Republic of Palau
Office of the President

Tommy E. Remengesau, Jr.
President

P.O. Box 6051, Palau, PW 96940
Tel. (680) 767-2403/2828
Fax. (680) 767-2424/1662
Email: rop.president@palaunet.com

EXECUTIVE ORDER NO. 381

Organization of the Executive Branch of the Government of the Republic of Palau

WHEREAS, the Management Action Plan (the "MAP") was adopted by the President of the Republic of Palau (the "President") on March 26, 2013 in Executive Order No. 319 to serve as a strategic roadmap for the operations and continued improvement of the Executive Branch of the Government of the Republic of Palau (the "Executive Branch");

WHEREAS, it has been determined in the MAP that in order to ensure government efficiency and the effective delivery of services to the general public certain on-going activities of the Executive Branch must be reorganized and/or new activities created, and such new activities need to be coordinated with all appropriate authorities, boards, commissions or other duly constituted agencies;

WHEREAS, a comprehensive review of the organizational structure of the Executive Branch has been completed by every agency and ministry of the Executive Branch, in consultation with the Inter-Agency Coordinating Group (established pursuant to Executive Order No. 318);

WHEREAS, Sections 2 and 5 of Article VIII of the Constitution of the Republic of Palau (the "Constitution") provides for a Presidential Cabinet consisting of the Vice President of the Republic of Palau (the "Vice President") and the Ministers of the ministries under the Executive Branch (the "Ministries") who are appointed by the President with advice and consent of the Senate of the Olbiil Era Kelulau;

WHEREAS, Section 7(1) of Article VIII of the Constitution requires the President to enforce the law of the land;

WHEREAS, Section 102; Title 2 of the PNC establishes eight Ministries within the Executive Branch;

WHEREAS, Section 109; Title 2 of the PNC directs the President to provide for the subdivisions of the Ministries and to prescribe their duties, responsibilities and functions;

WHEREAS, Section 110; Title 2 of the PNC empowers the President to establish offices and

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WHEREAS, Section 110; Title 2 of the PNC empowers the President to establish offices and

agencies within the Executive Branch and to prescribe their duties, responsibilities and functions so as to assist the President, the Vice President and the Ministers in the performance of their duties, responsibilities and functions; and

WHEREAS, Executive Order No. 203 issued by the President on November 28, 2001 reorganized and restated the Executive Branch, and such Executive Order was subsequently amended numerous times pursuant to Addendums and Executive Orders that have been issued by the President, including, but not limited to, Addendum 1 issued on May 19, 2005; Addendum 2 issued on June 17, 2008; Addendum 3 issued on December 8, 2008; Executive Order No. 268 issued on August 19, 2009; Executive Order No. 288 issued on December 3, 2010; Executive Order No. 305 issued on January 12, 2012; Executive Order No. 308 issued on April 17, 2012; Executive Order No. 348 issued on October 18, 2013; and Executive Order No. 357 issued on February 26, 2014; and

NOW THEREFORE, by virtue of the authority vested in me as the President, it is ordered that Executive Order No. 203, which reorganized and restated the Executive Branch, and all subsequent amendments pursuant to Addendums and Executive Orders are hereby repealed and replaced by this Executive Order, which formally and officially reorganizes and restates the Executive Branch as follows:

PART I - OFFICE OF THE PRESIDENT

Section 1. President's Cabinet

The President's Cabinet shall consist of the Vice President and all the Ministers. The President shall chair all Cabinet meetings, and in his/her absence, the Vice President shall act as chair. Nothing in this part shall be construed to prohibit, from time to time, the designation of a Minister to chair Cabinet meetings as may be necessary and appropriate.

Section 2. The Office of Ombudsman

The Office of Ombudsman shall assist individuals with grievances regarding services, programs or activities of the Government of the Republic of Palau (the "Government"). The Ombudsman shall have no decision-making authority, but is empowered to have inquiry and mediation functions. The Office of Ombudsman shall be headed by an Ombudsman Officer who shall be responsible for the following duties and functions:

1. Receive grievances regarding services, programs and activities provided by the Government and its agencies;

2. Review the merits of each grievance and promptly seek to resolve and assist in the resolutions of said grievances;
3. Provide reports to the President with recommendations for improvement of Government services;
4. Arrange and refer individuals with grievances to appropriate agencies, Ministries, bureaus, programs and activities for speedier resolution; and
5. Perform additional duties and responsibilities as prescribed by the President.

Section 3. Office of the Grant Coordinator

The Office of the Grant Coordinator shall work closely with the Bureau of Foreign Affairs and Trade (Ministry of State) and the Bureau of Budget and Planning (Ministry of Finance) on:

Aid Coordination:

1. Minimize duplication of efforts and maximize the usage of available lending facilities;
2. Ensure that grants are consistent and in line with national priorities pursuant to approved national development strategies;
3. Make sure that all grant aid is coordinated, taking into account the source and nature of each grant;
4. Ensure that international standards for grant submission and compliance arc met;
5. Enhance, through collaboration and coordination with all interested parties, the formal communication undertaken by the Bureau of Foreign Affairs and Trade (Ministry of State) with international, regional and non-profit organizations and agencies, to identify all available grant opportunities for and in the Republic of Palau ("Palau"); and
6. Disseminate grant information, where appropriate, to interested potential applicants.

Grant Monitoring:

1. Monitor all grants, taking into account the capacity of each Government agency responsible for direct grant management, to ensure that grant recipients are in compliance with reporting requirements and monitor the accomplishment of the objectives of the grant; and
2. Work with all parties, through the entire granting process, to ensure that relevant grant documentation is provided to grant applicants, grant recipients and grantors, to ensure and facilitate aid coordination and management.

Development of Grant Repository - Develop a comprehensive database of information about all existing grants identifying donors, recipients, purposes, amounts, grant periods, matching sources, key personnel and reporting requirements.

Grant Development Assistance and Training - Make available assistance to Government agencies authorities, boards, commissions, and semi-government entities under the jurisdiction of the Government, including staff training, taking into account the capacity of such agencies to develop, manage and gather appropriate data for all grants.

Section 4. Council of Chiefs

The Council of Chiefs is an advisory body to the President, established pursuant to Section 6 of Article VIII of the Constitution, whose primary function is to advise and assist the President on matters concerning traditional laws, customs and their relationship to the Constitution and the laws of Palau.

PART II - OFFICE OF THE VICE PRESIDENT

Section 1. Pursuant to Section 2 of Article VIII of the Constitution, the Vice President shall serve as a member of the President's Cabinet and have such other responsibilities as may be assigned by the President. In addition to his or her duties and responsibilities by virtue of holding the Office of Vice President, the Vice President shall serve as the head of a Ministry pursuant to appointment by the President.

Section 2. The National Emergency Management Office shall be under the direction of the Office of the Vice President.

PART III - MINISTRY OF STATE

The Ministry of State shall be headed by a Minister who shall be responsible for national defense, treaty matters, relations between the national and state governments and relations with other nations, the United Nations, and other international organizations (Section 104; Title 2 of the PNC). The Minister shall coordinate the activities of the Ministry with appropriate authorities, boards, commissions and public corporations. The Minister shall be responsible for the performance of the duties and functions of the following offices bureaus and divisions:

Section 1. Embassies, Mission and Consulates

The Palau Embassies shall represent the people of Palau and the Government on a full-time basis before their respective foreign governments, and other organizations, both private or public, on matters pertaining to Palau, actively and fully advocating all programs and policies of the Government. Palau Consulates shall be under the direct supervision of the head of the Palau Embassy in Washington, D.C. and shall be responsible to the President through the Minister of State.

The Embassies of Palau are as follows:

- Washington D.C., United States of America
- Tokyo, Japan
- Taipei, Republic of China (Taiwan)
- Manila, Republic of the Philippines
- Suva, Republic of Fiji

The Permanent Mission of Palau is as follows:

- United Nations Representation Office in New York

The Consulates of Palau are as follows:

- The Commonwealth of the Northern Mariana Islands (CNMI)
- The United States Territory of Guam

Section 2. Office of the Public Defender

The Office of the Public Defender shall represent indigent individuals in all criminal matters as required in Section 402; Title 18 of the PNC. The Office of the Public Defender may represent indigents in civil matters when Micronesian Legal Services has a conflict of interest that precludes it from providing representation, or pursuant to other criteria established by the Minister of State, where deemed appropriate and if funding is available.

Section 3. Palau Passport Office

The Palau Passport Office shall regulate the issuance, security, and procurement of Palau passports and provide support services to citizens of Palau in obtaining foreign entry requirements and other needs while traveling with a Palau passport.

Section 4. Bureau of Foreign Affairs and Trade

The Bureau of Foreign Affairs and Trade shall be headed by a Director who shall be responsible for the conduct of affairs, international trade negotiations and international protocol through the oversight of the Division of Foreign Affairs, the Division of Trade and Technical Assistance and the Division of Protocol, whose responsibilities are set forth herein.

Division of Foreign Affairs. The Division of Foreign Affairs shall be headed by a Chief who shall be responsible (under the direction of the Director of the Bureau of Foreign Affairs and Trade) for the conduct of foreign affairs between Palau and foreign governments, including, but not limited to, maintaining and protecting diplomatic relations with bilateral partners, coordinating and facilitating out-of-country meetings and conferences and providing government protocol to visiting dignitaries. The Division, through the Bureau of Foreign Affairs and Trade shall coordinate its efforts with the Office of the President, appropriate Ministries and agencies and the Division of Trade and Technical Assistance.

