

# Survey and Inventory/Archaeology Section

## *Project #3 Project Review and Compliance*

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End of  
Year  
Report

*December*

2016

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**Bureau of Cultural and Historical Preservation**

***Palau Historic Preservation Office***

Ministry of Community & Cultural Affairs

Koror, Republic of Palau 96940

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**End of Year Report for Fiscal Year 2016**

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**Survey and Inventory/Archaeology Section**

***Project #3 Project Review and Compliance***

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## Introduction

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This End of Year Report summarizes the accomplishments and challenges of the Survey and Inventory/Archaeology Section. It provides an effort of enhancing the value to protect and preserve Palau's tangible and intangible heritage with the means of education and public awareness through the Sections role and responsibility to implement the standard operations for the Project Review and Compliance to ensure that services are available to the public.

### 1. Overview

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The Survey and Inventory/Archaeology Section is one of the Bureau's sections along with the Administration and Planning, Oral History/Ethnography Section, Palau Registrar Section, and Public Education Section. It was first established in 1974 by the Historic Preservation Act (COM PL-3-34). Its expansion and maintenance was authorized by the Historic Preservation Act of 1978 (PPL-6-6-19), later amended to RPPL 1-48 in 1982, also known as Title 19 Chapter 1 of the Palau National Code, and it was then called the Division of Cultural Affairs and in 2001, it became Bureau of Arts & Culture through an Executive Order No. 203 until September 21, 2015 where a new Executive Order No. 381 by President Tommy E. Remengesau Jr. was enacted to rename the Office to **Bureau of Cultural and Historical Preservation**. The Bureau is a Palau governmental entity under the Ministry of Community & Cultural Affairs, which mandates a framework for the adequate protection and preservation of tangible and intangible cultural resources of the Republic of Palau.

### Goals

1. To preserve and foster our historic properties for the benefit of all Palauan people
2. To preserve and educates Palauan traditions that are threatened with extinction
3. To protect historic properties from destruction
4. To preserve cultures and traditions in the face of inevitable increasing foreign contact and interaction

### Mission

The Bureau protects and preserves the Republic's cultural and historical resources to enhance, enrich, and foster the Palauan heritage, now and into the future. BCHP accomplishes its mission in accordance with enabling legislation and acceptable regulations and standards by capturing and documenting the knowledge of elders for posterity; conducting archaeological surveys; identifying and restoring sites; conducting and documenting ethnographic research; promoting folklore and traditional art; and ensuring that opportunities for education are available for everyone.

The Survey and Inventory/Archaeology Section of the Bureau through its Project Review and Compliance activity is the legal instrument to ensure preservation and protection of tangible cultural and historical resources that may be eligible for inclusion in the Palau Register of Historic Places, threatened by public, private and or individual development will be subject to review and comment in accordance with the procedures prescribed by BCHP regulations through PNC 19 Chapter 1; Palau Historic Preservation Act as well as Section 106 of the U. S. National Historic Preservation Act of 1966, as Amended.

## **i. Section Roles & Responsibilities**

### *Objectives:*

The Section of the Survey and Inventory/Archaeology has objectives as follows: to complete the archaeological inventory surveys of the nation's cultural and historical resources; Implement Project review process and issue permits for undertaking as required by Title 19 Chapter 1 of Palau National Code and Section 106 of the US Historic Preservation Act of 1966 as amended; Participate in public education awareness regarding the importance of preserving and protecting tangible cultural and historical resources; Upgrade staff skills and abilities; and update the tangible resources inventory database.

### *Tasks:*

1. Keep the on-board Deputy HPO who is also tasked as the Head of the Survey and Inventory/Archaeology Section to continue supervise the section to ensure all roles and responsibilities are carried out in timely and properly manner.
2. Palau National Archaeologist must be hired to work under the direction of the Deputy HPO who is the Section Head to provide professional services that meets the Secretary of Interior Standard and be leading principal investigator for the special projects as well as to train local staff to be able to carry out all the projects on their own.
3. Conduct an Archaeological Inventory Survey of the interior of each States of Palau to identify and document all cultural and historical resources. The Inventory Survey will be carried out following the three phase's procedure.

