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JOURNALIST AND MEDIA PROFESSIONAL GUIDELINES

A. VISITOR APPLICATION PROCESS

To apply to be a media-related, journalistic, or social influencer visitor in one of our working areas, you must email at press@orangutan.or.id with the subject line «Journalist and Media Professional Guidelines», and attach a completed Visitor Application Form for review.

If our Communications Officer approves your application, you will be asked to read, fill, and sign the following documents:

- a. [Ethical Guidelines & Codes of Conduct](#)
- b. [Orangutan Proximity Agreement](#)
- c. [Visitor Medical Health Test and Quarantine Requirements](#)
- d. [Waiver of Liability and Hold Harmless Agreement](#)
- e. [Visitor Compliance Statement](#)

If you are not an Indonesian citizen, the approval of your application by BOS Foundation remains conditional, pending acquisition of a Journalist Visa.

B. VISA/PERMIT REQUIREMENTS

If you are not an Indonesian citizen, you legally require a Journalist Visa to collect photos, videos, or information for commercial publications. Please contact or browse the website of your nearest Indonesian Embassy for the requirements of this visa. BOS Foundation will provide all the necessary invitation/sponsorship letters upon your request. Email your requests for these supporting documents to press@orangutan.or.id. Please note that it may take several weeks to prepare the documents and the Embassy usually requires about 2 months to process your visa once all your documents have been submitted.

Both Indonesian and foreign media-related, journalistic, and social influencer visitors wishing to come to our working areas also require a permit from the National Resource Conservation Agency (BKSDA) in the province where your activities will be conducted



(for our forest orangutan release sites and within the Mawas Conservation Area) and clearance from the local police.

Once the appropriate visa is issued, additional documentation and agreements may be necessary dependent on the nature of the media project.

C. FORMAL AGREEMENTS, PAYMENT, AND COPYRIGHT

In certain situations—for example, the coverage of particularly sensitive topics, the filming of television series, or long films—it may be necessary to draft an agreement that covers the payment scheme, additional rules and regulations, and ownership/usage rights of photos and video footage, prior to any media-related activities.

BOS Foundation may also wish to retain equal usage rights for photos and video footage attained during your visit, but the ownership of such materials will remain yours to determine. If you wish to use any photos or video footage captured by BOS Foundation staff, BOS Foundation retains ownership and a fee for usage rights needs to be negotiated, complete with a signed agreement outlining the agreed conditions.

D. CODE OF CONDUCT

As previously stated, all media-related, journalistic and social influencer visitors must follow the BOS Foundation Ethical Guidelines and Codes of Conduct, and cannot:

- a. Offer the orangutans objects or props of any kind (including food).
- b. Approach closer than 10 m to an orangutan to get a good shot.
- c. Make physical contact with an orangutan or create material that shows orangutans making physical contact with anyone other than the staff.
- d. Use flash photography or bright lights of any kind.
- e. Leave litter behind in BOS Foundation working areas.
- f. Make gestures or sounds to elicit reactions from orangutans.
- g. Go anywhere within BOS Foundation working areas without being accompanied by a BOS Foundation staff member.
- h. Disturb or distract any BOS Foundation staff members from their work unless otherwise arranged with BOS Foundation management.
- i. Behave in a culturally inappropriate manner with our staff, local communities, or local authorities.



If you fail to follow these rules, BOS Foundation reserves the right to terminate your activities in BOS Foundation working areas with immediate effect.

E. FIELD CONDITIONS IN OUR FOREST WORKING AREAS

Working at these sites can be very mentally and physically demanding, so it is essential that every visitor is physically and mentally fit to work in this type of environment.

Our release sites are very remote, entirely forested regions of Borneo. The topography is gently undulating with several hill ridges that we use for radio-tracking. The forest can be dense, with patches of thick, spiny rattan commonplace. There are many rivers and streams crossing the forest which become deep and sometimes impossible to cross after heavy rains.

