

# **PALAU PROTECTED AREAS MANAGEMENT PLAN –TEMPLATE v.1.2**

(Provided and Updated by PAN Office, Ministry of Natural Resource, Environment and Tourism v. 2019)

The Protected Areas Network Office under the Ministry of Natural Resource, Environment and Tourism in support of a system wide effort to standardize network practices developed this management plan template to better guide planning specific to PAN sites.

The PAN Office reviewed assessments and recommendations from experts commenced by the Minister, various studies conducted locally on relevant topics, as well as recommendations from Governors, state leaders, PAN site managers, PAN Fund Board, and technical resource partners. This template does not restrict a planning team or consultant to a design, but to ensure PAN Act and regulations are clearly acknowledged in a PAN site management plan.

This template was adopted from several PAN site management plans by the Palau Conservation Society and others based on expert review and recommendations from the PAN Office, The Nature Conservancy – Micronesia and other technical resource partners. The selection was based on the format and contents of plans which cited professional studies, PAN Act and regulations aligned, state goals (i.e., Land Use Policy, development plans, environmental laws and regulations etc.), and national goals (i.e., Climate Change Policy, Sustainable Land Management Policy, Aichi targets, SDGs etc.) with a clear vision of the state and community, integration of Palauan traditional management and realistic management actions and budget based on current state capacity to implement the plan. The plans also articulated well the general management actions in a manageable document in less than 30 pages. Operational plans with details were developed later with experts, such as the ecological monitoring plan developed with Palau International Coral Reef Center (PICRC).

A PAN site management plan must address the PAN site itself. Any management actions beyond site boundaries are contributing factors to major threats of conservation targets within the PAN site. Please note that a PAN site management plan is not a “resource” management plan but a “site” management plan and must focus on the PAN site management while recognizing threats beyond PAN site boundaries. Another priority area for sustainability is the need for a sustainable finance strategy for each site with state support. The state, PAN Office, and PAN Fund are required to sign an agreement to fulfill their roles and responsibilities within the approved management plan.



# PAN Site Conservation Area, State a Five Year Management Plan (2020 – 2025)



## *Vision Statement*

*January 2020*

*Prepared for  
\_\_\_\_\_ State Government by  
the State Planning Team with  
assistance from  
Consultant*

*Supported by the  
Office of the Governor*

*The logos must include PAN  
System-wide logo (above)  
and state flag to signify  
endorsement by state and  
PAN approval. Other partner  
or donor logos may be  
present but not larger than  
state flag, site and PAN  
logos.*



Partner logos may be inserted here

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## Foreword

This section may contain either a message from the Governor acknowledging the effort of the state's planning team and partners responsible for the development of the management plan, and/or community's conservation aspiration and/or governor's vision, principles and ideologies in conservation.

This section may also include an endorsement statement since the governor's signature may also signify governor's official approval of the management plan.

Name

Signature

Governor

\_\_\_\_\_ State Government

# 1.Introduction

Brief introduction must include the site map, location, size, boundaries, ecological properties highlighting species of concern, biological diversity and ecosystems.

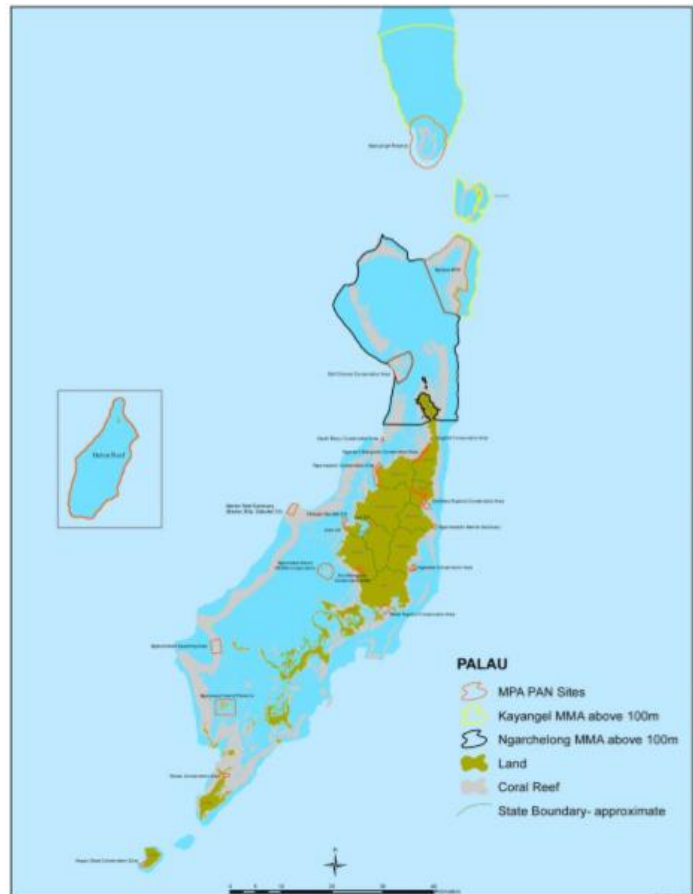
This section may briefly describe the intent of the state for designation of site and the legislation that legally established the site as a state protected area. Also include the **year it was nominated into PAN** and the **date of its official acceptance into PAN by the Minister**, and the **IUCN Management Category** by which the site's management level qualifies.

Include summaries of site assessment and status reports; evaluation of current and projected needs and threats; and developing strategies and planning specific activities designed to address those threats. A PAN management plan is a technical document, not a legal instrument. It is not a static piece of paper but rather a dynamic plan that has to be updated at regular intervals to adjust to changing conditions.

PAN sites are ecologically critical areas rich in biological diversity, critical watersheds and habitats for culturally and economically important species. PAN sites are usually core areas for shared community resources critical for community livelihood. Such information should be emphasized in the management plan as stated in the state legislations that established the protected area. When a state nominated a site, the state legislature passed a resolution to adopt the PAN regulations. It should be clearly articulated in a PAN site management plan that the PAN site is managed by the state and sustained by PAN Fund with technical support from the PAN Office under the Ministry of Natural Resources, Environment and Tourism (MNRET).

The planning team need to be mindful of PAN regulations, state regulations, state-to-state agreements and disputes. PAN Regulations Section 6 requires that management goals and objectives be consistent with national and/or local goals, e.g., State Master Plan, State Zoning, Climate Change Policy, Sustainable Land Management Policy, Sustainable Forest Management Policy, Aichi Targets, National Biodiversity Strategic Action Plan and State Development Goals. There should be clear roles and responsibilities for State (PAN Site), PAN Office and PAN Fund in the implementation of the management plan. See *Appendix 4 – PNC, Title 24, Chapter 34*.

