef monitoring, typhoon impact assessment to fisheries management studies, climate change impact assessments and socioeconomic studies at MPAs and non MPA sites, PICRC is proud to share this information with the Palauan community. With each new finding, PICRC gladly shares it with the Palauan people for increased knowledge about their marine environment.

The objective of the PICRC Research Facility is to give researchers a lab space and basic equipment to conduct their research in Palau.
CONTACT

* WEBSITE: www.picrc.org
* FACEBOOK: Palau International Coral Reef Center-PICRC
* EMAIL ADDRESS:
  * Reservation: Ms. Joy Shmull at jshmull@picrc.org
  * Any inquiries: mkloulechad@picrc.org
BOOK CONTENT

* CONDUCTING RESEARCH PROCESS
* CHECKLIST
* PERMIT PROCESS
* LABORATORY
* ACCOMMODATIONS
* EQUIPMENTS
* CONFERENCE ROOMS
* OTHER SERVICES
* RESERVATIONS OF FACILITY & EQUIPMENTS
CONDUCTING RESEARCH PROCESS

- Make sure your passport is valid and will not EXPIRE within 6 months, if so please renew before you leave.
- Need to submit your planned project that includes (preferably done before arrival):
  - Purpose of your study/project
  - Length of the project
  - Members of your team
  - List, quantity and estimated size of all collected specimens
- Make sure to check availability of equipment's in the lab or others big equipment. If not you would either order from your state or buy here in hardware stores.
- If you bring in any chemicals, you MUST bring back with you, not dispose in Palau. PICRC does not have any chemicals and you won’t be able to find any in Palau.
- All Marine Protected Areas in each states of Palau are protected and it would need more time to discuss with each governor and legislative body to do any or all research work in it.
  - It would also require you to be here in person to present your research work and why you choose such MPA site. This is also does not guarantee approval to do research work.
CHECKLIST

1. PERMIT - The permit is a long process which is estimated to take at least 2 to 3 weeks so please try to obtain your permit prior to your arrival. You won’t be able to start your research without your permit.
   a. NATIONAL PERMIT
   b. STATE PERMIT
   c. Sending sample out of Palau - Need to get permit and approval from BMR.

2. Chemicals & Specific Equipment – If you need chemicals and specific equipment to conduct your research, you need to bring them to Palau.
   a. If you bring in any chemicals, you MUST bring back with you, not dispose in Palau. PICRC does not have any chemicals and you won’t be able to find any in Palau.

3. Reservations are confirmed
Permit Process

* **PERMIT**
  * **STATE PERMIT**
    * All state marine permits process differ from state to state as well as it’s fee
    * It is highly recommended that you obtained a state permit before your arrival. See the contact information of each state on page 21.
    * Koror State Government needs the following information:
      - Koror State’s Marine Permit is issued if approved by the governor himself and it costs $200.00US. (This fee may change according to the Governor but it won’t ever be less than $200US)
      - There’s no application forms to fill instead you would need to write a formal letter to the current governor. In this letter please try to be as specific without being to scientific. State you purpose of study/project including list of all group members, list of all collected specimens, these information should also be the same information you provided to your National Permit Application.
        - A map of your selected site with GPS coordinates within State
  * **NATIONAL PERMIT**
    * National Marine Permit is a MUST when conducting all Marine Research Work in Palau
    * There’s an application form that you would need to fill, sign, scan and send back for processing before arrival. PICRC can either process your application and pay or we provide you the right contact person at the Bureau of Marine Resource for processing.
    * Provide the purpose of your study/project
    * Length of the project
    * Name list of all group members
    * List, quantity and estimated size of all collected specimens
    * National Marine Permit fee is $300.00US one time payment according to your dates on the application. It is highly recommended that when you apply the permit includes all the dates that you will be coming to Palau. The permit expires every 31st of December. Please specify research dates to avoid double paying the fee. Always make sure to ask all information if you don't know to avoid miscommunication and misunderstanding.
ALL LABORATORY IS SHARED SPACES WITH OTHER GUEST AND PICRC RESEARCHERS. PLEASE BE SPECIFIC OF WHAT YOU NEED WHEN MAKING YOUR RESERVATIONS. TO HELP US ENSURE YOU HAVE ENOUGH SPACE FOR YOUR RESEARCH EXPERIMENT. WE NEED THE FOLLOWING.

1. DIAGRAM OF YOUR SET UP
2. SPECIFIC EQUIPMENT NEEDS
3. ANY CHEMICAL USE
4. UTILITY VOLTAGE
5. WATER TEMPERATURE OR A NEED TO USE CHILLER
* **Dry Lab**
  * A lab space for the storage of dry materials.

