



REPUBLIC OF PALAU

OFFICE OF THE PRESIDENT

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Executive Order No. 452 *To Reorganize the Ministry of State*

WHEREAS, pursuant to Article VI of the Constitution, the national government must take positive action to protect the safety and security of persons and property; and

WHEREAS, Title 2 of the Palau National Code establishes eight Ministries, including the Ministry of State, which is described by Section 104; and

WHEREAS, as the national chief executive, the President is empowered, pursuant to Section 109 of Title 2 of the Palau National Code, to provide for the subdivisions of the Ministries and to prescribe their duties, responsibilities, and functions; and

WHEREAS, pursuant to 2 PNC § 104, the Ministry of State is responsible for national defense, treaty matters, relations between national and state governments, relations with other nations, the United Nations, and other international organizations, and related matters, including maintenance of the National Archives;

NOW, THEREFORE, by virtue of the authority vested in me by the Constitution and laws of the Republic of Palau, I hereby order the organization of the Ministry of State as follows:

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 other government agencies and/or 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

The Permanent Mission of Palau is as follows:

- United Nations Representation Office in New York

The Consulates of Palau are as follows:

- The United States Territory of Guam
- Hawaii

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 (BFAT)

The Bureau of Foreign Affairs and Trade shall be headed by a Director who shall be responsible for the conduct of affairs relating to foreign entities, international trade negotiations, and international protocols. The Bureau shall coordinate and participate in efforts to maintain mutually beneficial relations with various parts of the "outside world" which are important to the Republic by representation in various respects. The Director shall manage and oversee the work of the Divisions responsible for regional relations, the Division of Trade and Technical Assistance, and the Division of Protocol, whose responsibilities are set forth herein. The Bureau shall be responsible for the following:

1. Monitor international events and developments to alert the people at home about any present threat or opportunities in pursuit of the Republic's interests.
2. Coordinate and participate in the Republic's participation in international conferences, consultations, and multilateral negotiations of all kinds.
3. Track the Republic's international legal obligations and advise on a) the desirability and manner of entering into them, and b) the relationship and compatibility of any internal



legislative or regulatory measures which the government may take that have international implication with its obligations under the applicable international law.

4. Institute a formal coordination process with the Ministry of Human Resources, Culture, Tourism, and Development to disseminate regional and international training opportunities.

5. Staff and operate such overseas offices as the nation may have.

6. Manage the relationship with the representatives of governments that may be received, including, usually, arrangements for hosting conferences and important visitors.

7. Manage the fulfillment of all the above tasks and responsibilities and ensure that the necessary services and infrastructure are in place and maintained in good "working order.

8. Oversee and coordinate the activities of the regionally focused divisions and coordinate activities, programs, and tasks that affect the work of multiple regions.

Division of U.S., North, Central, and South America Affairs. The Division 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 and trade negotiations between Palau and countries and international organizations within the U.S., North, Central and South America region. Employees of this Division shall gain expertise in their assigned region and coordinate with the Bureau of Foreign Affairs to perform the following functions:

1. Maintain and protect diplomatic relations with partners in the United States and North, Central, and South America.
2. Coordinate and facilitate off-island meetings and conferences and provide government protocol to visiting dignitaries.
3. Coordinate the Division's efforts with the Office of the President, appropriate Ministries and agencies, and the other Divisions of the BFAT.
4. Seek and maximize technical and financial assistance offered or available from the region.

Division of Africa, Caribbean, E.U. and Eurasian Affairs. The Division shall be headed by a Chief who shall be responsible (under the direction of the Director of the Bureau of Foreign Affairs) for all the conduct of foreign affairs and trade negotiations between Palau and the countries and international organizations within the African, Caribbean, European Union and Eurasian region. Employees within this Division shall gain expertise in their assigned region and coordinate with the Bureau of Foreign Affairs to perform the following functions:

1. Maintain and protect diplomatic relations with partners in Africa, the Caribbean, European Union, and Eurasia.
2. Coordinate and facilitate off-island meetings and conferences and provide government protocol to visiting dignitaries.



3. Coordinate the Division's efforts with the Office of the President, appropriate Ministries and agencies, and the other Divisions of the BFAT.
4. Seek and maximize technical and financial assistance offered or available from the region.

Division of U.N. and Pacific Affairs.

The Division shall be headed by a Chief who shall be responsible (under the direction of the Director of the Bureau of Foreign Affairs) for all the conduct of foreign affairs and trade negotiations between Palau and the countries within the Pacific region and the United Nations. Employees within this Division shall gain expertise in their assigned region and coordinate with the Bureau of Foreign Affairs to perform the following functions:

1. Maintain and protect diplomatic relations with partners in the Pacific region and with the United Nations.
2. Coordinate and facilitate off-island meetings and conferences and provide government protocol to visiting dignitaries.
3. Coordinate the Division's efforts with the Office of the President, appropriate Ministries and agencies, and the other Divisions of the BFAT.
4. Maintain knowledge of and access to documentation of the International and Regional Organizations, Treaties, Conventions, and Instruments that Palau has ratified or is a member.
5. Ensure compliance with international obligations, including periodic reporting/reviews of our treaty, convention, and instrument documents, and facilitate the timely payment of membership dues.
6. Seek and maximize technical and financial assistance offered or available from international organizations.