Figure 1 Map of PAN Site





## 2. Management of PAN Site

### PAN Management Plan Framework

Figure 1. PAN MP Framework (Adopted from IUCN Model)



This framework show policy, authority and tools that guide and influence management planning for Protected Areas Network. A management plan is developed in line with PAN Act and regulations while recognizing common interest and goals of the Republic. The management plan generally recognizes relevant state policy and plans. Preferred planning tools are those developed within the region that are culturally sensitive. The management plan must call for development of operational plans, and acknowledge official PAN tools, planning and reporting templates.

The management of PAN sites although at the state is still obligated to national laws and regulations under the PAN Act. The state as the management authority is required to report on activities and expenses as it is accountable to the PAN funds awarded to state. The PAN site report focus on 7 program areas:

1. Finance, Administration, and Management
2. Education and Outreach
3. Maintenance and On-the-ground
4. Surveillance and Enforcement
5. Monitoring and Special Studies
6. Tourism Management
7. Capacity Building

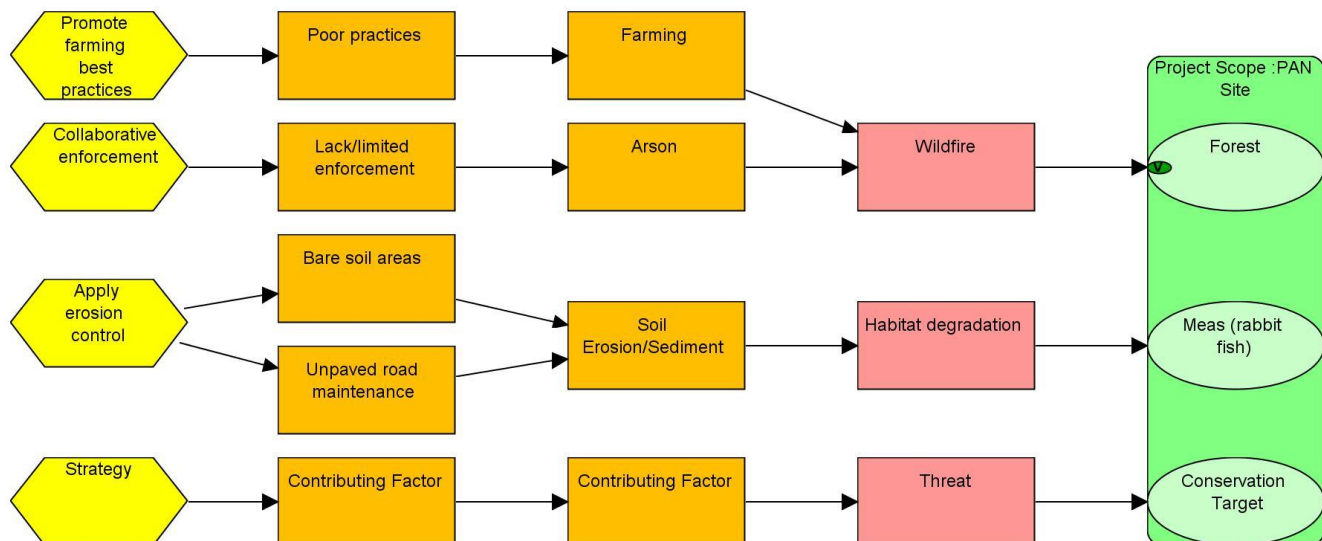
### Vision

The best **vision statement definition** is a declaration of how the state intends to meet its long-term goals and why the PAN site exists.

## Rationale and Scope of Management

Identify conservation targets and main threats to the site with contributing factors to be addressed through management. A Conceptual Model is a good way to lay out the scope of management, conservation targets, their threats, contributing factors and strategy to abate those threats. Figure 2 sample was developed on Miradi, a project management software designed by conservation practitioners, for conservation practitioners.

*Figure 2. SAMPLE Conceptual Model*



**Other tips:** Planning in general should not be done in isolation by an individual, but rather should involve internal as well as external stakeholders. It involves defining tasks and responsibilities; timelines for achieving goals; benchmarks (or indicators) against which progress can be measured; and estimated budget (or resource needs) based on realistic figures. There should be a sustainable finance strategy for protected areas to focus on diversifying funding sources and mechanism for self-sustainability. The sustainable finance strategy is intended to give a clear picture of: 1) the financial needs that must be met in order to conduct proposed management plan

activities, and 2) potential revenue sources to help meet those needs. For example, long-term financial planning including fund from PAN, and finance mechanism for site.

## 2.1 Management Goals and Strategic Objectives

**Goal 1: The goals generally address site-specific results that link to state or national goals.**

1-1 An Objective is specific results needed in order to fulfill each goal. Objective should be SMART (Specific, measurable, achievable, realistic and time-bound)

*A **goal** is a broad primary outcome. A PAN Site goal should link to state or national plans and policy, i.e. State Master Plans, National Climate Change Policy, State Development Goals, and etc. A strategy is the approach you take to achieve a **goal**. An **objective** is a measurable step you take to achieve a strategy. A tactic is a tool you use in pursuing an **objective** associated with a strategy. A strategic objective may combine strategy with objective and tactic.*

**Example:**

**Goal 5:** Build the marine protected area's resiliency to climate related threats.

**Objective 5-1:** By January 2022, the state will have local competency to regulate earth moving activities.

**Strategy:** Maintain MPA health by regulating human activities that contribute to sedimentation in MPA

**Tactic:** Advocate for state legislation, regulations and create compliance office with local champions, and experts from EQPB, BWA and etc.

**Key Performance Indicator:** State law and office established with at least one staff.

## 2.2 Management Actions

This section outlines specific activities for the management authority to carry out under each of the objectives proposed in the plan. The activities identified are also actions that have been deemed feasible and practical for the existing conservation program given current capacity and extent of support coming from the state government and the community. Thereafter, for each of the years following, the management staff must go through an annual work plan exercise to develop a work plan for the coming year. The new work plan will include an associated budget and submitted to the Governor for approval.

The activities already contained for year one of this Plan, also serve to provide basis for an estimated budget for the first year of implementation and in which year one is used as baseline for projecting funding requirements the following second year to the fifth year of the Plan.