*Phase I:* Conducting background research. Including archival research on all existing documents to identify sites and their locations as well as those lacking information that needed to be collected from the field. Staff will be consulting with each state Governor, Historian, and Board member and meeting with local community if requested as well as interviewing local residence regarding any sites they know.

*Phase II:* Conducting actual field work. The section staff will be commuting daily from office to the state to conduct a field survey. The staff will be assisted in the field by at least two local assistants who are knowledgeable of the terrain as well as location of the sites. The survey will consist of walking through in ten meters' interval. If site encountered, it will be cleared, mapped if there are features, photograph and documented.

*Phase III:* Conducting an analysis of information, compilation and printing of a report, and entering the information into the Access and GIS database.

4. Editing and finalizing the previous Archaeological Survey Report and copies will be printed. The information in the database will be up-dated. This will involve background research, layout and formatting, editing, review from Technical reviewer, finalizing and printing.

5. Produce the Palauan Year Calendar w/ English version to educate the traditional moon cycle and promote public awareness on cultural and historical resources. The Calendar will show case different types of cultural and historical features as well as other activities that are carried out by BCHP.
6. Conduct a Project Review Process to review all development to ensure that cultural and historical resources are not needlessly destroyed without being documented. This is a on-going process throughout the year. Each project review process will depend on the adverse effect of such proposed project. Those with no effect to a site will be given permit in short time with minimal stipulation. Others that have greater adverse effect may take even a year to go through all the process requirements and consultations or an MOA. The project review may involve archival research, site visits, consultation, mapping, photographs, and reports.
7. Monitoring on-going development projects to ensure regulations, stipulations and permit conditions are being followed. (carried out yearly)
8. The section is responsible to maintain the archaeological Access and GIS database and will continue to up-date the information.
9. The section will continue to work with states, government agencies, NGO's, Schools and the general public to promote awareness and protection of cultural and historical resources. This may include lectures, site visits, attending and/or presenting papers at meetings, conferences and workshops relevant to Palau cultural and historical sites.
10. Participate and assist in other recognized national events and/or events pertaining to preservation, promotion, and education of cultural and historical resources such as Olechotel Belau Fair, BCHP Symposium, School Awareness week etc.
11. Participate in trainings, workshops and other activities in regional and international level related to the section's responsibilities to improve the abilities of the staff. There are different techniques and methods in different archaeological disciplines as well as new and/or advance software that the staff needs to get acquainted with in order to better manage its database, information and other tasks.

The Section also needs to participate in meetings and other regional and international conferences relevant to the section's duties and responsibilities to improve the understanding and abilities of the staff effectiveness for the future plan and management to carry out its required mandated stated on both Title 19 Chapter 1 of PNC and Section 106 of the US Historic Preservation Act of 1966, as Amended from the regional and international stand points.

## **ii. Section Staff**

The Survey and Inventory/Archaeology Section should consist of four (4) staff namely, Deputy HPO as the head of the section, Palau National Archaeologist, Historic Preservation

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Specialist/Archaeological Surveyor I, and Historic Preservation Specialist/Compliance Officer II. As of now, there is only three staff on-board including Deputy HPO, Historic Preservation Specialist/Surveyor I, and Historic Preservation Specialist/Compliance Officer II.

### **iii. Project Review and Compliance Procedure**

The Project Review and Compliance Procedure is a regulation of the Bureau of Cultural and Historical Preservation that was adopted following the Section 106 of the US National Historic Preservation Act of 1966, as amended. It is a process applied to ensure that all development and earthmoving in the republic provide an opportunity for BCHP to review and comment on all undertaking and its effect on tangible cultural and historical properties. (See *Appendix A: Project Review Process Chart*).