Division of Trade and Technical Assistance. The Division of Trade and Technical Assistance shall be headed by a Chief who shall be responsible (under the direction of the Director of the Bureau of Foreign Affairs and Trade) for conducting and coordinating international trade negotiations. The Division shall also be responsible for researching and identifying financial grant/aid and technical assistance opportunities from international, regional and multilateral organizations for the benefit of Palau, including but not limited to, providing assistance to national and state government agencies in the procurement of financial grant/aid and technical assistance. In this regard, the Division, through the Bureau of Foreign Affairs and Trade shall coordinate its efforts with the Office of the President, the Division of Foreign Affairs, the Bureau of Budget and Planning and the Office of the Grants Coordinator.

Division of Protocol. The Division of Protocol shall be headed by a Chief who shall perform (under the direction of the Director of the Bureau of Foreign Affairs and Trade) the following duties and functions:

1. Ensuring that visiting diplomats and official guests of Palau are accorded the services entitled to them as emissaries of sending state and or organizations under the provisions of the Vienna Convention and other conventions or treaties Palau is signatory to;
2. Providing protocol services and related services in regard to foreign embassies, missions, and consulates in Palau;
3. Ensuring that appropriate briefings and information regarding visiting diplomats and official guests is disseminated to the Office of the President, the Ministries,

and appropriate entities determined by the Minister of State, the Director of the Bureau of Foreign Affairs and Trade and the Chief of the Division of Protocol; and

4. Coordinating and assisting appropriate Ministries, agencies and entities in conducting local official functions to ensure that international and local protocol practices are adhered to.

Section 5. Bureau of Domestic Affairs

The Bureau of Domestic Affairs shall be headed by a Director who shall be responsible for national and state relations; providing, upon request, assistance to the Palau Election Commission in conducting national and state elections, plebiscites, and referenda; coordinating liaison activities between the Executive Branch and the Olbiil Era Kelulau; archiving all government rules, laws, procedures, regulations and other public documents for the Government, state governments and the private sector; and raising public awareness through the dissemination of all government activities and issues through various media outlets. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of State and Community Affairs. The Division of State and Community Affairs shall be headed by a Chief. The Division shall be responsible for coordinating and maintaining relations between the national and state governments; for providing, upon request, assistance to the Palau Election Commission in conducting national and state elections, plebiscites, and referenda; and for providing, upon request, assistance to the state legislatures on parliamentarian rules of procedures for the conduct of official business. As required by applicable law, the Division shall provide for the public posting and viewing of proposed and adopted rules and regulation.

Division of Media and Information Services. The Division of Media and Information Services shall be headed by a Chief who shall manage the official media of the Government and be responsible for the dissemination of all information from the Executive Branch to the public. No Executive Branch entity may disseminate any information from the Executive Branch, unless that information is vetted and approved by the Division of Media and Information Services, in coordination with the Office of the President. Any approved dissemination of information from the Executive Branch shall be disseminated by the Division of Media and Information Services.

PART IV - MINISTRY OF JUSTICE

The Ministry of Justice shall be headed by a Minister. The Minister shall be responsible for

providing legal services to the Government and to its agencies and political subdivisions, promoting and protecting the safety and peace of the public, and maintaining order and enforcing all laws. The Minister shall coordinate the activities of the Ministry with appropriate authorities, boards, commissions and public corporations. The Minister shall be responsible for the performance of the duties and functions of the following offices, bureaus and divisions:

Section 1. Office of the Attorney General

The Office of the Attorney General shall be headed by the Attorney General who is appointed by and serves at the will of the President. The Office shall employ such staff as necessary to carry out its functions and shall be responsible for providing legal services to Palau, including, without limitation: prosecuting criminal and civil cases on behalf of Palau; representing and advising all Executive Branch Ministries, divisions and agencies on legal matters; as requested by the President and the Ministers, issuing written legal opinions; providing legal services to the Procurement Officers; drafting, reviewing and certifying Government contracts as required by law or as requested by the President; reviewing legislation as requested by the President; processing petitions for corporate charters; registering foreign corporations; and performing such other duties as provided by statute or as assigned by the President or the Minister of Justice.

Section 2. Bureau of Immigration and Labor.

The Bureau of Immigration and Labor shall be headed by a Director who shall enforce Title 13 of the PNC and all other immigration and naturalization laws applicable in Palau, process passports, visa and other entry permit applications for Palau and perform entry and exit inspections for all passengers, aircrafts and vessels for proper travel documents.

Division of Immigration. The Division of Immigration shall be headed by a Chief. The Division shall be responsible for the enforcement of Title 13 of the PNC and all regulations promulgated pursuant thereto, and shall perform such duties pertaining to nationality, emigration and immigration, and administer all immigration and naturalization laws applicable in Palau including the processing of visa and other entry permit applications, performing entry and exit inspections for all passengers, aircrafts and vessels for proper travel documents, and performing such other duties as provided by statute or as assigned by the President or the Minister of Justice.

Division of Labor. The Division of Labor shall be headed by a Chief who shall be responsible for labor and the effective utilization of human resources. This shall include the enforcement of applicable provisions of Chapter 10; Title 13 of the PNC that covers foreign labor and minimum wage standards. The Division will also focus on labor disputes between employees and employers, issues relating to fair wages, worker safety, and industry / trade classifications. Additionally, the Division will assist the Division of

Immigration with overstays of visas, and performing such other duties as provided by statute or as assigned by the President or the Minister of Justice.

Section 3. Bureau of Public Safety

The Bureau of Public Safety shall be headed by a Director. The Bureau shall be responsible for the protection of persons and property and the enforcement of the laws of Palau. To assure the highest degree of professionalism, all law enforcement officers of the Bureau of Public Safety shall take and subscribe to the oath set forth in Section 801; Title 1 of the PNC, said oath to be administered by the President or his/her designee. The Bureau shall issue vehicle operator permits, issue vehicle registration documents, issue verification of vehicle operator permits, issue national identification cards, enforce all traffic laws, issue police clearances, provide manpower for executive security detail at the discretion of the President, and shall be responsible for performing such other duties as provided by statute or as assigned by the President or the Minister of Justice. The Bureau's law enforcement officers, as defined in Section 4503(f); Title 17 of the PNC, may possess firearms while acting in their official capacities pursuant to Section 4507; Title 17 of the PNC; provided that, possessing firearms by such law enforcement officers is approved by the Minister of Justice and the Director. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Patrol. The Division of Patrol shall be headed by a Chief. The Division shall perform the following duties and functions: provide necessary patrol services to the states, prevent crime, control traffic, provide protection at public functions, enforce all laws and perform other duties that may be assigned; provide manpower necessary to assist in fighting fires, operate ambulance services and respond to emergencies; conduct investigations and prepare reports regarding traffic and misdemeanor offenses; and assist in providing security as required at Palau airports.

Division of Criminal Investigation. The Division of Criminal Investigation shall be headed by a Chief and shall be primarily responsible for investigating all acts in violation of all criminal laws of Palau. For each case where probable cause exists that a crime has been committed, a criminal investigation report shall be prepared, evidence collected and preserved and a final report shall be submitted to the Office of the Attorney General for disposition. In carrying out its responsibilities, the Division, through the Director of the Bureau of Public Safety, shall consult with the Attorney General regarding the conduct of its investigations and the performance of its duties. The Division shall also perform such other duties as may be assigned by the Director of the Bureau of Public Safety.

Division of Drug Enforcement. This Division shall be headed by a Chief and shall be primarily responsible for investigating acts in violation of all laws related to illicit drugs, including manufacturing, cultivation, distribution, transport, sale and use of the same, as

well as, all acts in violation of laws related to alcoholic beverages, tobacco products, prostitution, human trafficking and transnational crimes. For each case where probable cause exists that a crime has been committed, a criminal investigation report shall be prepared, evidence collected and preserved, and a final report shall be submitted to the Office of the Attorney General for disposition. In carrying out its responsibilities, the Division, through the Director of the Bureau of Public Safety, shall consult with and submit its reports to the Attorney General for disposition. The Division shall also be responsible for transnational intelligence gathering and also perform such other duties as assigned by the Director of the Bureau of Public Safety.

Division of Fire and Rescue. The Division of Fire and Rescue shall be headed by a Chief. The Division shall perform the following duties and functions: respond to and combat fires with the assistance of police officers; maintain fire trucks and other equipment to be fully operational and ready for use in fighting fires; inspect equipment, buildings and property for adherence to fire safety standards and proper storage of hazardous and flammable materials; respond to emergencies and provide emergency services in case of natural disaster, such as earthquakes, typhoons, tidal waves, or other acts of god, in coordination with the National Emergency Management Office; maintain, operate and dispatch ambulances in response to medical emergencies, or as may otherwise be required; provide pre-hospital care before arrival of injured to a hospital; investigate the cause of fire and cooperate in criminal investigations involving arson and other fire-related crimes; and enforce fire safety measures as specified in building codes, fire codes, and other laws, as applicable.

Division of Corrections. The Division of Corrections shall be headed by a Chief. The Division shall perform the following duties and functions: administer and operate a national penal institution providing daily care and housing of juveniles, arrested persons, accused persons not making bail and awaiting trial, and convicted offenders serving court sentences; develop and manage a prisoners' program to provide a work force for public or Government projects; develop and administer rehabilitation programs and projects by providing good citizenship and civic classes and training prisoners in woodcarving, handicrafts, cabinet manufacturing, gardening, fishing and other vocations; provide information and opinions to the Minister of State, the Director of the Bureau of Public Safety, and to the Parole Board regarding prisoner paroles; monitor prisoners on work release; regularly inspect all prison facilities and make recommendations and changes to reduce escapes and to insure that the facility remains free of contraband; hold hearings and issue reports regarding the misconduct of prisoners and take appropriate disciplinary action; and review non- judicial requests made by prisoners.

