

SHOOTING, FILMING AND PHOTOGRAPHY IN PROTECTED AREAS OF GALAPAGOS

REGULATIONS MANUAL

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Introduction

The Galapagos archipelago is recognized worldwide as a unique environment with attributes such as natural beauty, comprised of a different and varied list of species of flora and fauna and its volcanic origin makes each island of the Archipelago a unique site with stunning landscapes as well as its dynamic geological characteristics, make this living laboratory, not only of interest to the scientific, educational, tourist communities, but also as an attraction for professional film producers and TV producers and photographers around the world.

The area of the Galapagos National Park (PNG) comprises 97% of the island territory that is 799 540 ha / 7995.4 km² while the Galapagos Marine Reserve (GMR) encompasses 133,000 km².

Composed of 233 units of emergent lands (islands, islets and rocks), these two areas are protected by the laws of the Ecuadorian state, which are administered and managed under the Direction of the Galapagos National Park (GNP), government agency under the Ministry of Environment.

Approval for activities such as Production of films and videos in addition to professional photography sessions within there protected areas are obtained only from the Director of Environmental Education and Social Participation of the Galapagos National Park.

The requirement to obtain such permits for Filming and / or Photographing before the undertaking of such projects within the protected areas of the Galapagos, is to ensure that the development of the activity promotes the protection of Galapagos ecosystems, and that such projects are framed within the regulations that the GNP has implemented for the conservation of the islands terrestrial and marine ecosystems, in addition to the safety of their visitors.

During the process of obtaining permission, Galapagos National park personnel will review and analyze the information content of the proposed project to verify accuracy of the disseminated information, this will ensure that the information display on these audiovisual projects are totally reliable and that it also promotes appreciation and understanding of these protected areas.

This manual has been prepared to ensure compliance with the rules of the Directorate of the Galapagos National Park and safety of the production team.

Procedure

The process for obtaining a permit to video tape, film and / or photograph must meet the following steps:

- A.** Presentation of the project proposal.
- B.** Verification of requirements and analysis of the project proposal.
- C.** Categorization, payment of royalties and performance bond (guarantee) in respect of film and/or photograph inside the protected area.
- D.** Signature of the authorized filming and / or photography Agency

Important note: For filming in Ecuador and transport the technical equipment (cameras, accessories, etc.) In Ecuador, foreign production Agencies must comply with the procedures established by Secretaria Nacional de Comunicación (SECOM). An additional permit should be requested to perform this activity in protected areas of the Galapagos independent from the one demanded from SECOM.

Contact Office of the SECOM:

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Teléfono: 02-3827000 ext. 7509

A. REQUIREMENTS FOR SUBMISSION OF PROPOSED PROJECT.

Any film crew, professional photographers who want to engage in video/film productions, as well as photo shoots in the protected areas of the Galapagos National Park, must submit a formal application for the proposed project, **at least 15 working days prior to the date Estimated start.**

Applications should be received through regular mail and the process will officially begin upon physical receipt of the application.

These applications should be directed to:

Mgs. Lorena Sánchez Saritama
Directora
Educación Ambiental y Participación Social
Parque Nacional Galápagos
Puerto Ayora, Isla Santa Cruz
Galapagos – Ecuador

Inquiries can be made via e-mail (email), but that does not confirm that the processed started. This route will only serve as support for producers to comply with the following general information:

APPLICATION SIGNED BY THE REPRESENTATIVE WHOSE CONTENT MUST HAVE THE FOLLOWING INFORMATION:	
Project Title	Include the full title of your project.
Funding sources (sponsors)	Must clearly indicate the name of the person or entity that will finance and sponsor your project.
Representative	<ul style="list-style-type: none"> Indicate the name and contact information (address and e-mail) of the official representative of the project. This should be member of the film and/or photography crew and who will be representing the group during their stay in Galapagos. Regarding foreign producers, they must submit an internationally valid legal certificate. Duly notarized and apostilled (apostille) or otherwise appropriate depending on the country of origin as recognized by Ecuadorian law. Stating the representative of the crew and the legal representative of the manufacturer. Un notarized certificate is not valid and the request will be rejected.
Justification	Constitute the justifications and explanations (remarks, bibliographic or assumptions) that support the development of the project.
Objectives	Describe what are the general and specific objectives of the production.
Question (s)	Outline the question be the research and production will attempt to answer in questionform. Describe the questions that will be answered at the end of its production.
Application in Spanish	Include Spanish translated version of the application.
INCLUDE THE FOLLOWING CERTIFICATES	
Local Representative	<ul style="list-style-type: none"> For legal purposes the project should have a representative residing within the Ecuadorian state, preferably in Galapagos. Include contact details, copy of citizen identification and certificate of applicant (producer or institution) who is appointed as local representative, which should be equally duly notarized and apostilled, like its Spanish version. In the case of domestic applicants (in case of a legal person) requires a copy of the appointment of the legal representative duly registered in the commercial register. If the appointment is dated more than one year, attach certificate from the commercial register the appointment in question is still in force.

	<ul style="list-style-type: none"> For public institutions attach copy of appointment of the legal representative of the institution (personnel action or appointment of legal representative) and will be who should issue the request.
Bank Account	Premises must have a bank account in the Ecuadorian State for the subsequent return of the performance bond. Attach bank statement for the account of Ecuador.
Certification applies only to scientific and educational projects.	<ul style="list-style-type: none"> Filming of scientific, programs requires a Scientific Research Permit issued by the Head of the Research Process, Applied Environmental Management Directorate of the Galapagos National Park. Projects for educational purposes must attach a certification by the educational institution responsible for validating the educational purpose of the same.
DETAILS OF PRODUCTION	
Script	<ul style="list-style-type: none"> Is the narrative presentation and orderly actions and dialogues, here describes the scenes, specifies the actions and dialogue of the characters, accompanying them with general descriptions of the places where the action takes place. Include the script in its final version and the version translated into Spanish Latin, so you can figure out the context in which it will be handled information protected area. This is to check the accuracy of the information related to the Galapagos Islands in the draft. IMPORTANT: In productions where concerned issues of conservation and management of protected areas in Galapagos, you must integrate and prioritize the participation of technicians from the G.N.P in these topics.
Screenplay	Include the screenplay incorporating audiovisual language. Here you add synopsis, technical descriptions, sequences, scenes, dialogue, stage directions explanatory, etc. It is the graphic approach of the narrative, along with the dialogues.
List of staff	Include staff names, detailing the activities that will meet within the project. Also attach a copy of the identification card and / or passport of each of them, including copies of the representative and local representative.

List of equipment	Include List and characteristics of technical equipment used
Time and characteristics of the product(s) end(s)	<ul style="list-style-type: none"> Fully describe the characteristics of the product to be produced. In the case of films, indicate which will be the duration of the final output (spot, film, documentary, etc.) that are planned within the protected area. Include media and release date which shall not exceed one year. In the case of photographs describe the use of the same, detailing the nature of the publication, book, magazine, newspaper, website, blog, etc.
Dubbing	Remember that the official state language of Ecuador is Spanish, so in order that production could be used as an educational, cultural or informative, the final output must be translated (Voice-over) to Spanish Latin , as that the texts contained therein.
DETAILS OF VESSEL	
Vessel	<p>Include the name of the vessels employed to conduct business. These must be duly authorized by the Galapagos National Park, include a copy of the Patent Tourist Operation or authorization of the boat.</p> <p>The entry of foreign vessels for project development and / or photography is not allowed. These shall employ the service of local vessels authorized at all times.</p>
Itinerary	<p>Detail the exact itinerary of filming proposed for visits that will take place within the protected area. Itinerary must match the authorized tourist sites in the patent tourist operation or authorization of the boat. It should detail the activities to be held during the morning (AM) and afternoon (PM). The proposed route and its viability will be reviewed in conjunction with the entire project and its viability will be analyzed.</p> <p>You can check the allowed sites at the following address:</p> <p>http://www.galapagos.gob.ec/onecolmap.php?page=sitiosdevisita_index</p>