* **WET LAB & MICROSCOPE**
  * Wet lab – Wet laboratories are laboratories where chemicals, drugs, or other material or biological matter are handled in liquid solutions or volatile phases, requiring direct ventilation, and specialized piped utilities (typically water and various gases).
OUTSIDE (HOLDING TANK)

* Outside Aquarium tanks (Holding Tanks) – Holding tanks connected to the salt water and outlets available to plug major equipment to conduct your research.
Accommodations

1. 6 SINGLE Studio
   i. 1 bedroom, kitchenette (fully furnished), and bathroom, Sofa Bed
Accommodations

Dormitory Rooms

I. 2 Single Bed & 1 double bed rooms
   a) Drawers, bedroom, study/work desk
   b) Sharing kitchen with the other rooms, and bathrooms
1. Merand III (21 footer with 85hp)- Maximum Capacity 3 people with gears to get 2 dives in a day.
2. Merand II (27 footer with double 150hp) – Maximum capacity 6 people with gears to get 2 dives
3. Mesekuuk (27 footer with double 150hp) - Maximum capacity 6 people with gears to get 2 dives.
4. Outside boat rental – PICRC can arrange for an outside boat but the guest will be responsible to pay for the invoice. If PICRC pays for the service and bill the guest, it will charge 15% of the actual invoice. The guest is welcome to pay the boat rental directly to avoid the 15% service charge.

Please note that PICRC have a half day and full day rate and PICRC does not have control on outside boat rate and they do not have half and full day rate like PICRC. Outside boat, the price range between $450 to $800 depending on the distance to your site and the size of the boat.
Diving Gears – PICRC do not have any gears, weight, snorkels to rent so please do bring your own.

- **TANK**
  - REFILL IS $3.75 – this is based on availability of PICRC tanks
  - Tank rental-$5.75

- **CAR** – need to have a driver’s license in order to rent the car
  - We only have 1 sedan car available for rent.
    - Toyota Platz – Sedan car
* Student Lab – Maximum capacity is 15 people
  * One set up only round set up
* Kedarm Conference Room- Maximum capacity 30 -50 people.
  * Classroom setup- maximum capacity – 30 pax
  * Regular Setup (round tables) – 30 pax
  * Theater Setup (chairs only) -50 to 70 pax
* TR Conference Room- maximum pax- 40 -100 people.
  * Classroom set up – 50 pax
  * Regular set up (round tables)- 40 pax
  * Theater Setup – 100 pax
OTHER SERVICES

* AIRPORT PICK UP AND DROP OFF
  * we can arrange an airport pick up. PICRC charge 15% if we pay for the service but the guest is welcome to pay the driver to avoid the 15% charges.
  * One way fee is $20 per person

* CUSTOM CLEARANCE
  * We can clear your equipment but you need to address all your equipment to PICRC. (see attached fee schedule)

* Other Services
  * Any services outside of PICRC’s fee schedule, we will determine if we can do the service, and if we can we will charge 15% of the actual invoice of that specific service.
Reservations

* Contact person to confirm your reservations
  * Ms. Joy Shmull: jshmull@picrc.org
  * Please copy Ms. Mingrang Kloulechad at mkloulechad@picrc.org

* Contact person for Research questions
  * Ms. Randa Jonathan: rjonathan@picrc.org
  * Please copy Ms. Geraldine Rengiil: grengiil@picrc.org
* National Permit:
  * Ministry of Natural Resources, Environment, and Tourism (680) 488-2897
  * Contact Person: Helena Recheluul
State Government Contact Numbers
Area Code (680)

* Koror State Government – 488-2439
* Aimeliik State Government – 544-2012
* Airai State Government – 587-2135
* Angaur State Government – 488-5242
* Hatohobei State Government – 488-2218
* Kayangel State Government – 488-2766
* Melekeok State Government – 654-2967
* Peliliu State Government – 488-1817
* Sonsorol State Government – 488-1237
* Ngaraard State Government – 824-4490
* Ngarchelong State Government – 488-2871
* Ngardmau State Government – 488-1401
* Ngaremlengui State Government – 733-2967
* Ngatpang State Government – 535-1882
* Ngchesar State Government – 488-2636
* Ngiwal State Government – 679-2967
To help recover costs for utilities, maintenance, services and compensation, the following Fee Schedule takes effect on October 1, 2017

**Fee Schedule**

<table>
<thead>
<tr>
<th>Conference room</th>
<th>Fee Schedule</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>TR Conference room</strong></td>
<td>$375 per day or $300 half day</td>
<td>$50.00 cancellation fee applies if the cancellation is made within 24 hours of schedule use; $50 security deposit confirmation is required for confirmation of reservation.</td>
</tr>
<tr>
<td>Includes: Internet/WIFI (Hot Spot Only)</td>
<td></td>
<td>(Set up: Round Table, Classroom, and Theater)</td>
</tr>
<tr>
<td>Projector, Mounted Wall Screen</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound System, podium &amp; microphones</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tables &amp; Chairs, A/C</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Set up and cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Capacity 40 to 50 Pax</td>
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<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Catering Services</th>
<th>Actual cost of Catering plus 15%</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kedarm Conference room</strong></td>
<td>$300.00 per day or $225 half day</td>
<td>$50.00 cancellation fee applies if the cancellation is made within 24 hours of schedule use; $50 security deposit confirmation of reservation is required for confirmation of reservations.</td>
</tr>
<tr>
<td>Includes: Internet/WIFI (HotSpot Only)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Projector, Mounted Wall Screen</td>
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</tr>
<tr>
<td>Set up and cleaning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Max Capacity 30 to 35 Pax</td>
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</tr>
</tbody>
</table>