Section 4. Bureau of Maritime Security and Fish and Wildlife Protection

The Bureau of Maritime Security and Fish & Wildlife Protection shall be headed by a Director. The Bureau shall be responsible for the enforcement of, among other laws, certain provisions of Title 7 of the PNC covering admiralty and maritime, Title 27 of the PNC covering fishing, Chapter 10; Title 24 of the PNC (the Endangered Species Act), and Chapter 52; Title 34 of the PNC covering water safety, and all regulations promulgated pursuant thereto, and shall perform such duties pertaining to surveillance of Palau's internal waters, near shore waters (extending 12 nautical miles from land), territorial waters and its 200-mile Exclusive Economic Zone. The Bureau shall enforce and protect sea and land wildlife, illegal methods of capture, and wildlife and natural heritage preservation. The Bureau shall also be responsible for coordinating and carrying out marine search and rescue operations, and shall perform such other duties as provided by the statute or as assigned by the President or the Minister of Justice. The Bureau's law enforcement officers, as defined in Section 4503(f); Title 17 of the PNC, may possess firearms while acting in their official capacities pursuant to Section 4507; Title 17 of the PNC; provided that, possessing firearms by such law enforcement officers is approved by the Minister of Justice and the Director.

Division of Marine Law Enforcement. The Division of Marine Law Enforcement shall be headed by a Chief who shall be responsible for marine surveillance of Palau's territorial waters and its 200-mile Exclusive Economic Zone and the enforcement of laws and regulations related thereto including, but not limited to, laws and regulations regarding fishing, environmental protection and illicit narcotic trafficking. The Division shall coordinate its activities with the Division of Fish and Wildlife Protection, the Bureau of Public Safety and other national and state government and non-government agencies and entities.

Division of Fish and Wildlife Protection. The Division of Fish and Wildlife Protection shall be headed by a Chief who shall be responsible for enforcing laws relating to the protection of identified plants and animals including those listed in the Endangered Species Act. The Division shall enforce certain other provisions of Title 24 of the PNC relating to protected sea and land life, illegal methods of capture, and wildlife and natural heritage preserves, and shall also enforce Title 27 of the PNC within the internal waters and near shore waters. The Division shall coordinate its activities with the Division of Marine Law Enforcement, the Bureau of Public Safety and other national and state government and non-government agencies and entities involved in the protection and preservation of all protected life forms within Palau.

PART V - MINISTRY OF NATURAL RESOURCES, ENVIRONMENT AND TOURISM

The Ministry of Natural Resources, Environment and Tourism shall be headed by a Minister who shall be responsible for the promotion, exploitation, development and conservation of the natural resources of Palau, including marine, agriculture, forestry, mineral and other land-based and ocean resources. The Minister shall coordinate the activities of this Ministry with appropriate authorities, boards, commissions and public corporations. The Minister shall act as the focal point for the formulation, coordination and actual development of conservation and management measures and strategies in conformity with internationally approved agreements, conventions and treaties, including regionally harmonized fisheries laws and policies. The Minister shall be responsible for the following offices, bureaus and divisions:

Section 1. Bureau of Marine Resources

The Bureau of Marine Resources shall be responsible for exploring, surveying, developing, managing and conserving all near shore marine resources for the benefit of the people of Palau. The Bureau, in collaboration with the states and other partners, provides support and a favorable environment for the management and sustainable use of marine resources of Palau by subsistence, commercial, aquaculture and recreational fisheries sectors, taking into account the possible effects of climate change and other stressors on the marine environment, for the benefit of the people of Palau. The Bureau will work in five key areas:

1. Policy, institutional and regulatory framework for management of marine resources;
2. Management, research and conservation of marine resources through national management and co-management with states;
3. Development and promotion of sustainable aquaculture opportunities;
4. Development of near shore fisheries resources; and
5. Collection and analyses of all forms of marine resources and aquaculture data.

Division of Oceanic Fishery Management. The Division of Oceanic Fishery Management shall be headed by a Chief. The duties and functions of the Division are spelled out under Title 27 of the PNC. The Division shall establish the total allowable level of foreign fishing, catch limits, and allocation thereof so as to ensure the long-term sustainability and health of every stock of fish, populations of living resources and reef fish, and submerged reef, within the territorial sea, internal waters, contiguous zone, and exclusive economic zone of Palau. By annual regulation the Division shall determine the allocation among foreign nations of the total allowable level of foreign fishing, which is permitted with respect to any fishery.

Division of Coastal Fisheries Management. The Division of Coastal Fisheries

Management shall be headed by a Chief and, in collaboration with the states, ensure an ecosystem approach to fisheries and conservation is applied to the planning, development, management and enforcement of coastal fisheries, aquaculture, and vulnerable/endangered species to ensure long-term sustainability and/or to contribute to food security.

Division of Marine Resources Development. The Division of Marine Resources Development shall be headed by a Chief and will maintain and operate national aquaculture facilities to enhance aquaculture research and development, provide seedlings and fingerlings for partners and states to promote and support sustainable aquaculture in Palau.

Division of Information and Data Management. The Division of Information and Data Management will be headed by a Chief and will establish and maintain an efficient and professional division that administers and supports the sustainable operation of the Bureau of Marine Resources; collects, analyzes and reports on the status of coastal marine resources and aquaculture; and produces and disseminates educational and outreach materials.

Section 2. Bureau of Agriculture

The Bureau of Agriculture's mission is to promote, develop, protect, and conserve Palau's land-based natural resources and to assist families to have the skills, resources, and opportunity to ensure sustained food production, nutrition, food security and wise stewardship of ecosystems.

The Bureau of Agriculture shall be headed by a Director who shall be responsible for the promotion, development and conservation of the natural resources of Palau including forestry, agriculture, mineral and other land-based resources. The Director shall also be responsible for matters involving animal husbandry, biosecurity regulations, inspections and enforcement. Within this context, the Director and staff shall:

1. Promote and increase production (yield and area) of traditional and non-traditional crops to increase sustainable livelihoods and food security for Palau;
2. Promote consumption of locally grown agricultural products, and improve the quality and quantity of horticulture and extension services;
3. Develop a national forest program based on cooperative management between the national and state governments and NGOs through broad stakeholder and intersectoral participation to ensure the wise management and sustainable use of Palau's forests and land based resources;
4. Promote sustainable forest based sources of livelihoods, including ecotourism, agroforestry, and sustainable harvesting, are adopted by landowners and

developers;

5. Sustain forest health by preventing, controlling, and eradicating priority invasive species, and develop and implement a fire hazard reduction program;
6. Conduct environmental education programs directed at preserving our forests;
7. Plan for, oversee, and conduct community forestry beautification programs;
8. Improve quality of pork production to meet local demand and international standards for food security;
9. Increase and promote use of locally produced chicken and other poultry in Palau;
10. Promote beneficial animal waste management in Palau;
11. Enforce the "Export Meat Inspection Act" (Section 2101; Title 34 of the PNC);
12. Protect the agricultural activities and general well-being of the people and the environment of Palau by preventing the introduction and/or further spread of injurious insects, pests, plants, animals, and diseases; and
13. Strengthen collaboration with Division of Customs (Ministry of Finance), importers, and the public to prevent introduction of pests and invasive species.

Division of Biosecurity. The Division of Biosecurity is responsible for preventing introduction and the spread of injurious insects, pests and diseases into Palau and to provide procedures and conditions for safe movement of plants, animals, plant products and animal products into Palau. It also operates and maintains a fruit fly surveillance program throughout Palau, by monitoring the population and distribution of established and exotic fruit fly species. The program is also responsible for collecting and storing baseline data of fruit fly activities required for the implementation of a successful fruit fly eradication project.

Division of Horticulture and Extension. The Division of Horticulture and Extension provides advice and conducts trainings and demonstrations on proper methods of cultivating agricultural crops. The program also provides planting materials and tractor tilling services.

Division of Forestry. The Division of Forestry is responsible for sustainable management of forestry resources including native forest, planted forest, watersheds and mangroves. The Division also provides advice, services, and conducts trainings/workshops to farmers, groups, schools, and communities. It is also responsible for the eradication and control of all invasive plants throughout Palau.

Division of Livestock. The Division of Livestock provides services and advices on proper animal husbandry. The services include designing suitable livestock buildings, proper animal feeding instructions and veterinary services.

Section 3. Bureau of Tourism

The Bureau of Tourism will be headed up by a Director and will administer and coordinate the work programs of new established roles and functions of the Bureau, in particular its regulatory role. The Bureau will write reports and review and finalize reports and disseminate tourism regulatory information and advise the Minister on matters relating to the overall industry performance; conduct meetings and collaborate with other government agencies; coordinate local tourism sectors and secure and identify funding internationally; plan and request budget; and write proposals and identify programs, staff training needs and implement staff training programs.

The Bureau shall work with the Palau Visitors Authority, the Palau Chamber of Commerce and the Belau Tourism Association in the promotion and development of high value tourism in Palau. Relevant areas of cooperation shall include the following: developing occupational standards and certification processes and requirements, and supporting the development and enforcement of standards for tourist health, safety, and response. The Bureau will be comprised of the following divisions:

Division of Policy and Planning. The Division of Policy and Planning shall be headed by a Chief who shall be responsible for assisting in the establishment of the policy of high-value tourism for Palau. In addition, assisting in developing policy and planning of the occupational standards and certification processes and their requirements for the Palau tourism industry.

Section of Policy. This section shall be responsible for assisting in the development of high-value tourism policy formulation and implementation including its implications in consumer behavior, economics, and sociology in the Palau tourism industry. Policy section will also assist in the development of Palau's tourism occupational standards including certification processes and its requirements. The Section is also responsible for the administration's policy on tourism including the Minister and the Director of the Bureau of Tourism.

