



REPUBLIC OF PALAU  
OFFICE OF THE PRESIDENT

P.O. Box 6051, Palau, PW 96940  
Tel. (680) 767-2403/2828  
Fax. (680) 767-2424/1662  
Email: [president@palaupresident.info](mailto:president@palaupresident.info)

SURANGEL WHIPPS, JR.  
*President*

**EXECUTIVE ORDER NO. 451**

*Organizing the Ministry of Human Resources, Culture, Tourism, and Development*

**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 Human Resources, Culture, Tourism, and Development, which is created by RPPL 11-7 and described by Section 117; 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 § 117, the Ministry of Human Resources, Culture, Tourism, and Development is responsible for preservation, development, and promotion of cultural and historical resources, including museum facilities, the local economy, and human resources functions of the executive branch workforce, the management and development of programs for youth affairs, the promotion and development of tourism, and related matters;

**NOW, THEREFORE**, by virtue of the authority vested in me as President of the Republic of Palau, pursuant to the applicable laws of the Republic, I hereby order the organization of the Ministry of Human Resources, Culture, Tourism, and Development as follows:

***MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM, AND DEVELOPMENT***

The Ministry of Human Resources, Culture, Tourism, and Development shall be headed by a Minister (MHRCTD) who shall be responsible for the administration and management of the subject matters captured in Section 117 of Title 2 of the Palau National Code. 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. Office of Labor Compliance**

The Office of Labor Compliance shall report to the Minister of Human Resources, Culture, Tourism, and Development and shall have the following duties:

1. Compile and retain familiarity with the labor laws and regulations of the Republic.
2. Issue guidance to public and private sector workforces regarding safe work practices.
3. Coordinate with other agencies to ensure compliance with all employment laws, including requirements of Dependent Visas, Work Visas, and all foreign worker restrictions.



4. Collaborate and partner with international and national organizations for the protection and safety of employees.

#### Section 2. Bureau of Human Resources

The Bureau of Human Resources 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). The Director 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, training, and internal controls needed for all national government employees and public service systems; developing and administering youth and career development 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 functions and shall coordinate the work of the following divisions:

1. Support and facilitate training programs to enhance and maintain the skills and qualifications of Government employees.
2. Maintain records for civil service and other employees of the national government and its subparts.
3. 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, including wage audits, performance reviews, and other human resource functions.
4. Institute a formal coordination process with the Ministry of State to disseminate regional and international training opportunities and utilize the employment classification system to match employees with training opportunities.
5. Receive reports from all other Ministries of the Executive Branch to learn of and support the hiring processes for other Ministries.
6. Coordinate with all other Ministries and those personnel that are responsible for human resource and personnel matters to standardize human resource procedures and promote best practices.
7. Formulate policies and procedures related to the Public Service System.
8. Oversee the management and maintenance of the Human Resource Information System to ensure that the database is updated and accurate.
9. Develop and maintain an operational plan to archive old personnel action forms as well as moving towards electronic processing of personnel actions.
10. Promulgate regulations relating to civil service and the Public Service System.

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



1. Coordinate support for employment services across all sectors in the Republic.
2. Collaborate with Palau National Scholarship Board to promote the retention and return of Palauans to the local workforce.
3. Support and facilitate training programs to maintain and enhance the skills of the local workforce.
4. Assist the Director of the Bureau of Human Resources with regards to investigations into personnel matters with the support and advice of the Office of the Attorney General.
5. Prepare such regular and other reports as may be required by the Director of the Bureau of Human Resources. Coordinate citizen job placement services to link the public to opportunities in the private sector.
6. Coordinate with the Division of Youth and Career Development to cross-promote and engage Palauans with local apprenticeships, training programs, and career opportunities.

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

1. Facilitate youth policy development and its implementation framework at the national and state government.
2. Coordinate and develop appropriate Apprenticeship Programs, including those with key stakeholders such as the Civil Action Team, to promote youth interest in career development.
3. Coordinate opportunities for rehabilitation and vocational training to facilitate reform and reintroduction to civil society following incarceration or contact with the criminal justice system.
4. Seek out additional funds and technical assistance to enhance and promote the development of youth.
5. Manage and administer the Job Corps Program and regularly monitor and review 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, and outreach work.
6. Serve as the national repository of youth-related data in conjunction with other relevant entities.
7. Manage and administer 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, drinking, drugs, gangs, violence, relationships, and bullying.
8. 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 such as social care, health, police, education, youth offending teams, and local authorities that support young people.
  9. Work with parents, families, and community groups in partnership and collaboration with Palau National Youth Council, Palau National Olympic Committee, and other Palau sports federations to advocate young people's interests and promote healthy lifestyles to combat non-communicable diseases.
  10. Encourage partnership and collaboration with funding bodies for applied arts and career programs targeting youth, including partnership and coordination with Small Business Development Corporation and the YES (Youth Entrepreneurship Service).

