USAID | WEST BANK/GAZA
FROM THE AMERICAN PEOPLE

To: All USAID/West Bank and Gaza Contractors, Grantees and Recipients

Subject: Revised Logistics Procedures in Gaza- Submission of Request to Import into Gaza- Gaza Reconstruction Materials Monitoring System (GRAMMS).

Dear Implementing Partners,

This notice is to inform you of a change in practices for securing approvals to import goods, materials, and equipment into Gaza, as well as procure materials within Gaza. Beginning October 1, 2015, USAID Implementing Partners will be required to use the Gaza Reconstruction Materials Monitoring System (GRAMMS) to submit to the Coordination and Liaison Administration (CLA) for Gaza requests to import approved goods, material and equipment into Gaza or procure materials from approved vendors within Gaza. GRAMMS must also be used to track the use of materials and equipment on site.

Specifically, partners will be required to designate a Project Manager, who will be responsible for coordinating submissions and requests to the Palestinian Ministry of Civil Affairs (MoCA) and the Coordinator of Government Activities in the Territories (COGAT) through the GRAMMS system. The Project Manager will be provided access to the project implementation page on GRAMMS to make these submissions and will be able to confirm project stage details, note when project stages have commenced, modify stage dates and request additional materials using the process below.

Project Managers must be approved by both MoCA and COGAT. Partners should identify a Project Manager when submitting their Project Approval application to MoCA (gramms.ps@gmail.com) who will coordinate with COGAT to obtain this clearance. For partners who have already submitted their projects for consideration by MoCA and COGAT, or whose projects have already been fully confirmed, please submit an updated version of your Project Approval application with a designated Project Manager to MoCA.

Requests to bring goods, material and equipment into Gaza should be submitted a minimum of two days prior to the requested date of entry. If approved, confirmation can be expected within one day of receipt by COGAT. **Requests to bring goods, material and equipment into Gaza, or procure goods from approved vendors within Gaza, should only be submitted after projects have been fully approved by the Government of Israel (GOI).**[*] Once goods are

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[*] The process to submit Project Approval applications through GRAMMS is detailed on page 6 and 7 of the attached "Procedures for Permits, Visas, and Customs Clearance." Implementing partners may check the status of USAID projects approvals at http://grm.report/#/Projects. The approval process takes between 2-5 weeks.

approved to enter Gaza via Kerem Shalom, they will automatically be deducted from the project's quota, which is maintained on GRAMMS. Therefore, if goods are not received as planned, the Project Manager should file a complaint with COGAT. Project Managers must report weekly on the goods received in Gaza. Reports should be sent to the PSU at psu-permit@usaid.gov who will forward them to COGAT.

Only cleared GRM contractors will be permitted to move materials directly from Kerem Shalom to their warehouse or project sites. The contractors designated to move goods, materials and equipment should be identified and cleared within the GRAMMS system in the same manner as the Project Coordinator by submitting the Project Template to MoCA (gramms.ps@gmail.com). A list of currently cleared contractors can be found at http://grm.report/#/Vendors.

USAID/ West Bank and Gaza's Program Support Unit will continue to coordinate all donations for USAID projects in Gaza as detailed in the attached "Procedures for Permits, Visas, and Customs Clearance."

Any questions regarding this notice should be directed to either Fouad Salman or Rona Younis at psu-permit@usaid.gov or Courtney Taylor at cotaylor@usaid.gov. Thank you for your attention to this matter.

Sincerely,

Dale Lewis
Director
Office of Contracts Management
USAID/West Bank and Gaza

Atch: Program Support Unit (PSU) Procedures for Permits, Visas and Customs Clearances

cc: USAID/West Bank and Gaza C/AORs

USAID | WEST BANK/GAZA
FROM THE AMERICAN PEOPLE

To: CORs/AORs and Implementing Partners

Subject: Program Support Unit (PSU) Procedures for Permits, Visas and
                   Customs Clearances

Last Updated: September 17, 2015

The purpose of these guidelines is to provide guidance for all USAID Contracting Officer
Representative/Agreement Officer Representatives (COR/AORs) and implementing partners
on the procedures to obtain permits, visas, and customs clearance.

I. Israeli Visas:

PSU works with the Israeli Ministry of Interior for the issuance of visas. Visas fall into three
categories: B-2, B-1, and Entry Visa. Visas may be delayed or denied for a variety of reasons.

A. B-1 Visa:
This work visa applies to individuals working for organizations that are registered in Israel.
This visa allows individuals to **work on projects in Israel as well as the West Bank and Gaza**.
To apply for this visa, complete the same steps as for a B-2 visa described below, but in
addition, <u>a letter from the Israeli Ministry of Social Affairs authorizing a B-1 visa is required.</u>
The fee for the B-1 visa is NIS 360 (This fee is determined by the GOI Ministry of Interior and
is subject to change. Therefore, please check with PSU in advance to confirm the prevailing
rate at the time of request). B1 visas may be valid for up to one year.