#### **a. Historical Clearance Application (See *Appendix B: Historical Application Form*)**

Any person, organization, agency who wishes to conduct any developmental undertaking or earthmoving must first file an application form of the Historical Clearance in order to get a Historical Clearance Permit from BCHP before the actual project begins.

A complete Historical Clearance application includes:

1. Completed application form;
2. Location map, identifying the exact location and nearby landmarks;
3. Project plan, showing site plan of project (floor plan, road plan, etc.);
4. Lot map showing property and lot number

#### **b. Tracking Form (See *Appendix C: Tracking Form*)**

Once BCHP reviewed the application and determined to be completed, it is stamped as received and dated. A Tracking Form is then attached to the application and goes through the process as all concerned section reviews and filled out the Tracking Form.

The Survey and Inventory/Archaeology Section is the lead section carrying out the project review. A complete application will be reviewed by the compliance officer if it is a Section 106 or a local application. Then an archival research takes place to see if the proposed project location is within a site or not. A site visit will take place to verify if the project has adverse effect or no adverse effect.

If no adverse effect, a Historical Clearance Permit is then prepared and goes through all concerned reviewers and sign and a contractor will be contacted to pick up the Historic Clearance Permit and the project can commence following the conditions stated in the HC Permit.

If the project has adverse effect, a consultation took place between the contractor and BCHP to address the effect and a mitigation plan or if necessary, an MOA will be prepared and signed by all concern party and project then commence following the MOA stipulations.

c. Historical Clearance Permit *(See Appendix D: Historical Clearance Permit Form)*

A historical clearance permit is a BPHP concurrence of the project to begin with stipulations and conditions that needs to be followed. All projects have different conditions and stipulations depend on the effects of the project to a tangible cultural and historical property.

A Historical Clearance Permit has a one-year time frame. If a project needs more than one year to be completed, an applicant will request for an extension by writing to BPHP explaining the circumstances and an extension may be granted with the same conditions and stipulations if there are no changes to the original plan. If there is any change, a different permit will be issued base on the new plan and its impact. *(See Appendix E: Extension Form)*

d. Monitoring

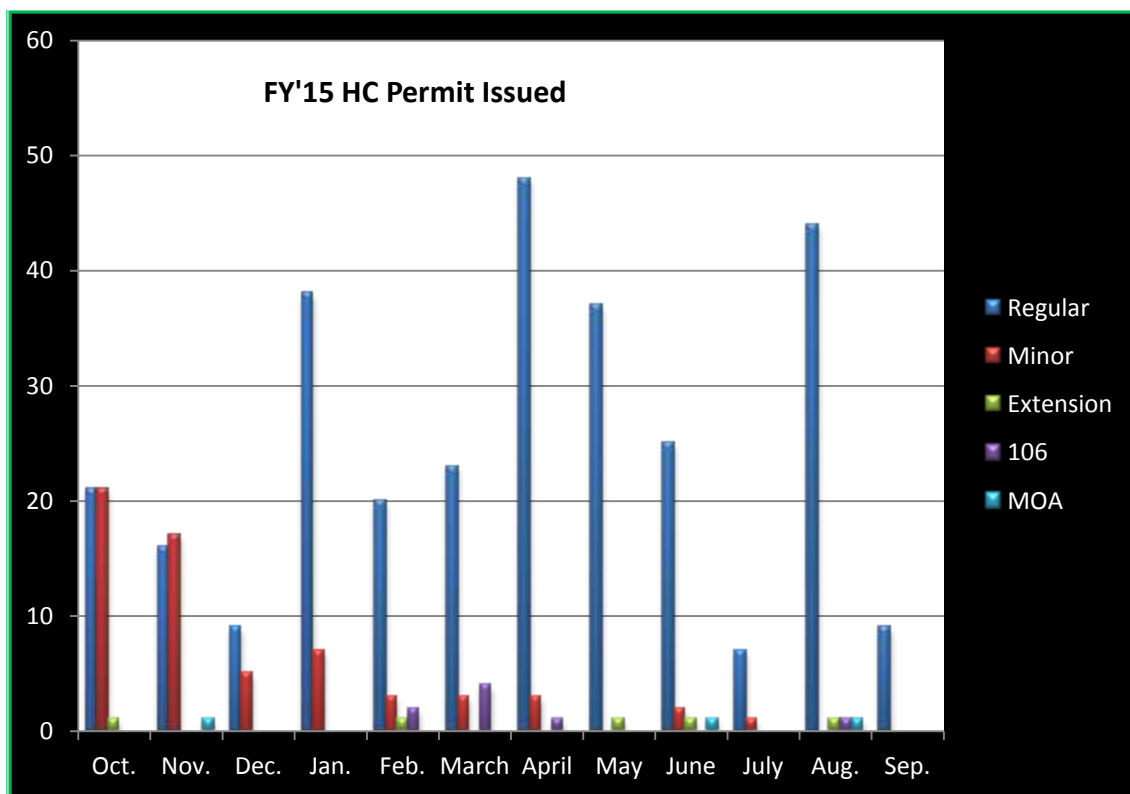
Once a historical clearance permit is issued, staff from Survey and Inventory/Archaeology Section will do a Systematic monitoring from time to time to ensure the projects are following all conditions and stipulations of their permit.