Section of Community Outreach and Planning. This section shall lead the Bureau of Tourism work that will focus on bringing the work of tourism to the people of Palau so that it can be utilized for better understanding of the regulations and policies of Palau tourism. This section will also work to strengthen tourism's education and awareness in the communities, stakeholders and the leadership. This Section will also assist in writing grants for awareness for the purpose of promoting better understanding of the tourism regulations of the Bureau of Tourism.

Division of Compliance. The Division of Compliance shall be headed by a Chief who shall be the Compliance Specialist responsible for supervising the programs and related activities of the Division. The Compliance Specialist shall provide all related technical and professional assistance and advice or recommendations relating to Palau tourism sectors and their activities in regulations compliance throughout Palau. The Compliance Specialist shall plan and implement compliance programs for the Bureau of Tourism. The Compliance Specialist shall also write and administer grants. The Compliance Specialist shall develop tourism regulations to sustain Palau's environment, culture and tourism sectors. The Division shall:

1. Formulate regulations and standards of Palau tourism industry and the implementation and enforcement of tourism regulation for best tourism practices;
2. Enforce Palau tourism occupational standards and certification process and requirements to be in compliance with Palau tourism regulations to support tourism related management and enforcement of legislation;
3. Assist the development and enforcement of standards for tourist health, safety and response; and
4. Assist the development of regulations and standards for Palau cultural and aesthetic codes for tourism products and activities with a certification for excellence in products, services, and the consistency of the product supply and delivery.

Section 4. PAN Office

The Palau Protected Areas Network Office (PAN Office) shall be headed up by a PAN Program Manager / Special Assistant to the Minister. The PAN Office acts as the coordinating and monitoring entity of Palau's Protected Areas Network (PAN). The PAN Office is charged with:

1. Serving as the link between the Ministry, PAN MC, PAN TC and the PANF, and PAN Member Sites and Competitive Grantees ensuring that the technical components and socio-economic strategies of PAN Member Site annual work plans meet PAN requirements;
2. Monitoring the PANF-funded activities carried out by the PAN Member Sites and Competitive Grantees;
3. Building the technical and institutional management capacity of PAN Member Sites and Competitive Grantees;
4. Acting as a clearinghouse on information related to the environmental impacts of the PAN program;
5. Defining and implementing actions for the collective benefit of PAN program;

6. Serving as technical link between the Minister of NRET, PAN TC, PAN MC and PANF, and Secretariat of PAN MC and TC, coordinating the strategic development and implementation of the PAN; and
7. Representing the PAN at external and international events.

PART VI - MINISTRY OF PUBLIC INFRASTRUCTURE, INDUSTRIES, AND COMMERCE

The Ministry of Public Infrastructure, Industries and Commerce shall be headed by a Minister. The Ministry shall be responsible for the maintenance, operation, engineering, and design of Government-owned facilities and equipment, including public works; capital improvement projects, and infrastructure; for land surveys; for international port and ship security; for sea and air transportation, including ports; for oversight of the open ship registry; for communications; for the promotion of trade and commerce; the control of the operations of Palau's commercial seaports; the administration, maintenance, operation and construction of all airport facilities and air navigational facilities in Palau; the supervision of all vessels operating in the territorial waters of Palau; the promulgation and implementation of communication rules and regulations; the licensing and control of the sale and manufacture of alcohol in Palau; and the enforcement of admiralty and maritime law and regulations. The Minister shall coordinate the activities of the Ministry with appropriate authorities, boards, commissions and public corporations. The Minister shall be responsible for the following offices, bureaus and divisions:

Section 1. Bureau of Aviation

The Bureau of Aviation shall be headed by a Director who shall plan, direct and coordinate activities concerned with the construction and maintenance of airport facilities and operation of airport in accordance with government agency or commission policies and regulations; consult with commission members, government officials or representatives of airlines to discuss and plan such matters as design and development of airport facilities, formulation of operating rules, regulations and procedures, and aircraft landing, taxiing, and take-off patterns for various types of aircraft; negotiate with representatives of airlines, utility companies or individuals for acquisition of property, for development of airport and lease of airport buildings and facilities; formulate procedures for use in event of aircraft accidents, fires, or other emergencies; inspects airport facilities, such as runways, buildings, beacons and lighting, and automotive or constructions equipment; and shall be responsible for the safe operation and development of the aviation industry in Palau. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Airport Operations. The Division of Airports shall be headed by a Chief. The Division shall be responsible for the management, operation, and construction of

airports and air navigation facilities within Palau.

Division of Aircraft Rescue Firefighters (ARFF). The Division shall be headed by a Chief who shall be responsible for the overall management and supervision of the ARFF program at Palau International Airport. The Division shall perform the following functions:

1. Recruiting, equipping, training, and deploying a firefighting force at the Palau International Airport, and at other airports in Palau as the Chief deems necessary, and maintaining all airport firefighting equipment; and
2. Responding to any fire, crash, or other incident at the Palau International Airport, or at any other airport in which the firefighting force is deployed in a rapid and effective manner to minimize the loss of life and damage to property.

Section 3. Bureau of Commercial Development.

The Bureau of Commercial Development shall be headed by a Director. The Bureau shall be responsible for providing technical assistance n the development of trade and commerce; oversee the Palau Open Ship Registry; the improvement of sea transportation systems; the improvement of telecommunication and radio communication systems; and licensing and monitoring of the sale, distribution and manufacture of alcoholic beverages in Palau. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Economic Development. The Division of Economic Development shall be headed by a Chief. The Division shall be responsible for the development of Palau's domestic commerce and for providing assistance in the development of international trade.

Division of Marine Transportation. The Division of Marine Transportation shall be headed by a Chief. The Division shall perform the following duties and functions:

1. Formulate and recommend to the Director for promulgation of rules and regulations relating to commercial ports, harbors and anchorages in Palau; to marine transportation safety; to the standards, licensing, survey, inspection, registration and use of marine transportation; and to the standards, licensing and registration of vessel pilots, merchant officers, and deck ratings;
2. Implement the maritime and port security policies and regulations and serve as the Chair of and provide administrative support to the Port Security Committee;
3. Perform vessel surveys, inspections, licensing, and registrations of vessels as required by law;
4. Under the direct supervision of the Director, work closely with all appropriate

agencies of government, authorities, boards, commissions and public corporations to implement and enforce all matters relating to the Micronesian Shipping Commission;
5. Work closely with the Bureau of Public Safety to implement rules and regulations relating to marine transportation; and
6. Work closely with designated international ports to implement their port security plans.

Division of Communications. The Division of Communications shall be headed by a Chief. The Division shall perform the following duties and functions:

1. Formulate and recommend to the Minister for promulgation rules and regulations relating to telecommunications; the use and management of radio frequencies; and to the standards, inspection and licensing of radio operators, radio stations and radio equipment;
2. Manage and license the use of radio frequencies, including frequencies for emergency use;
3. Perform inspections and licensing of radio stations, radio equipment and radio operators; and
4. Work closely with and, as requested, provide technical advice and assistance to the Minister, the Director of the Bureau of Commercial Development, and all agencies of government, authorities, boards, commissions and public corporations, regarding matters relating to communications.

Section 4. Bureau of Lands and Surveys

The Bureau of Lands and Surveys shall be headed by a Director. As the principal professional lands and surveys officer and technical authority of the Government, the Director advises the Minister and represents Palau on all technical matters related to land. The Director coordinates the Bureau's logistical support to the Land Court and its sixteen (16) State Land Registration Offices, the Palau Public Land Authority and the sixteen (16) State Public Land Authorities, Government ministries, state governments and other programs or activities requiring the services involved in the implementation of Section 7 of Article XIII of the Constitution if and when it becomes necessary for the Government or a state government to exercise its eminent domain power. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Surveying and Mapping. The Division of Surveying and Mapping shall be headed by a Chief who shall perform the following duties and functions:

1. Assist the Director in formulating policies and procedures for all surveying and

mapping activities of the Bureau of Lands and Surveys;

2. Provide staff advice and technical direction for all surveying functions and programs and all activities related to cartographic and mapping programs;
3. Carry out all official land and geodetic surveys and resurveys necessary for the identification and description of all public and private lands;
4. Carry out cartographic surveys and urban and rural planning surveys, as required;
5. Prepare all official survey drawings, property plat examinations, survey computations, map and survey plat compilations, photogrammetric computations, interpretations and drawings, urban and rural planning maps and drawings and map reproduction and printing; and
6. Provide authorized survey services, cartographic and mapping services to the national and state government agencies, boards and commissions, public corporations and to the general public.

Division of Land Resources Information. The Division of Land Resources Information shall be headed by a Chief who shall perform the following duties and functions:

1. Assist the Director in formulating policies and procedures for carrying out functions pertaining to land classification, appraising and the land record information system;
2. Conduct a continuing, thorough and accurate inventory of Palau's land and mineral resources above the high water mark and such areas of specific interest below the high water mark;
3. As part of the land resources inventory, classify and map the land forms for vegetation, soils, minerals, climate and topographic features, considering current and potential values;
4. Arrange for the printing of the inventory and other data gathered as official Bureau publications, on an annual basis, together with supplementary printed material, as deemed necessary;
5. Coordinate Palau's land classification program, the purpose of which is to assess the productivity of Palau's public and private lands and their suitability for agriculture;
6. Develop the land and mineral appraisal standards issued by the Bureau as a manual for application to Palau's land programs;
7. Serve as the liaison with the Office of the Attorney General on land appraisal matters;
8. Formulate and develop the land information system including its rules, regulations, standards and procedures;
9. Develop the database for all land records for Palau; and
10. Compile previous administrations' land transactions, Japanese land records, court cases, and develop a system for their use.