B. B-2 Visas:
This work visa applies to most individuals working on USAID funded projects. This is a
multiple entry visa that can be valid for up to one year. It allows a person to **live in Israel
and work in the West Bank & Gaza**.

Application process for a B-2 visa:

➢ Complete the application form (PSU will provide by E-mail).
➢ Attach two recent passport photos.
➢ Attach a clear copy of the first page of the individual's passport.

➢ Enclose NIS 270 fee (exact change), for each application (This fee is determined by the GOI Ministry of Interior and is subject to change. Therefore, please check with PSU in advance to confirm the prevailing rate at the time of request.)
➢ Attach a letter from the Chief of Party stating the name of the individual's employer and his or her job title.

Please submit the above documents via e-mail to the COR/AOR for approval. Once approved by the COR/AOR, the partner must coordinate with PSU to bring applicant passports to USAID office on Mondays and Wednesdays by 10 am. Visas are generally issued by the MOI on the same day. It is the implementing partner's responsibility to check on the status of their request and coordinate with PSU to pick up the passports at the end of the day or early next morning.

C. Entry Visa:
Per Israeli law, this visa applies to citizens of certain countries such as Jordan and Egypt. Please contact PSU to learn whether an individual will require this visa or visit http://israel.visahq.com/.

Application process for an Entry Visa:

➢ Complete an application form (PSU can provide by e-mail).
➢ Attach a letter from the Mission or employer explaining the nature and length of the visit. In addition, please identify the location of the Israeli Embassy from which the entry visa will be picked up
➢ Attach two recent passport photos.
➢ Complete the security form (PSU can provide by e-mail).
➢ Enclose NIS 90 fee, for each application (This fee is determined by the GOI Ministry of Interior and is subject to change. Therefore, please check with PSU in advance to confirm the prevailing rate at the time of request).
➢ Provide a clear copy of the first page of the individual's passport.
➢ Processing of the Israeli security check can take up to 30 or 40 days.

*The forms must be completed using a black pen and clear handwriting.
**For visas issued in Jordan, once an individual is approved by the Ministry of Interior in Tel Aviv, he/she will need to complete an online application and schedule a visa interview in advance with the Israeli Embassy in Amman.

However, if individuals are only coming for a short visit, the Mission can send an invitation letter that individuals would then take to the Israeli Embassy in the applicant's' current country and apply for a visa. Sometimes this is the best arrangement.

II. Permits

PSU obtains and renews permits for foreign passport holders (non-US citizens) entering Gaza, and for West Bank, Jerusalem and Gaza ID holders traveling to Jerusalem and Israel. Additionally, PSU can obtain and renew permits for travel between the West Bank and Gaza. Civil Administration (Coordination of Government Activities in the Territories (COGAT)) issues only one permit per person. Individuals who already hold a permit (family reunification, merchants, etc.) will not be able to receive an additional permit. **Permits can only be requested for USAID partners' staff for official use only.** Implementing partners are cautioned to not make program decisions assuming that a permit will be issued on a particular day.

Application Process for Permits:

➢ All permit requests should be sent directly to the COR/AOR for his or her approval. After approving the request, COR/AORs will then submit the permit requests by email to psu-permit@usaid.gov

A. Permits for West Bank ID holders to enter Israel/Jerusalem

Application process:
- Application form for a permit to Israel (PSU can provide by e-mail).
- 10 Israeli working days for processing.
- Magnetic card (must be valid).
- USAID ID card.
- COR/AOR Approval.

Permits will be given to holders of **valid magnetic cards only**. Group requests such as CMM workshops, trainings and seminars must be submitted three weeks in advance. Requests for staff members with a security file must be submitted at least 20 working days in advance. Long term permits require copies of USAID issued ID cards, which should be sent as an attachment to the request. For those who do not hold an USAID issued ID, please send us an official letter from COR/AOR and/or the Chief of Party with full justification of the reason for a permit request, job title and job duties.

Individuals can cross checkpoints with this permit between 5 am and 7 pm. If an individual requests a permit for a time outside of these hours, e.g., until 10 pm, please include in your application package a justification letter from the Chief of Party or COR/AOR.

Permit Collection (for West Bank ID holders only) –
Sunday, Monday and Wednesday - 14:00 – 15:00
Tuesday: closed
Thursday – 11:00 – 12:00

B. Permits for West Bank ID holders to travel to Gaza

Application process:

- Application Form - Entrance to Gaza Strip (PSU can provide by e-mail)
- 30 Israeli working days for processing
- COR/AOR Approval

Permits are issued and should be collected at the Civil Administration Office at Beit El during the working hours mentioned above.