**SAMPLE WORK PLAN: Conservation Area – 5 Year Work Plan Outlook (20xx to 20xx)**

QTR 1 (Oct – Dec)  
QTR 2 (Jan – Mar)  
QTR 3 (Apr – Jun)  
QTR 4 (Jul – Sep)

### Table 1 Activities

[illegible]

## 2.3 Five Year Plan and the Palau Protected Areas Network Management Criteria

A State Legislature ratified the Palau Protected Areas Network (PAN) Regulations and Palau's commitment to the Micronesia Challenge of conserving 30% of its near shore marine area and 20% of its terrestrial area by the year 2020 (otherwise usually presented as Micronesia Challenge 30/20 by 2020). The PAN membership made the protected area a PAN site eligible for sustainable financing from the PAN Fund and including eligibility for law enforcement assistance from the Ministry of Justice when requested by the Governor of the state.

A management plan for a PAN site aims to meet all aspect of conservation management categories that are suggested in the PAN Regulations. These management categories include 1) administrative, finance and management strategies, 2) communication and outreach strategies, 3) research and monitoring strategies, 4) enforcement and surveillance strategies, 5) maintenance and on-the-ground strategies, 6) tourism management strategies, and 7) capacity building strategies. In this section following, the management strategies for this Plan are organized into each of the management categories.

### Category 1: Administrative, Finance and Management Strategies

Strategies under this category include those activities necessary to authorize and support management actions taken by the state government in order to successfully achieve management goals and sustain long term management. Actions include immediate investment in conservation personnel, major asset and equipment purchases, and filling in policy or regulatory gaps such as promulgating rules and regulations to enable implementing procedures to enforce the state law that designated the site as a protected area.

**SAMPLE TABLE 1**

Ref. No.	Administrative, Finance and Management Activities	Short term (Yr 1)	Med-term (Yr 2-3)	Long term (Yr 4-5)	RECURRENT
1-1a	Create a small voluntary technical group who will identify a set of short term measures to reduce run-off into MPA	X			
1-2a	Seek technical assistance to help develop a long term Sediment Reduction Plan and submit to Governor for approval; and implement	X			X
1-2b	Identify strategic areas as "restricted earth-moving zones" and submit to Governor to take further urgent policy actions	X			

### Category 2: Communication and Outreach Strategies

Under this category are the activities that channel effort into increasing the community, leadership and general public of the status of the area as restricted, why, how, where, and what benefits this action will bring about to the people of the state and Palau. It also supports promotion of specific cultural values coming from natural events that occur in the area. Activities under this category also allow for social events that provide opportunity for public engagement in caring for the site such as "ureor el beluu". The social events are intended to promote appreciation of traditional conservation ethics and convey important lessons particularly to the young people.

**SAMPLE TABLE 2**

Ref. No.	Public Education Awareness and Outreach Activities	Short term (Yr 1)	Med-term (Yr 2-3)	Long term (Yr 4-5)	RECURRENT
2-1a	Seek technical assistance to help develop key message for the campaign, identify key audience, plan campaign launch, and produce a one year schedule of activities and carry out	X			
2-2a	Seek technical assistance to help develop important messages and design public outreach and awareness plan for site; and implement	X			X

3-1d	Design, develop, and publicize newly adopted rules and regulations	X			X
4-1c	Plan and schedule community meetings to inform and update	X			
4-1d	Regularly update state and community leadership	X	X	X	X

### Category 3: Research and Monitoring Strategies

Under this category, the Plan proposes to establish regular monitoring to track the health of the protected area such as forest and birds, reef and fish, mangroves, water quality, and community attitude. Currently, the Palau International Coral Reef Center conduct biological monitoring at the marine sites, and Belau National Museum is conducting bird monitoring. The Nature Conservancy also led a Fisheries Management study to be considered as a tool to address fish stock issues along with MPAs. The Bureau of Cultural & Historical Preservation developed a guide to incorporate management of cultural and historical properties within a PAN site and may assist in developing monitoring and evaluation plan for historical and cultural properties within PAN site. The monitoring plan will involve gathering baseline information, biophysical monitoring and targeted research and may also include socio-economic monitoring. Additionally, the PA personnel under the capacity building plan will seek to build their skills in research and monitoring.

**SAMPLE TABLE 3**

Ref. No.	Research and Monitoring Activities	Short term (Yr 1)	Med-term (Yr 2-3)	Long term (Yr 4-5)	RECURRENT
4-1a	Seek outside assistance to help conduct baseline survey and develop a monitoring plan; and implement	X			X
4-1b	Develop and produce a report of the survey and submit to the Governor and state legislature	X			
4-2a	Seek technical assistance to help conduct bird survey in limestone islands and develop a monitoring pan for forests and birds; and implement	X			X
4-3a	Seek technical assistance to help develop a long term land pollution monitoring plan; and implement	X			X

### Category 4: Enforcement and Surveillance

Enforcement and Surveillance strategies shall include establishment of standard operational procedures that will provide protocols, guidelines, and standards of enforcing rules and regulations for PAN protected area. Further, because of PA's close proximity to land and easy access, illegal entry into the area persists particularly during night time. To address this matter, site managers are expected to develop strategic surveillance plans targeting peak hours for hunting and fishing to try and stop illegal entry into the area. There are also related strategies that cross over to support enforcement and surveillance strategies such as promulgation of rules and regulations for PA which overlaps from administrative and regulatory strategies.

**SAMPLE TABLE 4**

Ref. No.	Enforcement and Surveillance Activities	Short term (Yr 1)	Med-term (Yr 2-3)	Long term (Yr 4-5)	RECURRENT
3-2a	Rangers are hired and trained for surveillance and patrol	X			
3-2b	A standard operations procedure for implementation of State Rangers Manual is developed and implemented to support state rangers in carrying out their duties under the Act	X			X

#### Category 5: Maintenance and On-the-Ground Strategies

Strategies under this category include activities that require field time and mostly resulting in physical tangible results. Such actions may include reforestation, invasive alien species (IAS) management, installation and maintenance of erosion control, firebreaks, buoys, signage, or billboards, trails or other conservation area infrastructures.

**SAMPLE TABLE 5**

Ref. No.	Maintenance and On-the-Ground Activities	Short term (Yr 1)	Med-term (Yr 2-3)	Long term (Yr 4-5)	RECURRENT
1-1b	Identify proper areas to install silt fences and sediment filter socks to reduce run-offs	X			
5-1a	Conduct field survey to determine desired adjustment	X			
5-2a	New boundaries are marked by GPS coordinates and buoys are installed and maintained thereafter	X			X
5-2b	Sign boards are erected at all docks adjacent to MPA to inform the public of boundaries and prohibitions of the conservation area and maintained thereafter	X			X

#### Category 6: Tourism Management

Tourism Management is a sustainable finance strategy that most PAN Sites propose or are implementing. Some states have tourism plans that include their PAN sites or site staff time and need to be articulated in this section of the plan. For the sites it may require tourism development plan and staff time such as the rangers to escort visitors for safety, education and awareness, or a tour guide at site.

