

ANNUAL WORKPLAN
FOR
Fiscal Year 2013

I. Program Area: Administration and Planning

A. OBJECTIVES

Continues to oversee and administer all program activities required by FY'13 HPF Grant; continues to keep and maintain proper documents of all program activities; continues to maintain the close liaison with other affiliated partners in Historic Preservation (US National Park Service, National Trust for Historic Preservation, Micronesian Endowment for Historic Preservation, and other similar agencies); continues to assist the states in the Republic to establish their local preservation programs; continues to maintain the good public relation to maintain the program's office space and its other properties in the manner that is acceptable to the public; continues to seek educational training and other related opportunities purposely to build staff capabilities and capacity in order to improve and increase the programs efficiency; continues to safeguard the potentially eligible and registered properties of the nation; and to enhance the awareness and education of the public in historic preservation, etc.

B. TASKS

- (1) Will keep the already on-board administrative staff (Grants Manager) and to hire a new Administrative Assistant.
- (2) Bureau Director and/or Deputy HPO will attend the annual meetings, workshops, training, or conferences, if funding permits, that will benefit the program.
- (3) Will continue the monthly meetings of staff to update and follow-up on required tasks
- (4) Will coordinate with state government officials for enactment of state preservation programs
- (5) Will purchase needed equipment in order to perform satisfactorily the tasks required by all program areas
- (6) Will continue to seek assistance, services or training to develop, improve and update the desired database for archaeology section
- (7) Will continue proper implementation of Title 19 Chapter 1 of PNC and the Section 106 of the US Historic Preservation Act of 1966, as amended.
- (8) Will continue close communication with the grantor of HPF Grants and the other affiliations in historic preservation
- (9) Will continue to seek training opportunities to upgrade staff capabilities for their work

II. Program Area: Survey and Inventory/Archaeology

Objectives:

The program of Survey and Inventory/Archaeology and Project Review Section 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 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 as well as up-dating its cultural and historical Databases.

Tasks:

1. Palau National Archaeologist must be hired to assist the program area of Survey and Inventory/Archaeology and Project Review Section as well as the leading principal investigator for the special projects to meet the US Secretary of Interior Standard.
2. Historic Preservation Specialist needs to be hired to assist in the survey of the cultural and historical resources, project review process, input data into the database and other related work of the section.
3. Conduct an Archaeological Survey of the Interior of Ngatpang State that comes in three phases.

Phase I:

A background research that includes archival research to identify sites and their locations as well as lacking information that are needed to be collected from the fields. Staff will be consulting with Ngatpang Governor, Historian and Board member and meeting with local community if requested. This will begin from October 2013 to February 2014;

Phase II:

The actual field work. Staff will be commuting everyday from office to Ngatpang state to conduct a survey of the Ngatpang interior. The staff will be assisted in the field by at least two local assistants. If site encountered, it will be cleared, mapped if there are features, photograph and documented. This will take place from February 2014 to April 2014;

Phase III:

To compile the report, entering data into the Access and GIS database and printing of the report to NPS by December 31, 2014.

4. Project Review Process is a review of all development to ensure that cultural and historical resources are not needlessly destroyed without being documented. This is done throughout the year. Each project review process will depend on the adverse effect of the

project. Those with no effect to a site will be given permit in short time with minimal stipulation. Others that have great adverse effect may take even year to go through all the process requirements. The project review may involve site visits, consultation meetings, mapping of features, photographs, and reports write up and review of reports by independent archaeologist.

5. Inventory Assessment Project comes in two phases.

Phase I: Inventory Assessment Project - To conduct an assessment on the “State Inventory” System, that will:

1. Determine the current condition;
2. Determine if it meets the Secretary of the Interior’s Standards;
3. Develop in a timetable format what is necessary to bring the State Inventory into compliance and up-to-date;
4. Produce data that can be readily integrated into Palau’s Historic Preservation Planning Process; and
5. Maintain an inventory system of properties surveyed that includes survey reports, inventory forms, and research designs.

Phase II: Inventory Assessment Project – Final reporting and publication

Preparation and compilation of the final Inventory Assessment Report will be reviewed and concurred by HPO and the NPS before final printing and publication. It is expected that the Inventory Assessment can be utilized by local state HPO as reference guide for their goals, missions, and objectives for their respective tangible heritage.