C. Permits for Jerusalem ID holders to enter Gaza
At this time a significant reduction of the entry of all Israeli citizens and residents into the Gaza Strip (including residents of East Jerusalem holding Israeli identification papers) has been ordered. Permits for Jerusalem ID holders to enter Gaza will only be considered in exceptional, urgent and unusual cases, which would be considered individually, in accordance with security considerations and the humanitarian circumstances of each case. Applicants should contact their COR/AOR, along with the PSU if they believe they meet these exceptional circumstances.

D. Permits for Foreigners (non-US citizens) to enter Gaza
Each request will need up to 15 working days to receive a reply. Please fill out the Request for entry to the Gaza Strip – Foreigners/Israeli ID form (PSU can provide by e-mail). In addition, an official justification letter from USAID and a copy of the passport must be attached. Once requests are processed, the Coordination and Liaison Administration (CLA) will provide an application number which will be required the first time travel into Gaza is made.

E. American Citizens and Gaza
The State Department has issued a Travel Warning discouraging American citizens from entering Gaza. For this reason, the USAID cannot facilitate American citizens, including dual nationals, entry into Gaza. America citizens wishing to obtain entry into Gaza may file an application with the Israeli Ministry of Defense: Foreign Relations Department- Coordination and Liaison Administration via their website: http://www.clagaza.org/

F. Permits for Gaza ID holders to travel to Israel and West Bank
Such permit requests are issued for specific travel dates with a maximum three-month time limit. An official letter to COGAT by the COR/AOR must be provided in addition to the Palestinian Staff Request for Exiting the Gaza Strip form which must be completed (PSU can provide by e-mail). For requests with more than one individual, please complete the Additional Application form that could be found at the CLA website: http://www.clagaza.org/#!home/mainPage. A copy(ies) of the individual(s) Gaza ID must also be submitted. Permits for Gaza ID holders residing in the West Bank will be picked up at Ramallah DCL on Sundays through Thursdays excluding Tuesdays. These requests take about 15 working days to get a reply.

G. Coordination for Gaza ID holders to cross Allenby Bridge
Coordination is required every entry and exit at Allenby Crossing. For this kind of a permit request, please complete the Palestinian Staff Request for Exiting the Gaza Strip form in addition to a letter from your COR/AOR. This request takes about 15 working days to get an answer. A copy the individual's Gaza ID and Palestinian passport must be submitted.

III. Customs Clearance

A. Donation Numbers

Obtaining a donation number involves the joint cooperation of the Palestinian Authority, Ministry of Finance (Mr. Luai Hanash) and the Israeli Customs and VAT office (Ms. Meirav Bar, Coordinator and Liaison with the Palestinian Authority Department, Jerusalem). All materials procured for USAID projects in the West Bank and Gaza must enter via Israel's ports, Allenby Bridge, or the Ben Gurion International Airport. Applications for customs clearances must include a donation number. A donation number is an approval to release the goods without paying VAT or customs fees; it does not waive any other fees at the port/airport (Demurrage, Transportation, Port fees...etc).

Contact Information:
Palestinian Ministry of Finance –
Mr. Ibrahim Abdallah
National Coordinator for Exemptions and Donations
Mobile: 0598990371
E-mail: Ibrahim_ps@yahoo.com

Application process for obtaining a donation number:

➢ COR/AOR and the Chief of Party write official letters addressed to the Palestinian Ministry of Finance, with an attached comprehensive list of all items being imported, the total value of the items, and the name and contact information of the clearing agent. In addition, a letter of support from the specific Palestinian Ministry that will be receiving the donation must be included.

➢ USAID may provide a list of clearing agents to the implementing partner. However, the implementing partner alone is responsible for obtaining a clearing agent.

➢ The Palestinian Ministry of Finance will issue a donation number and will communicate it to the implementing partner. The implementing partner is responsible for notifying PSU of this donation number, and must provide PSU with the complete application package that was submitted to the Ministry of Finance to obtain the donation number.

➢ PSU will share the donation number and the application package with COGAT and the necessary Israeli Government entities.

➢ Shipping of imported equipment or materials must not begin until the implementing partner receives approval in writing from the Israeli Customs and VAT Office. PSU will inform the implementing partner when this approval is given.

➢ Once the implementing partner has approval in writing from the Customs and VAT Office, the clearing agent can begin working on importing the goods. The process usually takes between 30-45 days.

B. Materials and Equipment Purchased in Israel

Any kind of material or equipment purchased in Israel will need COGAT's approval to enter the West Bank and/or Gaza. An official letter from the COR/AOR and from the implementing partner should be submitted to the appropriate department at the Civil Administration. This letter must include the list of items and the names and contact information of the Israeli suppliers. This process can take up to 45 days for clearance. PSU recommends including in the letter to COGAT, all previous Israeli approvals given to the project to import materials.