Section 5. Bureau of Public Works

The Bureau of Public Works shall be headed by a Director who shall be responsible for the maintenance, operation, engineering and design of Government-owned facilities, roads and equipment, including public utilities and related matters. The Director shall perform the duties required as Procurement Officer for construction and architectural and engineering contracts (Section 608; Title 40 of the PNC) and shall be responsible for the performance of the duties and functions of the following divisions:

Division of Facilities & Maintenance. The Division of Facilities & Maintenance shall be headed by a Chief who shall be responsible for building, appliance, refrigeration, air conditioning, electrical and plumbing maintenance and shall conduct periodic inspections of all public schools to ensure continuing compliance with the standards established by the Board of Education pursuant to Section 159; Title 22 of the PNC.

Division of Roads and Equipment. The Division of Roads and Equipment shall be headed by a Chief who shall be responsible for road and grounds maintenance, equipment maintenance, dump operation and maintenance, boat operation and maintenance, and outer state power operation and maintenance.

Division of Capitol Improvement Project. The Division of Capitol Improvement Project shall be headed by a Chief who shall be responsible for the design, engineering, contract review and construction monitoring of all construction projects. The Division shall also be responsible for reviewing plans and providing cost estimate figures to the Director for state grant applications pursuant to Section 304; Title 5 of the PNC.

Division of Solid Waste Management. The Division of Solid Waste Management shall be headed by a Chief who shall be responsible for planning and managing the implementation of the National Solid Waste Management Action Plan as well as personnel, resources and activities, devising and administering SWM budget, keeping statistical records and preparing reports on annual budget, performance budget, quarterly reports and other reports that maybe requested.

PART VII - MINISTRY OF FINANCE

The Ministry of Finance shall be headed by a Minister who shall be responsible for the administration and management of Government finance, revenue, personnel and property (Section 108; Title 2 of the PNC). The Minister shall coordinate the programs of the Ministry with appropriate authorities, boards, and commissions. The Minister shall be responsible for the

performance of the duties and functions of the following offices, bureaus and divisions:

Section 1. Information Systems Support Services

The Information Systems Support Services, within the Office of the Minister, shall be headed by a manager who shall perform the following duties and functions:

1. Facilitate the collection, storage, security and integrity of electronic data for the ministry while ensuring appropriate access and reporting;
2. Develop and maintain highly effective, reliable, secure, and innovative information systems to support ministry functions;
3. Guide technology decision-making in the procurement and decommissioning of the Ministry's information technology;
4. Provide technical support and information technology consulting outside of the Ministry as requested or assigned by the Minister;
5. Digitize and archive Ministry documents related to final finances, properties, taxes, personnel and other vital areas to be retained for specific periods or indefinitely, as determined by the Minister; and
6. Collect, register, manage and facilitate access to the archives of the Ministry.

Section 2. Bureau of National Treasury

The Bureau of National Treasury shall be headed by a Director who shall be responsible for the day-to-day management of programs and activities involving the receipt, custody and disbursement of funds; the acquisition, accountability and control of properties; and the general daily operations of the National Treasury. The Director shall comply with and enforce appropriate sections of Title 40 of the PNC. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Finance and Accounting. The Division of Finance and Accounting shall be headed by a Chief who shall perform the following duties and functions:

1. Maintain accounting records of all revenues, obligations, disbursements, assets and liabilities of the Government, approve payments and other financial documents;
2. Provide staff support to the Director of the Bureau of National Treasury in the daily management and operation of the National Treasury;
3. Formulate financial policies, procedures and regulations for the Government and ensure adherence to applicable laws and regulations in all financial transactions of the Government; and
4. Prepare such regular and special financial statements and reports as may be

required by the Director of the Bureau of National Treasury.

Division of Property and Supply. The Division of Property and Supply shall be headed by a Chief who shall act as the Government's Procurement Officer for the purchase of goods (Section 608; Title 40 of the PNC). The Chief shall perform the following duties and functions:

1. Procure supplies, equipment, materials and personal property for the use of the Government and assist other agencies in accordance with procurement regulations and laws; and
2. Maintain a complete inventory record of personal property of the Government and conduct periodic physical inventories to verify the accuracy of records.

Division of Treasury. The Division of Treasury shall be headed by a Chief who shall perform the following duties and functions:

1. Act as the final recipient of all cash receipts under the Bureau of National Treasury's responsibilities and issue cash receipt forms for all such monies received;
2. Maintain all of the Government's bank checking and savings accounts under the centralized financial management system;
3. Disburse all Government checks, including payroll checks;
4. Assist state governments in accounting, payroll, etc., upon request; and
5. Manage all Government funds, including the maintenance of all daily records of bank account balances, and the determination of the priority of bill payments.

Division of Grants. The Division of Grants shall be headed by a Chief who shall perform the following duties and functions:

1. Monitor the Division's operations to maintain a system that reduces errors and ensures compliance;
2. Modify operations as needed to improve performance;
3. Work with the Government's departments related to grant implementation (i.e., Accounting, Payroll, Human Resources, Budget and Planning, etc.) to improve processes and procedures as needed to ensure that grant projects meet audit standards and are in compliance with grant terms and conditions;
4. Conduct start-up meeting to orient Project Managers to their role in grant management, including a review of the Government and funding agency regulations and procedures to ensure that all projects will successfully pass all program and fiscal audits;

5. Work closely with Project Managers to ensure projects are in compliance with all applicable legislation and regulations;
6. Assist Project Managers with more complex, non-routine aspects of project implementation;
7. Contact, when necessary, funding agencies to clarify specific agency procedures and/or regulations;
8. Provide guidance in development of sub-award agreements; and
9. Provide other technical assistance as needed.

Section 3. Bureau of Budget and Planning

The Bureau of Budget and Planning shall be headed by a Director who shall be responsible for the day-to-day management of programs and activities involving the preparation of the annual national budget and its implementation; the preparation of the annual report on the performance of Executive Branch agencies; the monitoring and evaluation of national and sector developmental plans implementation; the compilation and dissemination of economic and socio-demographic statistics; the development and use of geographic information technology; project aid coordination and management; and the mainstreaming of climate change issues in national policies, strategies and budgets. The Director shall be responsible for the performance of the duties and functions of the following offices:

Office of Budget and Management. The Office of Budget and Management shall perform the following duties and functions:

1. Develop revenue and budgetary estimates and justifications in order to prepare the annual national budget, and adjustments thereto;
2. On request, or as assigned, assist Government agencies in the preparation and implementation of their annual operating budgets;
3. Monitor and conduct funds availability analysis in order to certify the availability of funds for expenditure in accordance with Section 401; Title 40 of the PNC; and
4. Review and report on the performance of Government agencies in accordance with RPPL No. 6-11, the Budget Reform Act of 2001, and on request or as assigned, assist Government agencies in the implementation of performance management and the preparation of annual performance reports.

Office of Planning and Statistics. The Office of Planning and Statistics shall perform the following duties and functions:

1. Establish, develop and maintain a general data dissemination system in accordance with RPPL No. 8-26, the Statistics Act, that provides reliable

economic and socio-demographic statistics to support developmental planning and the formulation of appropriate economic and fiscal policies and their assessment and to serve as the clearing-house for statistical information; and
2. Establish, develop and maintain a public sector investment program that monitors and evaluates the progress and effectiveness of the implementation of national and sector plans and strategies, provides for the review of Government and sector strategic plans to ensure they are consistent with the national master plan.

Office of the Palau Automated Land and Resources Information System (PALARIS). PALARIS shall have the following duties and functions:

1. Develop, maintain, update and distribute geographic information, technology, data and services for use by national agencies, state governments and the public;
2. Coordinate all geographic information activities in national and state governments, and shall collect, manage and distribute geographic information maintained by state agencies and local government agencies;
3. Provide technical services related to geographic information to national agencies and state governments;
4. Set standards for the acquisition, management, and reporting of geographical information, and the acquisition, creation or use of applications employing such information, by any national agency or state government;
5. Promote awareness among national agencies and state governments on the use of geographical information to support decision making processes; and
6. Serve as Secretariat for Implementation of Executive Order 350 reconstituting the National Environmental Protection Council (NEPC).

Office of Project Management. The Office of Project Management shall have the following duties and functions:

1. Assess whether proposed projects fall within the national priorities of Palau;
2. Conduct feasibility analysis, cost/benefit analysis and risk assessment to ascertain whether a proposed project should proceed;
3. Oversee development of project design to ensure proper input of relevant stakeholders, identification of problems and best solutions, and inclusion of a risk management mitigation plan;
4. Ensure that proposed project budgets are realistic for the outputs expected, that they include sufficient monitoring and evaluation costs, and that appropriate indirect costs incurred by the Ministry of Finance are included;
5. Ensure that projects proposals follow the required internal approval process

before being submitted to grantor agencies;

6. Review project activity and assess performance, including efficiency, effectiveness and economy;
7. Monitor project outputs and assess efficiency of allocation and use of resources;
8. Monitor progress of project implementation against the proposed timeline to ensure that the project is on schedule;
9. Maintain hardcopy and electronic files that will include: the application packet; award letter; fully executed contract with funding agency; set of related regulations; original line-item budget; originals of executed sub-award agreements with partners (sub-recipients); copies of relevant correspondence; copies of interim and final reports; and copies of project audits;
10. Provide feedback to Project Managers in order make adjustments to assure timely and quality work and/or to correct work products where needed;
11. Work closely with project managers to ensure expenditures are in compliance with all applicable legislation and regulations; and
12. Conduct end-of-project performance evaluations to determine whether project objectives were met.