**SAMPLE TABLE 6**

Ref. No.	Tourism Management	Short term (Yr 1)	Med-term (Yr 2-3)	Long term (Yr 4-5)	RECURRENT
1-1b	Develop a botanical garden with traditional medicinal plants	X			
5-1a	Conduct visitors survey	X			
5-2a	Work with PVA and partners to develop a marketing plan	X			X
5-2b	Develop visitors safety plan and procedures	X			X

#### Category 7: Capacity Building

Each site should have a capacity development plan. The PAN Office and PAN Fund may identify collective needs for capacity development, but each site depending on their specific management gaps and needs may develop their own site specific capacity development plans. Available courses or trainings to include are Law Enforcement Academy (aka Police Academy), First Aid and CPR certification with Red Cross, Ecological Monitoring with Palau International Coral Reef Center (PICRC), and Bird Monitoring with Belau National Museum. Other trainings and courses will become available soon such as the Conservation Law Enforcement Academy and Forest Monitoring. The PAN Scholarship for trainings and courses is now available to fund capacity development.

**SAMPLE TABLE 7**

Ref. No.	Capacity Building	Short term (Yr 1)	Med-term (Yr 2-3)	Long term (Yr 4-5)	RECURRENT
1-1b	Develop capacity development plan	X			
5-1a	Work with partners to identify available courses and trainings and develop calendar for participation	X			
5-2a	Regularly review and revise capacity development plan	X			X

5-2b	Actively pursue opportunistic trainings and workshops relevant to site management needs	X			X
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### 3. Year 1 Work Plan Activities Cost and Budget

For new sites, the first year work plan shows that the number and type of activities to be carried out mainly fall under the administrative and regulatory functions. This indicates that formal conservation management for PA is still at its initial stage therefore so much time will be dedicated to building institutional support and regulatory environment. Financial allocations on the other hand show the bulk of year one's budget for carrying out activities weigh most heavily on Public Education Awareness and Outreach followed by Research and Monitoring. The least funded activities in year one are Maintenance and On-the-Ground and Enforcement and Surveillance Functions. Under all of the management categories, some activities initiated are completed at the end of its timeline or once it has been achieved, such as designating improved boundary lines for PA. Other activities will be initiated, for example, establishment of strategic surveillance and patrol which will require random watch around the clock, thus is recurrent in nature, and will become part of standard operations for patrol and surveillance.

The work plan puts each activity into respective category, tells us who the lead person for that activity will be, what will be the indicators of success, benchmarks to measure progress, estimated cost of the activity, and description of cost (see Table 2).

#### 3.1 Budget

The budget based on the level of activities and support requirement, give the cost of operations and investment of initial start-up major equipment and assets that are necessary to successfully carry out activities. It is recommended that a Management Plan proposes the management of PA be sustainably financed, it has to actively seek external source of funding without relying too much on the State's limited income. For this reason, consider a percentage of administrative cost for the state to administer grants and include the amount in the budget. Following is a summary of the budget, while detailed budget is shown (see Table 3) following the SAMPLE work plan table.

	Year 1	Year 2	Year 3	Year 4	Year 5
Recurring Costs	157634	151701	153416	155859	157312
Capital Assets Cost	36848	58240	28000	21952	21784
<b>TOTAL ALL COSTS</b>	<b>194482</b>	<b>209941</b>	<b>181416</b>	<b>177811</b>	<b>179096</b>

In order to ensure fair allocation and transparency of PAN Member Site management costs, general funding guidelines for Annual Work plans by budget category have been established in the PAN Operation and Procedures Manual.

#### Recommended budget allocation:

- ✓ Personnel- Up to 65% of total budget
- ✓ Assets and Maintenance- Up to 5% of total budget (unless discussed with PAN Office)
- ✓ Occupancy- Up to 3% of total budget
- ✓ Supplies- Up to 2% of total budget
- ✓ Activities – More than 25% of total budget (no limitation)
- ✓ Fringe Benefits – Set at 15.5%

If a state does not require PAN funding for Personnel or Activity costs due to a secondary source of funding, PAN funds can be redistributed across other budget categories following discussion with the PAN Office and approval by MNRET.

## Protected Area, State

**SAMPLE Table 2 Year 1 Work Plan and Activities Cost**

Ref No.	Objective/Activity	General Strategy	Lead person	Indicator of success	How measured	Estimated cost	Cost description
1-1a	Create a small voluntary technical group who will identify a set of short term measures to reduce run-off into MPA	Administrative, Finance & Management	Coordinator or designee	voluntary technical group created	composition determined, people selected	300	meeting supplies
1-2a	Seek technical assistance to help develop a long term Sediment Reduction Plan and submit to Governor for approval; and implement	Administrative, Finance & Management	Coordinator or designee	plan is approved and implemented	TA identified; draft submitted	2500	technical assistance cost
1-2b	Identify strategic areas as “restricted earth-moving zones” and submit to Governor to take further urgent policy actions	Administrative, Finance & Management	Coordinator or designee	Governor issue policy or legislature passes law restricting identified zones	areas are identified; restricted activities recommended and submitted to Governor	1000	technical advise
2-3a	Conduct consultations with state leadership and traditional leaders of MPA to obtain guidance for scheduling and planning the “ureor el beluu”	Administrative, Finance & Management	Coordinator or designee	"ureor el beluu" scheduled; cheldebechel members show up	leaders supportive of idea; participate in planning	150	planning meeting supplies
5-1c	A map of newly adjusted boundary is produced and brought to the community for input	Administrative, Finance & Management	Coordinator or designee	Drafted community accepts changes to boundary	map produced; community meeting takes place	250	meeting snacks and drinks, professional printing
5-1d	A proposed change to the boundary is submitted to the state legislature to consider for amendment of the PA designation Act	Administrative, Finance & Management	Coordinator or designee	amendment passes in legislature	new boundaries satisfies	0	
5-4a	Seek assistance to help develop a sustainable financing plan for PA; and implement	Administrative, Finance & Management	Coordinator or designee	PA Sustainable Financing Plan is produced	TA identified; consultancy begins; draft produced	1000	TA fee
5-5a	Conduct first annual self-management effectiveness evaluation; and repeat every year thereafter	Administrative, Finance & Management	Coordinator or designee	ME self-evaluation is conducted; and repeated every year	first evaluation conducted	0	