Naturalist Guide	One of the rules of visiting the Galapagos National Park is that every visit should be made only under the company of a naturalist guide licensed by the Directorate of the Galapagos National Park. The name and license number naturalist guide who will accompany the group throughout their visits must be included.
<p style="text-align: center;">Important Note</p> <p>If during the analysis of the application, additional information is required to sustain the viability of the project, defining categories and fees (film rights and performance security), etc., applicants will be contacted to provide the additional information. Such information must be provided for continuation of the evaluation and final determination of execution authorization.</p>	

Table # 1: Requirements to be included 100% in the application.

B. VERIFICATION REQUIREMENTS AND ANALYSIS OF THE PROPOSED PROJECT.

The first step in the approval of the project is the verification of the requirements. The fulfillment of each and every one of them begins the authorization process, analysis and response to your project.

There will be processed proposals that do not have all the minimum requirements and likewise those presented with least fifteen days in advance.

The process of obtaining rights can last a minimum of 15 working days upon receipt of complete documentation, and up to 6 months according to the magnitude of the project.

The process of verification and certification of the viability of each of the requirements involves different technical and administrative processes of the Directorate of the Galapagos National Park. A brief description of the procedure described below:

- a. The enter of the application in the office of Documentation and Archives, which processes it and sends to the Directorate of Environmental Education and Public Participation and this in turn to the process of Environmental Communication.
- b. Official Environmental Communications proceed to verify requirements compliance, perform analysis of scripts, content, etc. and when necessary request technical advice to the technical processes of the Galapagos National Park.
- c. The Directorate of Public Use check: licensed naturalist guide, patent tourist operation or authorization of the vessel and the route. If an unauthorized route is indicated in the itinerary. Then it's the responsibility of the tour operator to **apply to the Directorate of Public Use to change the itinerary. Certificates to be enclosed when submitting the application.**

- d. Upon the verification and analysis of the project. The final decision to deny or approve the project in the categories of commercial, scientific, cultural or educational will be made based on respective technical justifications. The upon approval payment of fees and signing of the authorization will ensue.

C. FEES FOR THE RECORDING AND / OR PHOTOGRAPHY WITHIN THE PROTECTED AREA.

Once categorized the project proceeds to send a response to the producer for the performance of duties and security as applicable, based on the following table:

Rights for Films and Documentaries with Commercial Character that Not Exceed 30 Minutes			
National		International	
Rights \$1.000	Guarantee \$2.000	Rights \$3.000	Guarantee \$4.000
Rights for Films and Documentaries with Commercial Character that last over 30 minutes			
National		International	
Rights \$2.000	Guarantee \$4.000	Rights \$6.000	Guarantee \$8.000
Rights for Television Spots			
National		International	
Rights \$500	Guarantee \$1.000	Rights \$1.500	Guarantee \$2.000
Rights for Productions with Scientific, Cultural and Educational Character Duly Qualified by the GNP			
National		International	
Rights N/A	Guarantee \$1.000	Rights N/A	Guarantee \$5.000
Rights to Take Professional Photographs for Commercial Purposes			
National		International	
Rights \$500	Guarantee \$1.000	Rights \$1.000	Guarantee \$2.000
For news coverage in the protected areas of the Galapagos			
National		International	
For news coverage in accordance with procedures and treatments required for this type of activity			

Table # 2: The values set in the Official Gazette # 391 published on July 29, 2008, where values are set by the concept of self-management rights for the communication services provided by the GNP.

The payment process rights and guarantee and its respective return is in conjunction with the Ministry of Finance of the Ecuadorian State, Central Bank of Ecuador and the Process Financial GNP, so it is important to follow these Guidelines to avoid problems and ensure speed of processing and certification of payment.

Environmental Communication authorizes payment rights and guarantee the project representative via email, who fills the forms below.