### Section 3. Bureau of Cultural and Historical Preservation

The Bureau of Cultural 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), Palau Community Action Agency, the Unexploded Ordinance Technical Committee (UXO), and other government and non-government agencies in the preservation and protection of cultural and historical preservation related matters. The Bureau shall be responsible for the performance of the duties and functions of the following divisions.

Division of Archaeology. The Division of Archaeology shall be headed by a Chief. The Division shall perform the following duties and responsibilities in Archaeology, Survey, and Inventory:

1. Implement applicable parts of Title 19 of the PNC and Section 106 of the United States National Historic Preservation Act, as amended.
2. Implement project review processes and issue permits pursuant to Title 19 of the PNC.
3. Safeguard and document historic and cultural properties in Palau.
4. Conduct historical clearance review processing.
5. 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.
6. Establish and maintain a "Palau Registry of Historic Places" and nominate and register potentially eligible sites to the Registry.
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7. Maintain the Bureau of Cultural and Historical Preservation reference library and conduct reviews of projects relating to the restoration and development of Registered Sites.
8. Participate in public education awareness regarding the importance of preserving and protecting tangible cultural and historical resources.

Division of Ethnography. The Division of Ethnography shall be headed by a Chief. The Division shall be responsible for the implementation of applicable parts of 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. Keep and maintain the Oral History and Ethnography section databases: photograph, audio, video, and state surveys, and digitize audio recordings for preservation.
2. Maintain a close working relationship with the Klobak era Ibetel a Cherechar (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, the Division shall work with Kramer Ethnography Committee on all its work and related matters.
3. 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.
4. 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.
5. 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.
6. Develop stakeholder capabilities in identifying and documenting their own oral histories.

#### Section 4. Bureau of Tourism

The Bureau of Tourism will be headed up by a Director and will administer and coordinate the work programs of newly established roles and functions of the Bureau, in particular its regulatory role. The Bureau shall have the following duties and responsibilities:

1. Regulate tourism services and activities throughout Palau.
2. Register, license, and grade all tourism and tourism-related businesses.
3. Develop and implement a code of practice for the tourism sector.





4. Write reports, review and finalize reports, disseminate tourism regulatory information, and advise the Minister on matters relating to overall industry performance.
5. Monitor and assess tourism activities and assist in the improvement of tourism services and offerings in Palau, with adherence to sound principles and practices of sustainable tourism.
6. Closely collaborate with Palau Visitors Authority and the Palau Chamber of Commerce, in the promotion and development of the tourism sector in Palau, including but not limited to the following support: developing occupational standards and certification processes and requirements; and supporting the development and enforcement of standards for tourist health, safety, and response.
7. Collaborate with other government agencies, coordinate local tourism sectors, and secure and identify funding internationally.

The Bureau will be comprised of the following division:

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 Division shall have the following duties and responsibilities:

1. Enforce tourism regulations, occupational standards, and certification processes and requirements for best tourism practices.
2. Plan and implement compliance programs for the Bureau of Tourism.
3. Write and administer grants.
4. Assist in the development of standards for tourism health, safety, and response.
5. 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 product supply and delivery consistency.

#### Section 5. Bureau of Development

The Bureau Development shall be headed by a Director. The bureau shall be responsible for the development of Palau's domestic commerce and for providing assistance in the development of international trade. The Bureau shall have the following duties and responsibilities:

1. Oversee and promote the development of Palau's domestic commerce.
2. Institute programming for Civil Defense Force training and expand the vocational and technical training available to our law enforcement, state ranger, and PAN Officer community.
3. Collaborate with national and international investors and partners for the advancement of development opportunities.



4. Support the business community and investors by coordinating with other agencies to support business development needs involving FIB, EQPB, historical permits, and Land Court clearance.

Division of Commerce. The Division of Commerce shall be headed by a Chief and shall be responsible for assisting in the duties and responsibilities of the Bureau of Development. The Division shall have the following duties and responsibilities:

1. Increasing the development and growth of domestic industries, including, but not limited to, cooperatives, credit unions, and cottage industries;
2. Regulating the licensing of alcohol manufacturing and distribution in Palau.
3. Supporting of economic policies and activities in the Republic.

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

Previous Orders. Previous orders, including Executive Order 381, that describe the Bureau and Divisions herein reorganized under the Ministry of Human Resources, Culture, Tourism, and Development are hereby superseded to the extent that they conflict with this Order.

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

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