**SAMPLE Table 3 Detailed Budget and Five Year Projection**

Protected Area, State	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Personnel</b>					
PAN Site Coordinator/Manager	16000	16480	16975	17484	18009
Chief Ranger	14000	14540	14977	15426	15889
Senior Conservation Officer (Field Monitoring Technician)	11000	11000	11550	12128	12128
Protected Area Rangers (3x)	27000	27810	28644	29503	30388
Peace Corps Volunteer/JICA Volunteer		2400	2400	2400	2400
State Finance Officer (20%)	3600	3708	3819	3934	4052
Total Staff	8	9	9	9	9
Subtotal	86000	88400	92700	97217	97217
<b>Supplies</b>					
Paper supplies	500	500	500	500	800
Office supplies	500	500	500	500	800
Consumable Field Supplies (slates, ropes, etc)	1200	1200	1000	1000	1000
Uniforms	500	500	500	500	500
Subtotal	2700	2700	2500	2500	3100
<b>Petroleum Oil Lubricants</b>	12045	12647	13279	13943	14640
<b>Maintenance &amp; Repair</b>	2,000	1200	3000	3000	3000
<b>Communications (telecomm, postage, shipping)</b>	2100	2100	2100	2100	2100
<b>Publication (design, print, broadcast)</b>	3000	1500	1500	1500	1500
<b>Capacity Building &amp; Training</b>	2500	2500	2500	2500	2500
Subtotal	21645	19947	22379	23043	23740
<b>Meetings</b>					
Community meetings	2400	2400	2400	2400	2400
Subtotal	2400	2400	2400	2400	2400
<b>Contractual</b>					
State Attorney	1000	1000	0	0	0
Technical Experts (mapping, communications, assessments, feasibility, etc)	20000	12000	8000	5000	5000
Annual Reports, Workplans, and Budgets		2000	1000	1000	1000
Monitoring and Evaluation		3000	3000	3000	3000
Subtotal	28000	22000	17000	14000	14000
<b>Subtotal (All categories)</b>	<b>140745</b>	<b>135447</b>	<b>136979</b>	<b>139160</b>	<b>140457</b>
Administration (12%)	16889	16254	16437	16699	16855
<b>Recurring Costs TOTAL</b>	<b>157634</b>	<b>151701</b>	<b>153416</b>	<b>155859</b>	<b>157312</b>
<b>CAPITAL ASSETS AND EQUIPMENT</b>					
Enforcement & Surveillance Station	0	50000	0	0	0
Patrol Boat	16000	0	0	10000	0
Boat Service & Repair	0	2000	2000	2500	3000
Boat engine replacement	0	0			10000
Utility Truck	0	0	23000	0	0
Field equipment (GPS, cameras, binoculars, radios, SCUBA gear, safety equipment)	3000	0	0	3000	0
Mooring buoys	2500	0	0	0	2000
Demarcation buoys	5000	0	0	2500	2500
Desktop computer	1200	0	0	0	1200
Laptop computer	1600	0	0	1600	0
Projector	1600	0	0	0	0
Printers	1500	0	0	0	750
PA System	500	0	0	0	0
Subtotal (All categories)	32900	52000	25000	19600	19450
Administration (12%)	3948	6240	3000	2352	2334
<b>Capital Asset Costs TOTAL</b>	<b>36848</b>	<b>58240</b>	<b>28000</b>	<b>21952</b>	<b>21784</b>
<b>TOTAL, ALL COSTS</b>	<b>194482</b>	<b>209941</b>	<b>181416</b>	<b>177811</b>	<b>179096</b>

## 3.2 Funding Guideline and Caps

In order to ensure fair allocation and transparency of PAN Member Site management costs, general funding guidelines for Annual Work Plans by budget category have been established by the PAN Operation and Procedures Manual as indicated below:

- Personnel- Up to 65% of total budget
- Assets and Maintenance- Up to 5% of total budget (unless discussed with PAN Office)
- Occupancy- Up to 3% of total budget
- Supplies- Up to 2% of total budget
- Activities – More than 25% of total budget (no limitation)
- Fringe Benefits – Set at 15.5%

If a state does not require PAN funding for Personnel or Activity costs due to a secondary source of funding, PAN funds can be redistributed across other budget categories following discussion with the PAN Office and approval by MNRET. (*PAN Operation and Procedures, 2016*)

## 3.3 Sustainable Financing

While the State has set out to seek and acquire membership with the Palau Protected Areas Network making PA eligible for sustainable financing from the PAN Fund, the state must strive to seek additional source of financing. It is highly recommended that the state look for new opportunities for income generation and allocate a portion to subsidize the management of PA or put away into a type of savings that can be used in case the PAN Fund is not able to provide one hundred percent funding. The state may also enter into partnership with a community-based organization with ability to seek and apply for grants to help sustain management activities. The state may also build its capacity in grant writing skills to be able to seek grants that a public entity is eligible for and apply for such grants.

# 4. Parties Responsible for Implementing the Management Plan

The implementation of the Management Plan shall be led and coordinated by a PAN Program within a relevant department under the state government. The department however will work under the leadership of the Governor and operate in close cooperation with other departments of the state government, the state legislature, traditional leaders, and *cheldebechel* (community-based organizations) where applicable. Other areas of implementation in the Plan will also require close collaboration with national government agencies and partner organizations.

## 4.1 Management Authority

For the reason that efficient and measurable implementation of this Plan involves commitment, time, and resources, the PAN Program will be responsible for daily administration, enforcement, planning, resourcing, budgeting, and reporting to the Governor and state government, traditional leaders, PAN Office, donors, and community.

The PAN Program will be responsible for carrying out the following general duties:

- Develop annual work plan and budget
- Coordinate law enforcement incidents within PA with the Division of Fish and Wildlife
- Produce and ensure adequacy of incident reports
- Seek to process and file citations in Court
- Report to the Governor and PAN Office every quarter of its expenditures, investments, and progress in advancing objectives of this Management Plan
- Seek and exploit new source of funding from activities within the state, the Palau PAN Fund, the GEF Small Grants Scheme Program, government grants (i.e., US Small Grants Scheme, Japan Grassroots, NZAID, AUSAID) and other grant agencies
- Lead and coordinate review and update of the Management Plan on an annual basis and fifth year evaluation
- Develop and produce reports as required by the Governor and donors
- Pursue ongoing capacity building and training opportunities for department personnel and other assisting state personnel
- Plan, organize, and conduct PA community meetings
- Make policy recommendations to the Governor that will help achieve conservation objectives for PA
- Research issues relating to PA

If the PA does not include a Board of Directors or similar authority by state law, then the Plan may propose establishment of a voluntary Protected Area Review and Advisory Council by the Governor for the site made up of key stakeholders to review and advise effectiveness of implementation particularly in areas of work where there are impediments to progress. The Council membership should be relevant to site. For example, there are marine and terrestrial sites as well as sites that have species-specific conservation targets like birds or reef fish population; and/or addressing major stressors as sediment and pollution.