Form # 1:

FORM FOR PAYMENT OF RIGHTS (Data for the issuance of invoice)	
AMOUNT	
NAME	
ADDRESS	
TELEPHONE	
RUC	
CERTIFICATE AND/OR PASSPORT	

Form #2:

REGISTRATION FORM OF BANK ACCOUNT FOR RETURN PERFORMANCE BOND (Account name who issues the invoice)	
AMOUNT	
CURRENCY	
BANK OF BENEFICIARY	
NAME OF BENEFICIARY	
ADDRESS OF BENEFICIARY	
RECIPIENT'S RUC	
RECIPIENT'S CITY	
BENEFICIARY'S NUMBER AND TYPE ACCOUNT	
PAYMENT CONCEPT	
E-MAIL	
NAME	AUTHORIZED SIGNATURE

Forms to be submitted by the representative of the project at the time of payment in cash or certified payment and account registration. Forms included in **Annex 2** of this manual.

Since the return of the collateral will only be to the registered person or the registered company, it is important to ensure that exact information has been provided on the forms.

SPECIAL RECOMMENDATIONS ON PAYMENT OF RIGHTS AND WARRANTY.

On payments of rights and performance bond.

The payment of the rights and guarantees will be received according to the following rules: Payment in cash or by certified check payable to:

- GALAPAGOS NATIONAL PARK in the box component of the G.N.P.
- Cash deposit or bank transfer nationwide.
- You should make individual payments (cash deposit or bank transfer nationwide), a payment for rights and another for warranty.

Deposits or transfers made to the account:

**BANCO DEL PACIFICO
PARQUE NACIONAL GALÁPAGOS
CUENTA CORRIENTE
No. 0721678-5**

- **Note:** Financial institution charge a fee for bank transfers. This fee should be added to the rates of rights and guarantees if this method of payment is chosen.

On certification of payments and account registration for the return of performance bond (guarantee).

1. You must set up an account in Ecuador for the subsequent return of the performance bond.
2. You must fill out the forms in Annex 2 for certification of payment and account record to back guarantee.
3. When making payments in cash or certified checks should submit the forms in Annex 2 data necessary to issue the invoice and record the bank account for the money back guarantee.
4. In the case of bank deposits in cash or domestic transfer, you must present the relevant evidence of deposit or transfer along with the forms in Annex 2 to the Department of Environmental Communication, who request the Financial Administration certification of payment and account registration.

Reimbursement of performance bond.

The performance bond will be returned once all the obligations stipulated for the proposed filming or photography allowed, including delivery and review of the copies of the final output and its respective version translated into Spanish Latin, as stated in the agreement authorization. This procedure can take about 15 days.

D. SIGNING OF AGREEMENT FOR FILMING AND / OR PHOTOGRAPHY.

After the execution of administrative procedures and the actual payment of the values set for your project, proceed to the signing of the agreement for filming and / or professional photography within the protected area. The local representative will be the one to sign the agreement by the film project.

The copy of the agreement is the authorizing document for the project development of filming and / or photography permitted in the protected area of the Galapagos, which must be submitted to rangers control different visitor sites in order to proceed with the filming respective.

REGULATIONS OF VISITING THE AREA PROTECTED GALAPAGOS.

It is known to all visitors who, being in a protected area must meet certain security measures and rules to conserve and reduce the impact and disruption of ecosystems and biodiversity within the area of the Galapagos National Park.

There are areas of the protected area requiring strict compliance with the protocol field force (PNG, 2011) and Rules Quarantine Strict to be developed taking into account the particular needs of such areas.

Should the proposed project require compliance with this procedure, will the respective instructions for proper application, in conjunction with the following rules visit:

Rules Visit the Galapagos National Park

- ✓ Visits to protected areas of the Galapagos, may only be made in the company of a naturalist guide licensed by the Directorate of the Galapagos National Park.
- ✓ Hire the services of tour operators and vessels authorized to work in the protected areas of Galapagos. Make sure your experience unforgettable!
- ✓ Stay inside the trails and follow the signs. Do not destroy their infrastructure. Your safety and the conservation of natural resources are important.
- ✓ Keep a distance not less than two meters of the animals to not affect their behavior. If you touch the alter.