The forest has several plant and animal species that can cause discomfort. These include the barbed tendrils of rattan, which can rip clothing and cause deep cuts if you are not careful. Long sleeved shirts and long trousers must be worn in the field, despite the temperature. Leeches are common and steps should be taken to avoid these, including wearing rubber boots and applying insect repellent to socks. Leech-bites heal very slowly and if not treated properly can become infected, resulting in tropical ulcers. Mosquitoes are particularly prevalent in the evenings and horseflies are common around river. There are many species of biting ants, including swarming fire ants. Centipedes, spiders, scorpions and several species of venomous snakes are also found in the forest. Larger animals that can be dangerous include sun bears.

Indonesia is situated on the equator, and therefore has a tropical climate consisting of wet and dry seasons. In Borneo, the wet season is usually October to May, and the dry season June to September. Sudden downpours and tropical storms are to be expected. The tropical climate means it is extremely humid during the day and warm at night all year round. Typical daytime shade temperatures are 32°C at base camp or in the city, 27°C in the forest. In the late evenings, the temperature can drop by up to 7°C in the forest so it can feel quite cool compared to the city. Humidity is around 80%.

F. HOW TO GET TO OUR WORKING AREAS

You must fly to Palangkaraya (usually from Jakarta) if you will conduct your activities in the Mawas Conservation Area or at Nyaru Menteng Orangutan Rehabilitation Centre and its associated orangutan release sites (Bukit Batikap and Bukit Baka Bukit Raya), or to Balikpapan if you will conduct your activities at Samboja Lestari Orangutan Rehabilitation Centre and its associated orangutan release site (Kehje Sewen).



When you arrive at the Palangkaraya or Balikpapan airport, one of our drivers can collect you and bring you to the program. We will coordinate the driver upon your request.

If you are conducting activities at the Nyaru Menteng Orangutan Rehabilitation Centre or associated release site, from Palangkaraya, the centre is approximately 1 hour north of the city. We can provide accommodations (at a cost) during your quarantine period, and basic meals three times a day. Alternatively, you can stay in some nearby hotels. The accommodations at Nyaru Menteng are adjacent to the accommodations used by the centre's vets, who can speak English and Indonesian. There is not much to do here so please bring a book or other activities to keep you entertained during the quarantine period. There is WiFi connectivity in certain areas of Nyaru Menteng but it is slow and the office is usually closed around 4 pm.

The BOS Foundation staff will need your passport for the registration process with local immigration and the local police. Please have a selection of passport photos on a red background available for this process and make a note of the date by which you need to leave the country or extend your visa, to avoid any fines at a later date. Your passport will be returned to you within a day or two.

During your first ten days in Nyaru Menteng, you are in quarantine, which means no unnecessary access into the centre and strictly no contact with orangutans or other animals in our care. When you go to the office to meet the Program Manager and other staff who you will work with, please stay within the office and canteen area; you may not walk around the grounds or cages. This rule is particularly important after 3 pm when the forest school orangutans return to the centre. You can view the orangutans from the visitors centre or from inside the office. During your quarantine period at Nyaru Menteng, you can go to some of our orangutan pre-release islands on the Rungan River, but this is subject to staff availability and the activities you wish to conduct.

After your quarantine period has ended, we still do not allow contact with the animals. In the event of an orangutan making contact with you, please signal to a technician or babysitter for assistance and ensure that no photographs of you or any other visitor in contact with orangutans is posted on social media or otherwise distributed.

If you are travelling on to the release sites at Bukit Batikap or Bukit Baka Bukit Raya, you will be informed of your departure date after you arrive. Please ensure you have everything you need ready for an early departure.

From Balikpapan, the situation is somewhat similar, but you have the option of staying in our ecolodge, the Samboja Lodge at Samboja Lestari. The price is higher, but the accommodations and food are high quality ([see website for details](#)). During your quarantine period at Samboja, you can go to view some of the orangutans under our care on our man-made forest islands and take some trips on a nearby river.