#### Example 1

The Review and Advisory Council may include at least one representative from:

1. The Office of the Governor
2. Traditional Leaders
3. Olbiil Ra Beluu (state legislature)
4. Cheldebechel (community-based organization)
5. Resource Users (fisher, farmer, contractor, etc.)

Advisors from technical agencies may include:

6. Palau International Coral Reef Center
7. Belau National Museum, Natural History Department
8. Environmental Quality Protection Board
9. Bureau of Marine Resource
10. Bureau of Agriculture – Forestry Unit

The role of the Protected Areas Review and Advisory Council may include:

- Rendering advise on implementation particularly in areas where there are impediments to progress.
- Undertake guidance in planning when annual work plans are being developed and where new goals or objectives are being considered.
- Review related draft regulations or procedures including proposed changes to relevant

- legislation or bills and provide collective comments.
- Participation in annual evaluations and the management plans 5-year evaluation.

The advisory council may hold meetings each year at the call of the designated chairperson with the Governor and the Department Head.

## 4.2 Management Personnel

Standard staffing for site management include PAN Coordinator, protected area rangers, a conservation officer, and others relevant to site. Refer to the PAN Rangers Manual for roles and responsibilities specific to law enforcement.

Successful implementation of the Plan will also need assistance from other state personnel such as the finance and administrative staff, and maintenance and public works staff. Other professional services will also be need with certain aspects of the Plan such as legal services, technical services, and consultancy.

The Plan may also seek engagement from community-based organizations or schools within the PA community to help carry out community activities such as outreach programs, tree planting and others.

*Specific position descriptions of management personnel should be included in the appendix section and reference PAN Rangers Manual.*

## 5. Capacity Building Plan

The development of basic understanding of conservation and management skills is one of the key fundamentals of sustaining effective conservation measures. Capacity building required for state PAN Program is supported at the system-wide level and there are scholarships available through PAN and Micronesia Challenge available to PAN employees.

### 5.1 Knowledge and Skill-building

Successful implementation would require cultivating a professionally ran department committed to building capacity for its personnel and other support staff. Take into account the following areas of capacity building in relevance to site:

<b><i>Basic Technical Skills</i></b>	<b><i>Administrative and Reporting Skills</i></b>	<b><i>General Knowledge and Understanding</i></b>
Basic Law Enforcement Academy	Integrated Strategic and Financial Work Plan	Understanding Biodiversity
Basic CPR Certification	Quarterly and Annual Reports	Understanding Ecosystems and Ecosystems Services
Open Water SCUBA Certification	Basic Facilitation Skills	Understanding Climate Change
Writing Incident Reports in English and Palauan	Organization and Time Management Skills	Species Management: Fish, Birds, turtles
Coral Reef Survey and Monitoring	Monitoring Management Effectiveness	Cost of Protecting Biodiversity and Sustainable Financing

Basic CPR Certification	Knowledge of Palau Environment Legal Framework National & State	
Fish Monitoring and Survey		
Bird Monitoring and Survey		
Search and Rescue: Wildlife Rescue		
Oil/Chemical Spill Response EQPB Certification		

## 5.2 Access to Training

Opportunities for trainings can also be pursued by contacting PAN Office or partner agencies. Trainings can come in the form of actual voluntary fieldwork to help out an agency or another state, or in the form of a workshop, or through fee for services. From time to time, some trainings are offered and will cost the State. For this reason, the Plan's budget line items include Capacity Building & Training. Also consider applying for PAN Scholarship or the Bill Raynor Scholarship for Micronesia Challenge.

## 6. Review and Approval Process of this Management Plan

Several planning activities may be required in the next five years, such as Sediment Reduction Plan, Ecological Monitoring Plan, and Communications and Outreach Plan. Additionally, PAN Regulations require a written Annual Work Plan with corresponding budgetary requirements. Annual reviews of this Management Plan are also necessary, as is a thorough review and revision at the 5-year mark. Thus, a PAN Management Plan includes the establishment of a Board of Directors or voluntary Review and Advisory Council.

The PAN Coordinator shall be responsible for generating quarterly progress reports and annual reports that convey the progress of objectives in this Plan. Both reports are accompanied with corresponding financial reports as required by the PAN Office. The Coordinator shall incorporate all relevant monitoring and evaluation data and information into these reports.

Based on these reports, the Coordinator shall draft annual work plans and a budget request and forward these to the Governor, or if appropriate the Board of Directors or Advisory Council for review. The Coordinator shall also forward any recommendations for changes to this Management Plan to the Governor, Board of Directors, or Review and Advisory Council.

The Governor, Board or Advisory Council shall review and recommend changes to improve the Work Plans and any changes to the Management Plan. Once the Governor, Board or Advisory Council has completed their review of the annual work plans and any changes to the Management Plan, they shall be forwarded to the Governor with report of their review and recommendation for approval. Once the Governor has approved the annual work plan and changes to the Management Plan, the Governor's signature and date is affixed on the revised Plan with the Annual Work Plan and Budget.

The Governor, Board or Advisory Council with the PAN Coordinator shall review and develop a revised and updated Management Plan and then seek approval from the PAN Technical Committee (PANTC). After the PANTC approves, the Governor may hold a public hearing on the proposed revised Plan. If appropriate, the Governor may seek endorsement from the state legislature for endorsement. Once the plan is officially endorsed, the Governor, PAN Office and PAN Fund shall sign a formal agreement to ensure commitment and

accountability of all parties.

## 7. Conflict Resolution

In the case of conflicts between any parties in this Plan, the Governor may seek advice from appropriate body or authority, e.g., the traditional leaders of the PA community. If necessary, any party may initiate mediated meetings with PAN Office to assist with conflict resolution. The State Attorney shall be consulted on any conflicting legal matters. The PAN Office may assist in seeking legal opinion from the Attorney General (AG).

## 8. Legal Authority

The Constitution of the Republic of Palau delegates specific powers to state governments, and reserves all other powers to the national government. The states have been specifically granted “ownership” of its land and water resources within the water area surrounding its land (to 12 nautical miles). The Constitution specifically and significantly expands the scope of this ownership right by allowing the states to collect revenues with regard to the state’s water and land territory. All existing agreements or co-management authority with other states shall be integrated and recognized in the Plan.

A Plan is given authority by laws of the State. The plan is also supported by the Palau Protected Areas Network Act and various other National laws. PAN Site Rangers and Officers shall collaborate with national law enforcement when appropriate.