Division of East Asian Affairs. The Division 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 and trade negotiations between Palau and countries and international organizations within the East Asia region. Employees of this Division shall gain expertise in their assigned region and coordinate with the Bureau of Foreign Affairs to perform the following functions:

1. Maintain and protect diplomatic relations with partners in the East Asian region.
2. Coordinate and facilitate off-island meetings and conferences and provide government protocol to visiting dignitaries.
3. Coordinate the Division's efforts with the Office of the President, appropriate Ministries and agencies, and the other Divisions of the BFAT.
4. Seek and maximize technical and financial assistance offered or available from the region.



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 or organizations under the provisions of the Vienna Convention and other conventions or treaties to which Palau is a signatory.
2. Providing protocol services and related services in regards to foreign embassies, missions, and consulates in Palau.
3. Ensuring that appropriate briefings and information regarding visiting diplomats and official guests are disseminated by the Minister of State, the Director of the Bureau of Foreign Affairs and Trade, and the Chief of the Division of Protocol.
4. Coordinating and assisting appropriate Ministries, agencies, entities in conducting local official functions to ensure that international and local protocol practices are followed.
5. The Division shall coordinate its efforts with the Office of the President, appropriate Ministries and agencies, and the other Divisions of the BFAT.

Section 5. Bureau of Domestic Affairs

The Bureau of Domestic Affairs shall be headed by a Director who shall be responsible for the strengthening of national and state relations. The Bureau shall have the following duties and responsibilities:

1. Provide, upon request, assistance to the Palau Election Commission in conducting national and state elections, plebiscites, and referenda.
2. Coordinate liaison activities between the Executive Branch and the Olbiil Era Kelulau.
3. Conduct rigorous outreach to receive and archive all government rules, laws, procedures, regulations, and other public documents for the Government, state governments, and the private sector.
4. Coordinate with the Bureau of Archives for the transfer of documents to the national repository and institute interoffice protocols for the designation of documents for retention.
5. Raise public awareness through the dissemination of all government activities and issues through various media outlets.

Division of State & Community Affairs

The Division shall be headed by a Chief who shall be responsible for coordinating the national government, state, and community activities in support of the Bureau of Domestic Affairs. The Division shall have the following duties and responsibilities:

1. Strengthen coordination of work with and maintain strong relations between the national and state governments.



2. Facilitate implementation of strategic priorities between the national government and state governments.
3. Provide, upon request, assistance to the Palau Election Commission in conducting national and state elections, plebiscites, and referenda.
4. Provide, upon request, assistance to the state legislatures on parliamentary rules of procedures for the conduct of official business.
5. As required by applicable law, provide for the public posting and viewing of proposed and adopted rules and regulations.

Division of Gender

The Division shall be headed by a Chief who shall be responsible for the centering and mainstreaming of gender policies within the national government. The Division shall be responsible for the following duties and responsibilities:

1. Ensure gender equality policies are shared across the government and involve the highest possible level of government.
2. Assess and report on the gender responsiveness of government agencies and work with other Divisions, Bureaus, and Ministries to implement gender mainstreaming efforts.
3. Implement the Palau Gender Mainstreaming Policy and oversee the evolution of gender equality policies in the Republic.

Section 6. Bureau of Archives and Media

The Bureau of Archives and Media shall be headed by a Director who shall be responsible for managing the official media of the Government and be responsible for the dissemination of all information from the Executive Branch to the public. The Director shall also be the national repository of public records. The Bureau shall be responsible for the performance of the duties and functions of the following divisions:

Division of Archives and Records Management

The Division shall be headed by a Chief and shall be responsible for the following duties and responsibilities:

1. Manage the collections of historical government information.
2. Provide accessibility of all information mediums in the archives to a wide range of users.
3. Provide for the storage and preservation of perishable government documents.
4. Digitize and provide electronic storage of information and liaise with other offices responsible for document management to establish best practices and share technology for consistent document preservation.



Division of Media and Information Services

The Division shall be headed by a Chief and shall be responsible for the following duties and responsibilities:

1. Managing the official media of the government.
2. Disseminate public information from the Executive Branch to the public, in coordination with the Office of the President.
3. Plan the development of media programs to ensure and maintain transparency in government information.
4. Provide, upon request, assistance to the Palau Election Commission in conducting national and state elections, plebiscites, and referenda.

Effective Date and Duration. This Order shall take effect immediately and shall continue until it is rescinded or until it is superseded in a future reorganization of the Executive Branch.

Previous Orders. Previous orders, including Executive Order 381, with its specific mention of the Ministry of State, are hereby superseded to the extent that they conflict with this Order.

16th IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal this day of June 2021 in Ngerulmud, Republic of Palau.



Surangel S. Whipps, Jr.
President of the Republic of Palau