Office of Climate Change. The Office of Climate Change shall have the following duties and functions:

1. Collaborate with public and private sector stakeholders to ensure that objectives related to climate change are present in national development and environment policies, as well as in key sector policies;
2. Work with relevant Ministries and line agencies to ensure that responsibilities for responding to climate change are clearly defined within the Government;
3. Coordinate with stakeholders to ensure that specific climate-related activities are outlined and planned for in individual sector plans and strategies including the identification and allocation of funding resources;
4. Develop effective monitoring and evaluation frameworks for following up on delivery of climate objectives and implementation of activities;
5. Review various policies and plans to ensure coherence on the issue of climate change;
6. Conduct stakeholder consultations to ensure that climate-related goals in national and sector policies and plans have the buy-in of different stakeholders, meaning they are accepted, supported and promoted across government and within civil society and, ultimately, local communities;
7. Coordinate Joint Crediting Mechanism activities;
8. Submit climate change information to the Pacific Climate Change Portal;
9. Develop an information sharing database system for climate change;

10. Serve the functions of the National Focal Point to the UN Framework Convention on Climate Change (UNFCCC); and
11. Lead the implementation of the Palau National Climate Change Policy.

Section 4. Bureau of Public Service System

The Bureau of Public Service System shall be headed by a Director who shall be the Procurement Officer for the purchase of contractual services (Section 608; Title 40 of the PNC) and shall be responsible for the day-to-day management of programs and activities involving personnel of the Government; including identifying, obtaining, and developing the human resources needed to accomplish the goals of the Executive Branch, developing and administrating training programs, and formulating rules, regulations, policies and procedures to carry out the provisions of the National Public Service System Act. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Employment Services. The Division of Employment Services shall be headed by a Chief who shall have the following duties and functions:

1. Assist the Director of Bureau of Public Service System on the day-to-day management of programs and activities relating to personnel administration of the departments under the Executive Branch; including evaluation and classification of positions, researching and developing compensation and classification systems;
2. Assist the Director of Bureau of Public Service System with formulating rules and regulations, policies and procedures, and directives necessary to carry out the provisions of the National Public Service System Act;
3. Assist the Director of Bureau of Public Service System with regards to investigations into personnel matters with the support and advice of the Office of the Attorney General; and
4. Prepare such regular and other reports as may be required by the Director of Bureau of Public Service System.

Division of Human Resources. The Division of Human Resources shall be headed by a Chief who shall have the following duties:

1. Develop training programs for upgrading the skills and qualifications of Government employees;
2. Foster and develop, in cooperation with the 'Appropriate Management Officials', and with others, programs to promote the public service system and to improve employee efficiency;
3. Assist the Director of Bureau of Public Service System with formulating

policies and procedures related to for the Public Service System;

4. Oversee the management and maintenance of the Human Resource Information System to ensure that the database is updated and accurate;
5. Develop and maintain an operational plan to archive old personnel action forms as well as moving towards electronic processing of personnel actions; and
6. Prepare such regular and other reports as may be required by the Director of Bureau of Public Service System.

Section 5. Bureau of Revenue and Taxation

The Bureau of Revenue and Taxation shall be headed by a Director who shall be responsible for the day-to-day management of programs and activities involving the administration and collection of revenues and taxes pursuant to Chapters 10 through 19; Title 40 of the PNC, including the processing and assessment of taxes. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Taxpayer Services. The Division of Taxpayer Services shall be headed by a Chief who shall perform the following duties and functions:

1. Taxpayer education covering all tax types;
2. Conducting taxpayer educational forums, taxpayer visits;
3. Producing simple tax information guides, pamphlets, newspaper articles, etc.;
4. Potential monthly meetings with tax agents and business chamber of commerce to identify areas or issues to provide further taxpayer education;
5. Keep tax office website up to date with relevant tax information; and
6. Be responsible for all general tax office administration functions.

Division of Processing. The Division of Processing shall be headed by a Chief who shall perform the following duties and functions:

1. Responsible for collecting tax arrears and ensuring returns are lodged for all tax types;
2. Closely monitor taxpayer debts (in particular the larger arrears cases);
3. Communicate with taxpayers to ensure arrears are paid;
4. Putting in place appropriate installment arrangements (and these are monitored to ensure they are adhered to by the taxpayer);
5. Recovery of outstanding tax debt using the full and appropriate range of debt recovery tools under the tax laws;
6. Pursue lodgment of outstanding tax returns;
7. Raise default assessments where returns are not filed; and

8. Carry out reconciliation between revenue receipts to ensure payments have been correctly posted.

Division of Audit and Compliance. The Division of Audit and Compliance shall be headed by a Chief who shall perform the following duties and functions:

1. Carry out risk assessments of taxpayer base and related issues;
2. Carry out specific issues or full audits (covering all tax types) including inspection of books and accounts; and
3. Assist taxpayers in maintaining compliance with the tax laws.

Division of Debts and Returns. The Division of Debts and Returns shall be headed by a Chief who shall perform the following duties and functions:

1. Responsible for inputting tax returns, doing transfers, etc., relating to all tax types;
2. Responsible for raising assessments for all tax types; and
3. Carry out reconciliation of monthly PAYE returns to annual returns.

Section 6. Bureau of Customs and Border Protection

The Bureau of Customs and Border Protection shall be headed by a Director who shall be responsible for the day-to-day management of programs and activities involving the administration and collection of revenues and customs duties pursuant to Chapters 10 through 19; Title 40 of the PNC, including trade facilitation and control of the flow of goods, compilation of trade data and statistics, and the protection and security of Palau's borders. The Division of Border Management and Enforcement's law enforcement officers, as defined in Section 4503(f); Title 17 of the PNC, may possess firearms while acting in their official capacities pursuant to Section 4507; Title 17 of the PNC; provided that, possessing firearms by such law enforcement officers is approved by the Minister and the Director. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Revenue and Trade Facilitation. The Division of Revenue and Trade Facilitation shall be headed by a Chief who shall perform the following duties and functions:

1. Inspect and process all luggage, cargo, containers and all other freight and vessels entering Palau, for contraband and dutiable items subject to the import tax and collect such import tax in accordance with Chapter 13; Title 40 of the PNC;
2. Inspect and review bills of lading, manifests, and vendors' invoices arriving on any vessel or aircraft and issue 'Entry Certificates' to importers;

3. Ensure that all cargo is securely retained at the place of unloading until it has been inspected and the import tax has been paid or other arrangements made;
4. Inspect and process the documents of all travelers and cause to be collected the departure tax at all ports of exit within Palau in accordance with Section 1403; Title 40 of the PNC; and
5. Assist with the enforcement of other taxes pursuant to Chapter 14; Title 40 of the PNC.

Division of Corporate Services. The Division of Corporate Services shall be headed by a Chief who shall be responsible for the following duties and functions:

1. Establishment of Human Resources Development (HRD) plan including employee training and skills development;
2. Development of outreach programs to raise public awareness of customs and border management requirements aimed at enhancing compliance, border security and trade facilitation;
3. Development and maintenance of reliable, secure, and innovative information systems to support bureau operations and information services; and
4. Provision of quality, reliable and timely statistics relating to customs for informed decision-making purposes.

Division of Border Management and Enforcement. The Division of Border Management Enforcement shall be headed by a Chief who shall be responsible for the following duties and functions:

1. Protection and security of Palau's borders by preventing and detecting drugs, illicit goods and other criminal activities that are harmful to our community and unique environment;
2. Inspection and processing of all persons, baggage, cargo, mail, containers, freight and crafts entering and departing Palau to ensure that appropriate taxes are assessed and collected from all dutiable items including excise taxes, fees and penalties on imported and exported merchandise;
3. Conduct patrols and surveillance of territorial sea, including the contiguous zone and any part of the land or shore, in order to enter, board and inspect any crafts or buildings for the purposes of carrying out investigations or surveillance; and
4. Establishment and operation of a Drug Detector Dog Unit to assist in illegal contraband and drug interdiction as well as public outreach efforts.

PART VIII - MINISTRY OF HEALTH

The Ministry of Health shall be headed by a Minister who shall be responsible for the promotion and protection of the public health through the provision of primary and preventive health services throughout Palau. The Minister shall also be responsible for the provision of clinical medical and nursing services to the public through the operation and management of public medical facilities. The Minister shall provide for the management and administration of technical and support services throughout the Ministry. Such support shall include budget and financial management, revenue and collections, management of the health information system, facilities and equipment, international health coordination, human resources and development, and preparedness, policy and research. The Minister shall be given wide latitude in organizing his/her staff in deference to the medical expertise required to efficiently operate the Ministry. The Minister shall coordinate the activities of this Ministry with appropriate authorities, boards, commissions and public corporations. The Minister shall be responsible for the performance of the duties and functions of the following offices, bureaus and divisions:

Section 1. Bureau of Health Services Administration

The Bureau of Health Administration and Support Services (HASS) shall provide support to the entire Ministry. There are several offices under this Bureau, which includes the Budget and Finance, Revenue and Collections, Facility & Equipment, and Information & Communications Technology. HASS shall also include kitchen and dietary services, laundry services, security services, housekeeping services, and other services as defined by the Minister. The office shall maintain medical records and vital statistics. The Bureau of Health Services Administration shall support, collaborate, and cooperate with the three bureau directors in all their programs and activities.

There are two other offices that provide additional support services and directly report to the Minister. They are Human Resources and Development Office and Health Preparedness, Policy and Research Office. The purpose of the Human Resources & Development is to assist the Ministry to attract, recruit, develop, and retain a qualified and motivated work force in order to provide effective health care services for the people in Palau. The Human Resources and Development Office is also devoted to providing effective employment policies, procedures, and guidelines within the Ministry. They also work closely with the bureau directors and managers to facilitate, coordinate, and monitor professional development and training activities that take place within or are sponsored by the Ministry.