### 8.1 National Authority

At the national government level, a number of laws are in place to provide control over harvest of species, use of poisons, explosives or chemicals and establishment of the Protected Areas Network. “There is also established an exclusive fishery zone contiguous to the territorial sea, extends twelve nautical miles from the baseline. There is also a 200 nautical mile extended fishery zone, covering approximately 600,900 square kilometers. Within the exclusive fisher zone the National Government has exclusive management, conservation and regulatory authority over all living resources to the extent recognized by international law”. (Gavitt, 2003).

The Marine Protection Act of 2007 (27 P.N.C. § 1201-1211)	Limits domestic fishing <ul style="list-style-type: none"><li>✓ limit the take, sale, purchase, and export of many species</li><li>✓ closed seasons for grouper and rabbit fish,</li><li>✓ minimum sizes for parrotfish, wrasse, crabs, and lobster</li><li>✓ gear restrictions (prohibition on fishing with SCUBA gear and minimum and prohibitions on certain types and sizes of nets)</li><li>✓ restricts the taking of aquarium fish</li><li>✓ requires labeling of exports</li><li>✓ authorizes additional regulations to protect certain species</li></ul>
27 PNCA §§ 101-207	Limits foreign fishing within the 200 mile EEZ. Prohibits foreign fishing within Palau’s territorial sea and internal waters (generally 3 miles from a land baseline)
Endangered Species Act (24 P.N.C. § 1001-1012)	Prohibits any person from taking, engaging in commercial activity with, possessing or exporting any endangered or threatened species of plant or animal.
Protected Sea Life-Turtles (24 P.N.C. § 1201)	Limits seasons and size for sea turtle harvesting. Prohibits taking of eggs or harassment of females during egg-laying.



Hawksbill Sea Turtle Law	Places a 5-year moratorium on all harvest of Hawksbill Sea Turtles (2011-2015)
27 PNCA §§ 101-207	Limits foreign fishing within Palau's 200 mile extended fishery zone. Foreign fishing is generally prohibited in Palau's territorial sea or internal waters (waters up to three miles from the baseline).
Control of sponge harvesting (24 P.N.C. § 1211)	Limits harvest of sea sponges.
Mother-of-Pearl (24 P.N.C. § 1221)	Prohibits harvest of mother of pearl.
Dugong (24 P.N.C. § 1231)	Prohibits harvest or harassment of dugongs.
Trochus (24 P.N.C. § 1241-1246)	Controls trochus harvest.
Protected Land Life Act (24 PNCA § 1401)	Prohibits harvest or harassment of all but four bird species.
Title 24 Palau National Code Annotated (24PNCA) (The Environmental Quality Protection Act)	Establishes general standards for environmental review and regulates earthmoving, water quality, air pollution, and environmental impact.
Historical and Cultural Preservation Act (Title 19) Palau Lagoon Monument (Chapter 3)	Protects culturally, historically, or archaeologically significant areas eligible for protection. Chapter 3 protects underwater archaeological and historical tangible remains.
Protected Areas Network Act 24 PNCA Chapter 34	Creates the Protected Areas Network and the Protected Areas Network Fund

## 8.2 State Authority

For the State, there are also a number of laws relevant to environmental conservation and protection including the State Act that designated the site as a conservation area. Provide a table of relevant state laws:

SPL No. x-0-00-00	Designates the XX Watershed Conservation Area
SPL No. x-1-00-00	Designates XX Marine Conservation Area
SPL No. x-2-00-00	Protection and preservation of historical and cultural resources of the state
SPL No. x-3-00-00	Provide for control of subsistent and commercial fishing
SPL No. x-4-00-00	Designates XX Marine Conservation Area
SPL No. x-5-00-00	Provide for protection and conservation of trees and vegetation in mangrove and other wetland areas

The development of the Plan may also refer to the State Master Plan, Zoning Plan, Economic Development Plan, Tourism Plan and any other state plans that may directly or indirectly impact protected area and/or biodiversity conservation.

## 8.3 Traditional Authority

Traditional leadership lies with the *klobak* of each community or state. The *klobak* lead with *kelulau* or “whispered policies” which forms basis on which they lead, manage, protect and preserve the *beluu* or land (Historians, 1998). 1 PNCA §302 provide that “The customs of the people of Palau not in conflict with the legal authority set out in section 301 of this chapter shall be preserved. The recognized customary law of the Republic shall have the full force and effect of law so far as such customary law is not in conflict with such legal authority.”

The State Constitutions also specify roles for Council of Chiefs. For example, in Melekeok High Chief Reklai is Head of State and assumes authority over state land while in Ngeremlengui the high chiefs are advisers to the Governor. The role of the traditional chiefs in the Plan may be considered in line with their legal authority under customary authority as well as state law and constitution.

## 8.4 Enforcement

Enforcement of the law creating PA is carried out by the state’s protected area rangers. Further, since PA is member of PAN, 24 PNCA section 3410 provide that “All laws regulations with relation to a protected area as defined under this chapter may be enforced by the Ministry of Justice, Bureau of Public Safety, state and national law enforcement officers, or such personnel of the Ministry of Natural Resources, Environment and Tourism as the Minister so designates.”

According to the WildAid legal and enforcement assessment report conducted in 2003 it suggests that “because there are inadequate resources for enforcement at both National and State levels, law enforcement authorities should focus on traditional leaders as potential partners in management and protection of MPAs. Issues between law enforcement and traditional systems should be addressed through open discussions with communities and their traditional leaders concerning marine resource protection. With inclusion in the management and regulatory process, these communities (including their resource users) often become the “eyes and ears” for law enforcement. They not only comply with regulations but also provide officers important intelligence about illegal activity occurring in an area. As a result, enforcement efficiency goes up and costs go down” (Gavitt, 2003).