6. Produce the 2015 Palauan Year Calendar and its English translation to educate the public of the Palauan year calendar and promoting public awareness on cultural and historical resources as well as BAC’s activities. The project involves background research, photographing, layout and formatting, reviewing, and printing. This will take place from October 2013 to September 2014.
7. Monitoring Projects to ensure regulations and stipulations are being followed through out the year.
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 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 any public events pertaining to preservation, promotion, and education of cultural and historical resources such as Olehotel Belau Fair, BAC Symposium, etc..
11. Attend trainings relevant to the section's duties and responsibilities to improve the abilities of the staff to carry out the mandated of both Title 19 Chapter 1 of PNC and Section 106 of the US Historic Preservation Act of 1966 as amended. There are many different techniques and methods are now applied to 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.
12. Assist other BAC sections in other task as well as providing information regarding tangible cultural and historical resources.

III. Program Area: Oral History and Ethnography (Inventory and Collection of Oral History)

Continues the compilation, collection, documentation, and publication of booklets and state inventory projects; continues the collection of oral histories for information of sites identified through archaeological surveys.

A. OBJECTIVES

The program area of Oral History and Ethnography has objectives as follows:

- (1) To document and publish oral histories, customary practices, and traditional laws of Palau with the assistance of the *Klobak er a Ibetel a Cherechar* (Society of Historians).
- (2) To conduct ethnographic research and document oral histories and information of historic and cultural sites in the nation.
- (3) To keep and maintain the Oral History and Ethnography section databases—photograph, video, audio, and state surveys.
- (3) To seek opportunity to digitize the audio cassette recordings in the oral history collection.
- (4) To contribute to the formulation of a 5-Year Historic Preservation Plan and its implementation as well as the overall 5-Year strategic plan for the Bureau of Arts & Culture.
- (4) To keep and maintain close consultation and working relationship with the *Klobak er a Ibetel a Cherechar* (Society of Historians) and provide staff support for their work.
- (5) Develop stakeholder's capabilities in identifying and documenting their own oral history.

(6) Will keep the already on board Staff Historian and Assistant Ethnographer in the Oral History section

(7) Have hired a local Palauan as a local professional Cultural Anthropologist that will supervise and direct the work in the Oral History section

B. TASKS

(1) Work with the *Klobak er a Ibetel a Cherechar* (Society of Historians) to finalize and publish 30 draft copies of booklet *Ngar er a Ked el mo er a Chlemoll* (Traditional Palauan Place names: From the Hills to the Reef)

(2) Conduct the ethnographic research and collection of oral histories and information of in the interior of Ngatpang state and print draft copies for state and technical review.

(3) Keep the already on-board Historic Preservation Specialist to assist in the program area of Oral History and Ethnography. Train an Assistant Ethnographer in the tasks and responsibilities of the Oral History and Ethnography Section.

(4) Keep, maintain, and update the Oral History and Ethnography section's databases.

(5) Seek grant opportunities to digitize the audio cassette recordings in the oral history collection. On-going project to digitize the audio cassette recording in the oral history collection.

(6) Conduct background and community research regarding developing historic contexts.

(7) Seek grant opportunities that will provide for downloading of all digital files from older MAC computers, convert to PC compatible formats, and place files in Oral History and Ethnography Section databases.

(8) Offer training to state staff in the collection and management of oral histories upon request.

IV. Program Area: Palau Register of Historic Places and Reference Library

A. OBJECTIVES

The Palau National Register of Historic Places is the official roster of Palau's cultural and historic properties, sites, districts, structures, objects, and landmarks.

The Palau National Register of Historic Places was created by the Palau Historical & Cultural Preservation Act (PNC Title 19 Chapter 1 § 102). Administered by the Bureau of Arts & Culture, the Palau National Register of Historic Places is intended to serve as the official inventory of all those historical sites and tangible cultural properties which are deemed of significance to the Palauan people and culture hence worth preserving, plus be protected from destruction and impairment.