The Health Preparedness, Policy and Research Office is responsible for developing policy that advances both broader and specific health goals through legislation, regulations, policies and directives. The office currently houses Emergency Health, the Institutional Review Board, and Quality Assurance. The Emergency Health Program (PHEP/HPP) is responsible for

coordinating emergency health preparedness activities including extensive planning, social marketing/public awareness campaigns, exercises and drills, education and training, and partnerships, both within the Ministry and in the community, with key partners to ensure an effective and coordinated response to any health threat. Palau Institutional Review Board (IRB) has the authority to approve, require modifications in, or disapprove all research activities using human as subjects within its jurisdiction as specified by both the federal regulations and local institutional policy. Quality Assurance/Quality Improvement Office works toward achieving Ministry professional excellence with best practices for quality health care services for the people by monitoring, evaluating the work performance and services, and responding to public inputs.

Section 2. Bureau of Public Health

The Bureau of Public Health shall be headed by a Director who shall be responsible for the day-to-day management of out-patient/public health programs, activities involving environmental and sanitation services, primary health care/preventive health programs, behavioral health services, and dental services and oral health care programs. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Environmental Health. The Division of Environmental Health shall be headed by a Chief who shall be responsible for protecting the health of the people of Palau by maintaining and establishing programs, at the national and state level, that improve community hygiene; foster consumer protection; enhance food safety programs; control disease-carrying insects and rodents (Vector Control); prevent lead poisoning; respond to emergency outbreaks of diseases and control exposure to hazardous materials.

Division of Primary and Preventive Health Services. The Division of Primary and Preventive Health Services shall be headed by a Chief who shall perform the following duties and functions:

1. Provide comprehensive preventive and primary health care services to all the residents of Palau;
2. Implement, manage and monitor preventive health services to all the residents of Palau; and
3. Decentralize primary and preventive health services, where appropriate.

Division of Behavioral Health. The Division of Behavioral Health, whose vision is "Helping People to Help Themselves," shall be headed by a Chief who shall perform the following duties and functions:

1. Oversee the provision of comprehensive clinical substance abuse and mental health treatment services;
2. Oversee substance abuse (alcohol, tobacco and other drugs) and mental illness prevention programs; and
3. Detain for evaluation potentially mentally ill persons pursuant to Section 551; Title 34 of the PNC.

Division of Oral Health. The Division of Oral Health shall be headed by a Chief who shall perform the following duties and functions:

1. Provide comprehensive promotive, preventive, primary, and clinical dental services to the public;
2. Implement and manage preventive oral health programs; and
3. Implement oral health education and promotion programs.

Section 3. Bureau of Hospital and Clinical Services

The Bureau of Hospital and Clinical Services shall be headed by a Director who shall be responsible for the management and administration of the hospital and the provision of clinical services on a day-to-day basis. Such responsibility shall include programs and activities involving clinical services. The Director shall oversee all diagnostic and patient care supporting services including laboratory, radiology, rehabilitation, nutrition center, hospital infection control, chamber, hemodialysis services, and Bio-Med that oversees all functions and maintenance of all medical equipment. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Medical Services. The Division of Medical Services shall be headed by a Chief of Medical Staff who shall perform the following duties and functions:

1. Provide appropriate in-patient clinical services involving surgical, medical, pediatric, obstetrical- gynecological, dialysis, in-patient behavioral health and emergency departments coordination and treatment plan;
2. Oversee and supervise all Physicians activities; and
3. Provide appropriate tertiary care support services, as needed.

Division of Ancillary Services. The Division of Ancillary Services shall be headed by a Chief who shall ensure that adequate laboratory, radiology, rehabilitative, and bio-med services, including support staff, is provided for.

Division of Pharmacy & Medical Supply. The Division of Pharmacy & Medical Supply is to ensure accessibility, availability, quality and affordable medicines and medical supplies,

instruments and equipment to provide essential quality care services to patients and allied health professionals.

Section 4. Bureau of Nursing

The Bureau of Nursing shall be headed by a Director who shall be responsible for leadership, management, administration, and provision of the Hospital and Clinical Nursing and Public Health Nursing Services on a day-to-day basis. The Director shall be responsible for the performance of the duties and functions of the following divisions:

Division of Public Health Nursing. This division will be headed by the Chief who shall be responsible for the staff performance, duties, and functions of the following public health nursing units:

1. Behavioral Health Unit: outpatient section and inpatient ward
2. Communicable Disease Unit
3. Community Health Unit: Home Health and Geriatric
4. Family Health Unit
5. Outpatient Department
6. Community Health Centers

Division of Clinical Nursing. This division will be headed by the Chief who shall be responsible for the staff performance, duties, and functions of the following hospital and clinical nursing units:

1. Medical Ward/Pediatric Ward
2. Surgical Ward
3. Obstetric Ward
4. Operating Room
5. Emergency Room
6. Hemodialysis Unit

PART IX - MINISTRY OF EDUCATION

The Ministry of Education shall be headed by a Minister. The Ministry shall be responsible for managing, operating, and promoting the public elementary and secondary school system and implementing educational curricula and standards at every public school, and related matters. The Ministry shall be responsible for the performance of the duties and functions of the following bureaus and divisions:

Section 1. Bureau of Education Administration

The Bureau of Education Administration shall be headed by a Director. The Bureau shall be responsible for program planning and research for effective and efficient methods and strategies that augment the education system, for the management and administration of federal programs that pertain to the Bureau, and for administrative services of the Ministry. The Director shall perform these responsibilities in collaboration with the Director of the Bureau of Curriculum and Instruction and the Ministry's division chiefs. The Bureau shall be responsible for the performance of the duties and functions of the following divisions:

Division of Personnel Management. The Division of Personnel Management shall be headed by a Chief. The Division shall have the following duties and functions:

1. Administration and implementation of the Public Service System Act and related personnel policies and regulations;
2. Establishment of systems, in concurrence with the Director of the Bureau Public Service System, for personnel performance evaluation and training;
3. Management and issuance of personnel certification;
4. Maintenance and management of a centralized personnel data file system equivalent to that at the Bureau of Public Service System; and
5. Performance of other duties as assigned by the Director of the Bureau of Education Administration.

Division of School Management. The Division of School Management shall be headed by a Chief. The Division shall have the following duties and functions:

1. Management of day-to-day activities of public school programs;
2. Supervision of the implementation and assessment of instructional programs in public schools;
3. Management of communication systems for the public schools;
4. Administration of charters to non-public schools in accordance with established mandates;
5. Maintenance and improvement of public libraries;
6. Strengthening parental and community involvement in school activities;
7. Recommendation of types and scope of necessary training for school's personnel; and
8. Performance of other duties as assigned by the Director of the Bureau of Education Administration.

Division of Research and Evaluation. The Division of Research and Evaluation shall be headed by a Chief. The Division shall have the following duties and functions:

1. Institution of research-based assessment processes in the education system;
2. Improvement and expansion of educational research and development capacities;
3. Evaluation and recommendation of instructional materials for inclusion in curricula of all levels of the education system;
4. Monitoring and evaluation of progress of the ministry's goals and objectives;
5. Organization and maintenance of a data management system for the ministry; and
6. Performance of other duties as assigned by the Director of the Bureau of Education Administration.

Section 2. Bureau of Curriculum and Instruction

The Bureau of Curriculum and Instruction shall be headed by a Director. The Bureau shall be responsible for program planning and research for effective and efficient methods and strategies that enhance school curricula and instruction and for the management and administration of federal programs that pertain to the Bureau. The Director shall perform these responsibilities in collaboration with the Director of the Bureau of Education Administration and the ministry's division chiefs. The Bureau shall be responsible for the performance of the duties and functions of the following divisions:

Division of Curriculum and Instructional Materials Development. The Division of Curriculum and Instructional Materials Development shall be headed by a Chief. The Division shall have the following duties and functions:

1. Development of appropriate curricula for all public schools;
2. Development of appropriate instructional programs for all public schools;
3. Identification and acquisition of appropriate instructional materials for the public schools;
4. Initiation of development of relevant instructional materials for inclusion in the public schools curricula;
5. Development of assessments for the public schools curricula;
6. Creation of supplemental and complimentary programs for curriculum and instructional materials development, where possible and appropriate, thru other funding sources; and
7. Performance of other duties as assigned by the Director of Bureau of Curriculum and Instruction.

Division of Instructional Implementation and Teacher Training. The Division of Instructional Implementation and Teacher Training shall be headed by a Chief. The Division shall have the following duties and functions:

1. Provision of teacher training to improve teaching skills and capacities;
2. Implementation of established public school curricula and instructional programs;
3. Recommendation of minimum qualifications and requirements for public school teachers;
4. Administration of assessments and development of performance standards for students and teachers in the public schools;
5. Identification of training needs of teachers and resource teachers; and
6. Perform other duties as assigned by the Director of Bureau of Curriculum and Instruction.

PART X - MINISTRY OF COMMUNITY AND CULTURAL AFFAIRS

The Ministry of Community and Cultural Affairs shall be headed by a Minister. The Ministry is widely recognized for preserving, protecting, maintaining, and promoting Palau's traditional and Cultural Heritage. The Ministry is a leader in its stewardship of the traditions and cultures of Palau. In recognizing of the diverse population, the Ministry of Community and Cultural Affairs creates and establishes programs and services targeting different demographic groups from the youth to the elderly, with a special emphasis on those exhibiting the most needs. All programs enhance the quality of life on Palau, enhance Palau's community of caring and make Palau a place where people want to work, live and raise families.