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<tr>
<th>Catering Services</th>
<th>Actual cost of Catering plus 15%</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Student Lab</strong></td>
<td>$250.00 per day or $150 half day</td>
<td>$30.00 cancellation fee applies if the cancellation is made within 24 hours of scheduled use; $50 security deposit is required for confirmation of reservation.</td>
</tr>
<tr>
<td>Includes: Tents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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<thead>
<tr>
<th>Grounds</th>
<th>$350.00 per function</th>
<th></th>
</tr>
</thead>
</table>
Tables & Chairs
Does not include set up and decorations

Catering Services
Actual cost of catering plus 15%

Dry & Wet Labs & water table
$50.00 per day for 3 people and $15 for additional person per day
10% discount for student/local user

Boats
Merand II, 27’ with Operator
$375 per day or $250 for ½ day
Merand III, 21’ with Operator
$275 per day or $175 for ½ day
Outside Boat
Actual Cost + 15% Service charge
Fuel
Cost + 15% service charges

Research Assistants
Research Assistant, Regular
$120.00 per day or $60.00 per ½ day
Research Assistant, OT & Weekends
$180.00 per day or $100.00 per ½ day
Researchers
$400 per day or $200 per ½ day

Accommodations
Single Studio Apartment
Daily Rate
$80 per night
Weekly Rate
$60 per night
Monthly Rate
$40 per night
2 months Rate
$35 per night

Double Room
Daily Rate
$75 per night
Weekly Rate
$55 per night
Monthly Rate
$35 per night
2 Months Rate
$30 per night

Single Room
Daily Rate
$70 per night
Weekly Rate
$50 per night
Monthly Rate
$30 per night
2 Months Rate
$25 per night

Please note that the Double and Single room are sharing shower and kitchen.

Aquarium Tours
Adult, Visitor
$10.00 per person
Adult, Local
$5.00 per person
Children 6-11
$5.00 per person
Children under 6
Free
Group Rates, (adult) $8.00 per person
Group Rates, (6 to 11 yrs old) $3.50 per person
Prepaid Rate, minimum 50 tickets $7.00 per person
Prepaid Rate, minimum 250 tickets $6.00 per person
Prepaid Rate, minimum 500 tickets $5.00 per person

Commercial Filming case by case basis

Other Charges and Service Fees

Post and Mailing Service Actual Postage + 15% service fee
Airport Pick Up or Drop Off $20.00 one way
Cargo Pick Up or Drop Off $33.00 Per pick up
Licenses Actual Cost + 15% service fee
Custom Clearance (Handling Fee) $75.00

Car Rental (specifically for PICRC Guest) $40 per day less than a month
$35 per day more than a month

A service charge of 15% shall be added to the cost of performance of other services requested but not expressly covered in the above Fee Schedule.
Services Form

1. Number of Team Members in this group: _______________________

2. Billing Name & Address:
____________________________________________________________________________
____________________________________________________________________________

3. Team Leader: ___________________ Email Contact: ________________________________

4. Contact while in Palau _________________________________________________________

5. Where are your research site in Palau?
   a. State: __________________________________________________________
   b. Site or GPS Coordinates: ________________________________________

6. Will you be sending specimen outside of Palau? ______Yes ______No
   a. If yes, Do you need PICRC to process specimen permit
      i. _____ Yes _____No

7. Will you need space to store your equipment?
   a. Before Arrival _______ Yes _______ No
   b. During your Stay _______ Yes _______ No
   c. After your Research _______ Yes _______ No
      i. Please specify the time PICRC will store your equipment:
         ___________________________________________________________________

8. Will you be using chemicals?
   a. Yes ______________ No__________________
   b. Specify the Chemicals: ______________________________________________

9. How long will you be staying in Palau?
   a. Arrival Date: __________ Departure Date: __________

10. Service Requested from PICRC:

<table>
<thead>
<tr>
<th>Request</th>
<th>X if needed</th>
<th># of guest, request, equipment names</th>
<th>Requested Dates of Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Pick up</td>
<td></td>
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<tr>
<td>Airport Drop Off</td>
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</tr>
<tr>
<td>Laboratory</td>
<td>Process National Permit</td>
<td>Process State Permit</td>
<td>Boat</td>
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</tbody>
</table>

11. Outside Service Payment: ________ Yes ________ No
   a. I request PICRC pay for all outside services and invoice us and agree to pay 15%.

12. Other request
   a. Please specify other needs or questions.
      i. ___________________________________________________________________
         ___________________________________________________________________
         __________

FOR PICRC ONLY

Confirmation of requested services:

Accommodations: ______________________________________________

Laboratory: _____________________________________________________

Boat: __________________________________________________________

 Others: ________________________________________________________