- ✓ Avoid feeding Galapagos animals because it causes damage to your health. They can be fed alone.
- ✓ Take pictures without flash to avoid altering the normal behavior of wildlife. Filming and professional photographs for commercial purposes require permission of the Directorate of the Galapagos National Park.
- ✓ If you want to camp, there are sites permitted where it can do. Apply for a permit 48 hours in advance at the offices of the Galapagos National Park in the different islands populated.
- ✓ Foods, plants and animals outside Galapagos threaten the islands. Work with inspection and quarantine located at airports and docks of the islands. Review the list of items allowed for entry.
- ✓ The souvenir made from black coral, shells, volcanic rocks, animal parts and wood endemic, consumption of banned species, constitute an illegal activity. Do not buy, do not eat it and report your sale!
- ✓ Write sentences in rocks, trees and walls, alter the natural landscape of the islands. Keep its scenic beauty in its most natural state possible!
- ✓ If you generate waste, store, carry it to the towns and work with recycling programs. The garbage generated negative impacts on the landscape, the lives of humans and animals.
- ✓ Fire is a threat to the flora and fauna of the islands, smoking or campfires within the protected area is not allowed.
- ✓ You can fish. Only be allowed to do so from fishing vessels experiential authorized by the Galapagos National Park.
- ✓ The motorized water sports, use of submarines and aerial tourism are not allowed. Enjoy a touch more natural in this beautiful place on the planet.

FINAL RECOMMENDATION.

Once your project has been approved and has signed the agreement containing the respective authorization, it is important to implement each of the recommendations. Committing violations could be grounds for execution of the performance bond, fines, imprisonment, suspension or full authorization issued by the Directorate, and in extreme cases could lead to the prohibition of any future work in the Galapagos of the producers, producer and / or company to sponsor the project.

Familiarize yourself with the laws and instructions for protecting the environment Galapagos and maintain a conservationist attitude during their stay in this natural heritage.

For more information send an e-mail to:

Diego Bermeo

Comunicación Ambiental
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Parque Nacional Galápagos
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www.galapagos.gob.ec

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- Administrative Statute the Galapagos National Park 2007.
- Ministerial Decision published in the Official Gazette # 391 published on July 29, 2008.
- Galapagos National Park, 2001. Protocol Handbook Field Trips and Camps in the Galapagos, Puerto Ayora, Galapagos, Ecuador (unpublished).
- Visiting Rules General Galapagos National Park and Marine Reserve of Galapagos.

Annex 1

CHECKLIST OF REQUIREMENTS.

1. Request the Director signed by the representative, including:

Project Title () Funding Source () Representative Data ()

Justification () Objectives () Questioning ()

Spanish version of the application ()

2. Certificates to include:

Certificate of Local Representative () Bank Certificate Ecuadorian Account ()

As applicable:

Permit Scientific Research () Educational Project Certification ()

3. Production details.

Equipment list () Screenplay () Stafflist ()

Copies of identification card and /or passport () Script ()

Time and characteristics () of the final product(s)

4. Details of the vessel:

Copy Patent Tourist Operation or authorization of the boat () Itinerary ()

Copy of the Naturalist Guide license ()

Anexo 2
FORMULARIOS

Form # 1:

FORM FOR PAYMENT OF RIGHTS (Data for the issuance of invoice)	
AMOUNT	
NAME	
ADDRESS	
TELEPHONE	
RUC	
CERTIFICATE AND/OR PASSPORT	

Form #2:

REGISTRATION FORM OF BANK ACCOUNT FOR RETURN PERFORMANCE BOND (Account name who issues the invoice)	
AMOUNT	
CURRENCY	
BANK OF BENEFICIARY	
NAME OF BENEFICIARY	
ADDRESS OF BENEFICIARY	
RECIPIENT'S RUC	
RECIPIENT'S CITY	
BENEFICIARY'S NUMBER AND TYPE ACCOUNT	
PAYMENT CONCEPT	
E-MAIL	
NAME	AUTHORIZED SIGNATURE