**iv. FY'15 Project Review**

During the FY'15 beginning from October 1, 2015 to September 30, 2016 the Survey and Inventory/Archaeology Section was able to issue a total amount of **375** historical clearance permits.

a. Types of Historical Clearance Issued

Out of the 375 permits issued, 297 were regular permits, 62 were minor permits, 5 extensions, 3 with MOA's, and 8 Section 106 permits.  
*(See Appendix F: Table of all permits issued)*



b. Monthly Historical Clearance Permit Issued Chart

c. Section 106 permit issued

Out of the 375 historical clearance permit issued, a total of 8 permits went through Section 106 Process. Two of the permits were located in areas that are not a site and they have no effect to a site. Other three permits were human remains recovery mission from US Defense POW/MIA Accounting Agency (DPAA) located on a WWII aircraft sites and Peleliu. All three sites were assessed and consultation was conducted and an MOA were issued to each project sites to minimize the adverse effects. The remaining three were assessed and no adverse effect as they were previously disturbed. *(See Appendix G: FY'15 Section 106 Permits Issued)*

d. Local Permits issued

Out of 375 permits issued during the fiscal year 2015, a total of 367 permits were local permits issued. They were 297 regular permits, 62 minor permits, and 5 extension permits that were either no effect or no adverse effect. The remaining three were with MOA as it was directly inside a site. *(See Appendix F: Table of all permits issued)*

e. Permits Issued with MOA

A total of 6 permits were issued with MOA due to its adverse effect to a site. All went through a consultation and everything was addressed to its minimal effect on

the site and an MOA was drafted and signed by all concerned parties. Four of them were under Section 106 and the other two were Local permits.

*(See Appendix H: FY'14 Permits Issued with MOA)*

#### **v. Challenges, Limitations, and Needs**

The Survey and Inventory/Archaeology Section encounter a huge challenge due to several circumstances. The Section comprise of only three staff, Deputy HPO, Historic Preservation Specialist/Compliance Officer II, and Historic Preservation Specialist/Archaeological Surveyor I to carry out all the responsibilities of the section which required research, consultation, and site visit. Others that needs participation and yet there were others that needed to meet the Secretary of Interior Standards and there is still lack of National Archaeologist for the section to carry out those special projects.

However, the Section was able to manage and continue to complete all the project reviews as well as the end of year product. It is still very overload for the three personnel to carry out all of the tasks for the Section as the Deputy HPO is also working with the Director/HPO on the administration tasks.

Therefore, in order for the Section to fulfill its task efficiently, it has to have at least six staff. Comprise of one National Archaeologist and two surveyors doing the actual survey while the other two are concentrating on the project review and compliance while the final person will be handling the data input to up-date the Database.