C. Goods & Supplies into Gaza

All construction and infrastructure projects (including all projects involving the use of materials or equipment classified as dual-use by the Government of Israel (GoI)) must be submitted through the Gaza Reconstruction Materials Monitoring System (GRAMMS) for consideration. Once approved by the GOI, materials can be procured from participating vendors in Gaza or be imported directly by the contractors implementing the project. All sub-contractor and material vendors must be vetted by the Israeli Authority. A list of approved vendors can be found on the GRM website at http://grm.report/#/Vendors

Application process for Project Approvals:

➢ A project submission for approval can be done in phases as information becomes available and the approval for project concept or project details can be sought after each phase, or all at once, depending on what information is submitted. Implementing partners will be required to complete and submit the essential documents detailed below to the Palestinian Ministry of Civil Affairs (MoCA) GRM division at gramms.ps@gmail.com. Templates and samples for these submissions can be found at http://grm.report/#/Projects

1. Phase One (Conceptual Phase) - To apply for project approval, the information listed below is required and should be submitted via the Generic Project Information template.
   - Name of the project
   - General description
   - Location w/ latitude and longitude
   - Funding source of the project * Funding source may be provided at a later date if not know at this time
   - Project implementer
   - Project Managers information (including name, ID number, street address and email address). * Please note that Project Managers must also be must be vetted by the Israeli Authority. Once a project manager is designate this individual cannot be replaced.

2. Phase Two (Project Details Phase)- This stage requires the submission of project details including:
   - Bill of Quantities (BoQ)
   - Project plan or schematic in either pdf or AutoCAD format
   - Construction and Technical dual-use materials to be used per stage in the provided template
     i. Assigning a contractor and plan for each stage of the construction including the dates and the allocation of dual-use material usage for each stage.
   - Funding source, if not already included

➢ The Palestinian Ministry of Civil Affairs (MoCA) in Ramallah who will submit the required project information into GRAMMS.

➢ Implementing partners may check the status of USAID projects approvals at http://grm.report/#/Projects. The approval process takes between 2-5 weeks.

➢ Once the project is approved, Project Managers must submit a request via the GRAMMS system to bring goods, material and equipment into Gaza.

➢ If a project manager was not designated when the original Project Approval Application was submitted and amended Project Approval Application with the name, ID number, street address and email address of the designated project manager should be submitted to gramms.ps@gmail.com

➢ Requests to bring goods, material and equipment into Gaza should be submitted NLT 2 days prior to the requested date of entry. If approved, confirmation can be expected within 1 day. Requests to bring goods, material and equipment into Gaza should only be submitted after projects have been fully approved by the GOI.

➢ Once goods are approved to enter Gaza via Kerem Shalom, they will automatically be deducted from the project's quota. Therefore, if goods are not received as planned, the Project Manager should file a complaint with COGAT.

➢ Project Managers must report weekly on the goods received in Gaza. Reports should be sent to the PSU at psu-permit@usaid.gov who will forward them to COGAT.

➢ Cleared GRM contractors will be permitted to move materials directly from Kerem Shalom to their warehouses or project sites. Contractors' information should be provided for clearance within the GRM system in the same manner as Project Coordinators- by submitting the Project Template to PA GRM Civil Affairs (gramms.ps@gmail.com). A list of already cleared contractors can be found at http://grm.report/#/Vendors.

D. Temporary Import License:
Temporary Import License is applicable to implementing partners that will need to bring material/equipment from abroad through Israel into the West Bank or Gaza for a short period of time.

Application Process for a Temporary Import License:

➢ Implementing partner must prepare an official letter to the Israeli Ministry of Trade and Industry at Civil Administration Beit El signed by the Chief of Party describing the need for the

materials, how the materials shall be used and how the materials will be brought in and out of the West Bank or Gaza. This letter will be submitted to Beit El through PSU with a full application package.

➢ COR/AOR will submit an official letter to the Israeli Customs (Mr. Avram Avramovich) for this request. For water projects, an additional letter to the Water Affairs Office at Civil Administration Beit El (Mr. Yuval Nachum) must be provided.

➢ The implementing partner must select a clearing agent who is familiar with the Israelis Customs regulations, including Standards Institute approval that must be checked in advance.

Standards Institution: Sometimes materials brought into Israel need to be checked by the Israeli Standards Institution, the government entity responsible for ensuring a particular standard for certain products. For example, all medical products, chemicals, electrical items, trucks, need to be checked by the Standards Institute office. The clearing agent should be familiar with this process. This applies for any imported material even if it is not under the donation process.

➢ The process usually takes up to 40 days.

For further information regarding these guidelines, please contact:

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