G. BOS FOUNDATION SUPPORT PROVIDED TO JOURNALIST AND MEDIA PROFESSIONAL VISITORS

Support provided:

- Logistical support for transportation to/from the airport to/from Samboja Lestari or Nyaru Menteng Orangutan Rehabilitation Centres (but must be paid for) and to/from release sites.
- Food, hot drinks, and water at our remote forest camps.
- BOS Foundation staff guidance and supervision, as required.
- Use of certain expedition equipment and general facilities.
- Medical supplies at camp.
- Support NOT provided:
 - Cost of return flights from your home country to Indonesia and domestic flights within Indonesia.
 - Cost of accommodation at Samboja Lestari or Nyaru Menteng Orangutan Rehabilitation Centres.
 - Cost of food at our rehabilitation centres.
 - Cost of visa, visa extensions, and all visa-related travel.
 - Cost of clothing or supplies listed in Section H of these guidelines (which may be required for going to our forest working areas).
 - Cost of accommodation outside of BOS Foundation working areas.
 - Cost of personal medical/health insurance (possession of valid health insurance is mandatory to visit BOS Foundation working areas)

H. PREPARATIONS PRIOR TO DEPARTURE

In addition to packing all the necessary clothing and supplies as outlined below before you leave home, there are several other steps you should undertake to ensure that your visit progresses as smoothly as possible. You should confirm that your phone is unlocked prior to leaving, so you can get an Indonesian sim card (the provider Telkomsel offers the strongest service at our rehabilitation centres) upon your arrival in the airport. Having an operational Indonesian sim card with data will allow you to use the four key apps that make your life easier in Indonesia, i.e. WhatsApp (for messaging home and BOS Foundation staff), Google Maps (to find your way around), Google Translate (to help you get your point across if you need to travel or buy food/supplies), and Grab, Gojek, and/or BlueBird (for booking motorbike or car taxis). Some providers in your



home country may offer a roaming service, but these are generally more expensive than purchasing an Indonesia phone plan.

When packing, we recommend you bring the following equipment and supplies:

1. General

- Daypack
- Mosquito net (thin mesh or impregnated with mosquito repellent/DEET as there is one species of small mosquito that can get through larger mesh nets)
- Head torch
- Personal medical kit (see next Section E2)
- Sleeping bag
- Wellington (rubber) boots (available locally, but sizes above 44 are difficult to find in Indonesia)
- Sun hat (especially for travel in boats)
- Sunblock lotion
- Digital watch with timer
- Reusable water bottle
- Two pin European plug converter (220v)
- Silica gel packets to protect your cameras and other electrical goods against humidity
- Waterproof jacket / poncho / trousers
- A pair of flip-flops or light sandals
- Clothes (see Section E3)
- Wash bag, towel, other personal items

2. Medical Supplies

- Painkillers (aspirin/paracetamol/ibuprofen)
- Antihistamine creams/tablets for treatment of insect bites
- Fungicidal cream/antifungal dusting powder
- Plasters (band-aids)
- Gauze bandage roll
- Eye drops



- Antiseptics wipes, cream, or spray
- Sachets of re-hydration powders, such as Diarolyte
- Insect repellent
- Any personal medication that you normally carry, e.g. Asthma inhaler, including spares
- Feminine hygiene products

3. Clothing

- All field clothes should be in forest colours (green/browns), as bright colours disturb wildlife. The best field clothes are long trousers and loose long-sleeved shirts.
- Natural materials, such as cotton, which is cool and quick drying, are suitable.
- Thin fabrics tend to tear and are easily penetrated by mosquitos.
- Waterproofs should be in forest colours.
- Indonesia is a predominately Muslim country; therefore, all must dress conservatively, covering shoulders and legs when in Balikpapan or Palangkaraya, towns, and villages, and when travelling between sites. Clothing including shorts, sleeveless shirts, and lowcut tops, or casual western-style holiday wear are never appropriate.