Formerly the Section used to have only two staff but fortunately, the Bureau was able to hire a Historic Preservation Specialist/Archaeological Surveyor I toward the end of the fiscal year 2014. This has elevated the progress of the Section's responsibility. Since there is not enough money to hire more personnel, a National Archaeologist should be hired immediately to at least help the Section on its obligations regarding the Secretary Standards and its required special projects. This will certainly help the project review process more efficiently and on a timely manner as well as carry out the state by state survey projects.

## **2. Partnerships**

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The Survey and Inventory/Archaeology Section has works side by side with the Environmental Quality Protection Board (EQPB) to ensure that all earthmoving within the Republic should get an earthmoving permit and historical clearance before the project started. One of the requirements of the earthmoving permit from the EQPB is to get the historical clearance from BCHP before they issue their permit and vice versa.

It also continues the keep a close relationship with other Agencies, NGO's, and Community organizations such as Ministry of Natural Resources, Environment and Tourism (MNRET), Bureau of Tourism, Palau Visitors Authority, Protected Area Network, Palau Conservation Society, State Government and other Community Organizations that deals with both cultural and natural resources of Palau.

The Section is a member of various committees including the UXO Technical Working Group, Protected Area Network Technical Committee, Homestead Inspection Team, and the 2016 Palau Festival of Pacific Arts (FESTPAC) Delegation Committee.

### **3. Summary**

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Fiscal Year 2015 continues to be a challenging year for the Survey and Inventory/Archaeology Section due to some unexpected circumstances as well as shortage of staff but was able to overcome all its obstacles and be able to complete the Project Review Product due to the capacity of the Deputy HPO, Historic Compliance Officer, and the newly hired Archaeological Surveyor I. The Section will continue to perform its task while the vacancy announcement for the National Archaeologist is on-going until someone is hired.

### **4. Appendix A - H: Attachments**

**Appendix A:** Project Review Procedures; Project Review Process Chart

**Appendix B:** Project Review Procedures; Historical Clearance Application Form

**Appendix C:** Project Review Procedures; Historical Clearance Tracking Form

**Appendix D:** Project Review Procedures; Historical Clearance Permit Form

**Appendix E:** Project Review Procedures; Historical Clearance Extension Form

**Appendix F:** FY'15 Project Review; FY'15 Historical Permits Issued Table

**Appendix G:** FY'15 Project Review; FY'15 Section 106 Permits Issued

**Appendix H:** FY'15 Project Review; FY'15 Permits Issued with MOA

# **Appendix A**

## **Project Review Procedures**

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### ***Project Review Process Chart***

# **Appendix B**

## **Project Review Procedures**

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### ***Historical Clearance Application Form***

# **Appendix C**

## **Project Review Procedures**

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### ***Historical Clearance Tracking Form***

# **Appendix D**

## **Project Review Procedures**

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### ***Historical Clearance Permit Form***

# **Appendix E**

## **Project Review Procedures**

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### ***Historical Clearance Extension Form***

# **Appendix F**

## **FY'15 Project Review**

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### ***FY'15 Table of Historical Permit Issued***

# Appendix G

## FY'15 Project Review

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### *FY'15 Section 106 Permits Issued*

# **HC# 5231**

# **HC# 5620**

# **HC# 5629**

# **HC# 5647**

# **HC# 5648**

# **HC# 5663**

# **HC# 5684**

# **HC# 5833**

# **Appendix H**

## **FY'15 Project Review**

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### ***FY'15 Permits Issued with MOA***

# **HC# 5231**

***(Section 106 with MOA)***

# **HC# 5647**

***(Section 106 with MOA)***

# **HC# 5648**

***(Section 106 with MOA)***

# **HC# 5663**

***(Section 106 with MOA)***

# **HC# 5165**

***(Local Permit with MOA)***

# **HC# 5177**

***(Local Permit with MOA)***

# **HC# 5487**

***(Local Permit with MOA)***