The Ministry shall be responsible for the protection and promotion of cultural, social, and economic development to enhance the wellbeing by preserving and maintaining our traditions and cultural heritage through partnerships with the community to/by protecting, collecting, and disseminating, administering cultural and national information. The Ministry shall enhance its role in the historical preservation and intangible and tangible cultural protection in partnership with the Protected Area Network (PAN) and the UXO Committee (Unexploded Ordinance Committee). The Ministry shall have bureaus and sections in the focus areas of cultural and social development and management. There shall be the function to manage cultural and historical resources, archive, research and museum, including coordination with the Belau National Museum (BNM) and Kramer's Translation Committee in the areas of research, exhibitions, and collections. The Ministry shall also have a youth and applied arts and career targeting youth investment and pathway, the management and development of parks, recreational, and sports programs and facilities, including the coordination, assistance and support of the Palau National Olympic Committee ("PNOC"). A focus area in the management and social programs, for families, youth, disability, gender equality and aging, and the administration of the Palau Severely Disabled Assistance Fund. The Minister shall coordinate the programs of the Ministry with appropriate authorities, boards and commissions, international

conventions and entities and coordinate and cooperate with the Rubekul Belau, Mechesil Belau and traditional and non-traditional based organizations as appropriate. The Minister shall be responsible for the performance of the duties and functions of the following bureaus, divisions and offices.

Section 1. Bureau of Archives and Research

The Bureau of Archives and Research shall be headed by an Archivist. The Bureau shall be the national repository for public records of Palau transferred thereto or acquired by the Archivist and shall be responsible for the preservation of all such records. The Archivist shall be charged with the maintenance, custody, control and administration of the public records, the public's access thereto, and the performance of all other duties prescribed by Chapter 4 of Title 19 of the PNC.

The Bureau of Archives and Research shall coordinate with Belau National Museum on the national media archive research, preservation and protection work and related matters.

Section 2. Bureau of Youth Applied Arts and Career

The Bureau of Youth, Applied Arts and Career shall be headed by a Director. The Bureau shall be responsible for overseeing the development and implementation of remedial programs; for developing, formulating, identifying and establishing short-term and long-term goals, objectives and guidelines for youth's concerns, recreation activities and programs; and for formulating programs and activities that promote youth development and traditional values. The Bureau shall be responsible for the performance of the duties and functions of the following divisions.

Division of Youth. The Division of Youth shall be headed by a Chief. The Division shall be responsible for developing, initiating, coordinating and supporting youth policy development and programs; and participating and providing support to regional and international youth development and related programs as appropriate, and shall perform the following duties and functions:

1. Youth policy development and its implementation framework at the national and state government. Attend and participate in meetings, training, and development opportunities to maintain an up-to-date knowledge the youth policy, its implementation, monitoring and evaluation; increasing social action and building character skills – for example developing a National Citizen Service and support for Youth Social Action.
2. Promoting young people's participation – working with youth sector partners to help shape policies across government to better meet the needs of young people.

3. Coordinate and develop appropriate program plans with key stakeholders to address youth problems and needs, and be the focal point for youth related policy mainstreaming programs.
4. Seek out additional funds and technical assistance to enhance and promote the development of youth.
5. Serve in conjunction with other relevant entities, as the national repository of youth related data.

Division of Applied Arts & Career. The Division of Applied Arts and Career shall be headed by a Chief. The Division shall be responsible for initiating, developing, coordinating and supporting applied arts and career programs and shall perform the following duties:

1. Managing and administering youth and community projects and resources; assessing the needs of young people, and planning and delivering programs related to areas such as health, fitness (physical activities and sports), smoking, drugs, gangs, violence, relationships and bullying.
2. Regularly monitoring and reviewing the quality of the local youth work provision; running arts-based activities, community/environmental projects, residential activities, outdoor education and sporting activities; including supporting youth groups and individuals in various settings, including outreach work.
3. Provide mentoring, coaching and supporting individuals to facilitate personal, social and educational growth in young people as well as encouraging greater social inclusion; working in partnership with professionals from other organizations that support young people such as social care, health, police, education, youth offending teams and local authorities.
4. Working with parents, families and community groups in partnership and collaboration with Palau National Youth Council to advocate young people's interests; identifying and pursuing sources of funding for projects to improve services, programs and/or resources for young people at national, state and community.
5. Partnership and collaboration with funding bodies for applied arts and career programs targeting youth, including partnership and coordination with Small Business Development Corporation, such as the YES (Youth Entrepreneurship Service).
6. Management and administration of the Job Corps Program. Seek partnership with Division of Labor, Job Placement Program and other career services/training partner targeting youth employment and career development.
7. Coordinate with the PNOC and other Palau sports federations in conducting sports programs and related activities promoting healthy lifestyles and

combating the non-communicable disease (NCD) epidemic.

Section 3. Bureau of Aging, Disability and Gender

The Bureau of Aging, Disability and Gender shall be headed by a Director. The Bureau shall coordinate programs, projects and events relating to people with disability, elders/senior citizens, children, men and women; and boys and girls regardless of age, sex and race.

The Bureau shall coordinate and a focal point for the disability programs, including the management and delivery of the disability fund in coordination with the working committee. The Bureau shall coordinate and provide the implementation framework and its national obligation and reporting of the Convention on Rights of a Child (CRC) and the Convention on the Rights of People with Disability (CRPD). Work on development policies, programs and activities for people disability, elderly, men and women, boys and girls, families and children in partnership with relevant government and non-government agencies, traditional based and non-traditional based organizations, disability community based organizations such as Omekesang and Palau Parent Empowerment organizations.

The Bureau shall participate and support regional and international programs, training and activities of CRC and CRPD and other related matters as appropriately. The Bureau shall advocate and provide awareness of CRC and CRPD and related matters, including planning and implementing of activities and programs. The Bureau shall ensure positive education for health, safety and protection of everyone with disability and the community in general.

The Bureau shall be responsible for the performance of the duties and functions of the following divisions.

Division of Aging. The Division of Aging shall be headed by a Chief. The Division shall be responsible for enhancing the well-being of senior citizens, including:

1. Planning social activities with relevant agencies;
2. Providing minimum nutritional needs;
3. Providing income earning opportunities;
4. Providing transportation services;
5. Maintaining, promoting and transferring traditional knowledge and skills to the younger generation through school based and community programs;
6. In conjunction with other relevant entities, operating the Senior Citizens' Applied Arts Center; and
7. Manage and provide senior citizens discount card its regulations

Division of Gender. The Division of Gender shall be headed by a Chief. The Division shall perform the following duties:

1. Conduct a needs assessment survey to identify gender equality needs, assess and develop programs to address such needs and mitigate against gender inequality;
2. Coordinate with appropriate local entities and facilitate the development of a National Gender Policy to correlate with the Convention on Elimination of all Forms of Discrimination Against Women, focusing on gender sensitive policies applicable to Palau;
3. Serve as the focal point on gender matters for national, regional & international entities;
4. Establish a database for reporting gender equality issues;
5. Manage centrally funded technical assistance and gender training contracts;
6. Collaborate with state governments, identify resource people in the community, and establish "Family Resources Centers"; and
7. Coordinate with appropriate local entities such as Mechesil Belau Inc., the Council of Chiefs, and traditional and non-traditional based organizations on all matters relating to gender.

Section 4. Bureau of Cultural and Historical Preservation

The Bureau of Culture and Historical Preservation shall be headed by a Director. The Bureau shall coordinate projects, programs and activities with Belau National Museum, Kramer Ethnography Committee, the Protected Area Network (PAN) and the Unexploded Ordinance Technical Committee (UXO) and other government and non-government agencies in the preservation and protection of culture and historical preservation related matters. The Bureau shall be responsible for the performance of the duties and functions of the following divisions.

Division of Historical Preservation. The Division of Historical Preservation shall be headed by a Chief. The Division shall perform the following duties in Archaeology, Survey and Inventory: implement applicable parts of Title 19 of the PNC, and of the United States National Historic Preservation Act; safeguard and document historic and cultural properties in Palau; and conduct historical clearance review processing. In addition, the Division will enhance its work and partnership with Protected Area Network (PAN), and the Unexploded Ordinance Technical Committee in the promotion and protection of historical preservation sites and all its related activities. The Division will also establish and maintain a "Palau Registry of Historic Places", nominate and register potentially eligible sites to the Registry, maintain the Bureau of Cultural and Historical Preservation reference library, and conduct reviews of projects relating to the restoration and development of Registered Sites.

Division of Cultural Affairs. The Division of Culture Affairs shall be headed by a Chief. The Division shall be responsible for the implementation of Chapter 1; Title 19 of the PNC, the "Historical and Cultural Preservation Act", and other applicable laws, and also shall perform the following duties and responsibilities.

1. Oral History and Ethnography. Work with the Society of Historians to identify, document and implement Palau's oral history and ethnography; i.e., Palau's oral histories, cultural knowledge and expressions of culture and practices, in order to preserve, enhance and promote the same through research and publications. In addition work with Kramer Ethnography Committee on all its work and related matters.
2. Preserve, promote, and protect in the area of arts; i.e., music; dance; applied arts such as carving, weaving, jewelry, pottery, culinary, and fashion design; literary arts; visual arts; and photography and videography and others; at all levels.
3. Document contemporary, cultural and traditional arts; promote arts in the community through education and community-based organizations; and coordinate with local and overseas entities dealing with arts in partnership with Belau National Museum
4. Public Education. Foster public education and awareness of Palau's historical and cultural heritage; provide guided site visits to students, the public and visitors; produce bi-annual newsletter; conduct various publicity campaigns, educational workshops, conferences, and symposiums.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this 21st day of September, 2015, at the National Capitol - Ngerulmud, Republic of Palau.

Tommy E. Remengesau, Jr.
President of the Republic of Palau