The primary goal of the Palau Register is to preserve significant historic and cultural properties through the means provided by PNC 19 Chapter 1. More specifically, the Palau Register seeks to:

1. Assess and record the history and achievements of the Palauan people as reflected in historic districts, sites, buildings, structures, and objects;
2. To aid Palauan municipalities in the preparation of comprehensive preservation;
3. To assist in the preservation of the tangible reminders of history;
4. Extend to all such properties a degree of protection by insuring compliance with procedures whenever and wherever the law applies

Site Rehabilitation and Conservation Project

A yearly grant from the U.S. National Parks Service assists local state government in rehabilitating the states registered sites. The main purpose of these projects is to educate and motivate the public, especially the affected villagers to realize the importance of the site and its potential economic benefits. It is hoped that through the project, the concerned executives, traditional leaders, key stakeholders and individuals could be reminded once again that these precious resources are theirs and should be maintained for many reasons: for present and future generations to use and enjoy; for continuous education of present and future generations; for heritage tourism; and for economic development.

Research Library

The office of the Registrar supervises and oversees the full operation and success of the Palau Research Library which stores important documents, photos, tapes, reports from Palau and other regions of the Pacific. Duties include:

1. Maintain and repair documents
2. Solicit other sources of funding for needed equipments to increase library efficiency
3. Digitizing valuable and old documents for safe keeping
4. Assist students and researchers visiting the library

Advisory Board

The Palau Historical and Cultural Advisory Board are appointed by the President of the Republic after receiving nominations for candidates from each state government. The Historical & Cultural Advisory Board shall review and approve all nominations to the Palau Register as well as nominations of Palauan properties to the U.S. National Register of Historic Places. The review board's evaluation of Register nominations shall seek to determine whether the registration form demonstrates that the property meets Register criteria for inclusion on the Palau Register.

PNC Title 19 § 114: Duties and Responsibilities.

The Advisory Board shall:

1. Establish policies and criteria for site registration on the Palau Register
2. Solicit nominations from any interested person, group, agency, or government for site registration on the Palau Register
3. By majority vote, approve or defer site nominations
4. Serve as advisor to the President, the Minister, and the Director of BAC

In addition to reviewing the application for register eligibility criteria, the Review Board shall provide leadership in the recognition for Palau's historic properties. In essence, it is the responsibility of the Board to serve as representative of the Palauan people and thereby to identify the types of properties that are significant within the Republic. In doing so, the Review Board should consider the range of ideological, social, cultural, political, archaeological, and scientific factors which may influence such decision. The 16 members serve as liaison between the Bureau and their respective states.

V. Program Area: Public Education

The Public Education Section is to foster public knowledge and appreciation of protecting and preserving Palau's cultural heritage and historic and cultural resources.

A. OBJECTIVES

- (1) To educate the public and to make them aware on the importance of protecting and preserving the Palau's cultural heritage for the benefit of present and future generations;
- (2) Design and implement educational programs to school students and younger generations on the importance of Historic Preservation;
- (3) Assist in tours and visits to historic and cultural sites for education purpose; and
- (4) Conduct workshops and trainings purposely to educate the general public on the importance of Historic Preservation
- (5) To publicize the BAC and its historic preservation goals and priorities to sought public participation and input in the preservation and protection of Palau's cultural heritage and historic and cultural resources.

B. TASKS:

- (1) Organize and coordinate with concerned government, semi-government agencies, organizations, and schools upon their request for tours and visits to sites;
- (2) Organize and coordinate with schools for presentations on BAC roles and responsibilities toward the importance of preserving and protecting our cultural resources and other presentations that may be requested;
- (3) Plan, organize, and implement the 2 days Annual Symposium on Historic Preservation;

- (4) Plan organize, and implement the Town Hall Meeting for Historic Preservation to sought public comments, recommendations, and input on the Historic Preservation Projects and for public awareness purpose;
- (5) Assist in the Annual Olechotel Belau Fair and other cultural related activities to enhance education and awareness of the public on the importance of Palau's cultural heritage;
- (6) Plan and schedule a talk show in the local radio station for a BAC talk show
- (7) Compile and submit articles to local newspaper to publicize the BAC and its projects for awareness purpose.