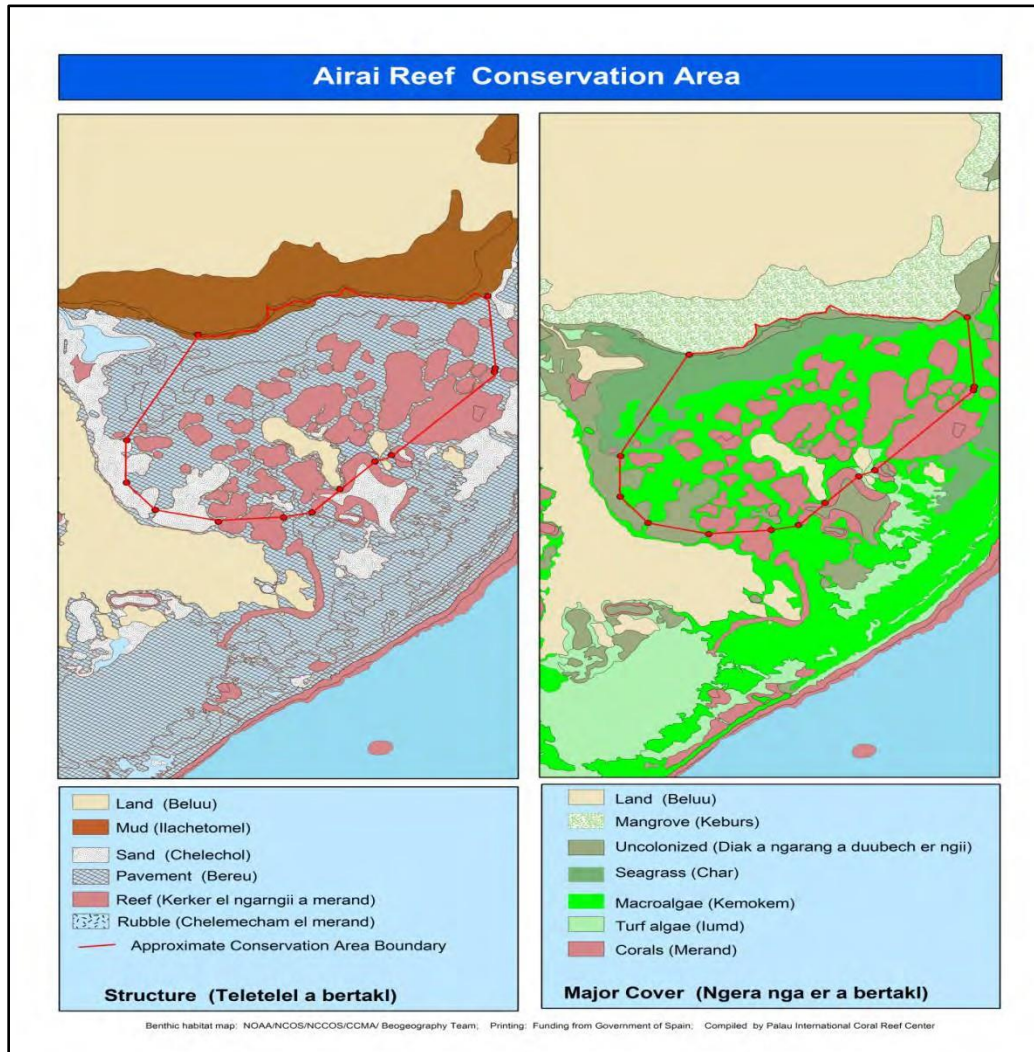
## 8.5 Penalties and Fines

State laws provide penalty for violation for example “Any person who violates Section 3 of this Act shall be subject to a fine of \$150.00 or imprisonment of not more than 30 days, or both.” Further, Section 3409 of the PAN Act provide “Any person who is convicted of a violation of this chapter or regulations in relation to a nationally designated protected area may be sentenced to imprisonment for a term of up to 1 year, or fined not less than \$500, or both. Any person convicted of a second violation may be sentenced to imprisonment for a term of up to 2 years, or fined not less than \$2,500, or both. Subsequent violations shall carry a penalty of up to 5 years imprisonment and a fine of up to \$10,000, or both”. In addition, Section 3410 provide for civil penalties by a party aggrieved from actions that violated prohibitions of the PAN site.

## 9. Site Description

A State Protected Area offers rich habitat, diversity, and other significant ecological features that support biodiversity conservation and ecosystem function. The total area and ecological features may be described here. Provide survey maps if available, for example PICRC MPA Effectiveness Survey maps.

**SAMPLE Figure 2 PICRC MPA Effectiveness Survey 2006, Medal Ngediull Conservation Area**



A large number of basins around Babeldaob are found on the west sides of Ngarchelong and Ngardmau States (roughly 130 basins), the east side of Ngarchelong (about 20 basins), the southern reef of Airai State (about 80 basins), and the southwestern area of Babeldaob (about 28 basins). The reefs around Koror Island have about 40 basins (Colin, 2009). The reef basins of Airai, are almost all within Medal Ngediull.

## 9.1 Targets for Conservation

The main purpose of designating PA as a conservation area is stated in the state law that established the PA. The strategies vary from restoring reef fish stock, habitat protection to water quality. Objectives must include measurable outcomes relevant to conservation targets. Planning committee may request assistance from PICRC or other relevant experts to develop measurable objectives, conduct baseline survey and ecological monitoring plan.

## 10. Background Information

Background information and history for state and site. May include location and demographic information. Community and state aspirations can be emphasized here, for example conservation works in Palau because it is a cultural value. The Palauan society strongly adhere to conservation ethics and principles holding each individual responsible for care and maintenance of shared resources such as wild stocks of fish, forest trees, medicinal plants and taro patches. Traditional Palauan resource management practices must be integrated into PAN management.

### 10.1 Protected Area Community

The community consist of traditional leadership from village council to traditional organizations. It may also consist of students, teachers, parents, farmers, fishers and others who reside or conduct business within PA's adjacent village or villages that share PA boundaries.

### 10.2 Description of the Management Planning Process

Brief description of planning process. Usually the governor requests assistance from partner agency or hire a consultant to facilitate the planning process. The governor appoints planning team members based on expertise and knowledge relevant to PAN site.

This section may also describe major activities the planning team undertook to guide, enhance or inspire their decisions.

## 11. Conclusion

Reiterate community and state aspirations and vision here and how support such as Palau Protected Areas Network may contribute to such and other shared interests and benefits.

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- PAN Rangers Manual (2019). Association of State PAN Coordinators.
- PAN System-wide Strategic Plan (2018). Protected Areas Network Office and Protected Areas Network Fund.
- Protected Areas Network Act PNC §3401-3413 (2003 & 2006)

# APPENDIX 1

## SAMPLE State Government

### PAN Site Management Program

#### POSITION DESCRIPTION

<b>Title:</b>	Protected Areas Coordinator (conservation coordinator)
<b>Reports to:</b>	Governor
<b>Primary Station of Duty:</b>	PAN Site Management Office, SAMPLE State Government Building
<b>Secondary Station of Duty:</b>	PAN Site Ranger Station, Site Location
<b>Salary:</b>	\$17,000 to \$23,000 per annum
<b>Classification:</b>	Full time State Employee
<b>Upon Hire:</b>	Personnel Action

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#### **Purpose**

*The Protected Area Coordinator's primary responsibility is to implement the protected area management plan and protected area regulations fully. Coordinate cooperative work and technical assistance with partners and supervise protected area staff. The Coordinator will also be responsible for developing annual work plans, budgets, initiates review and revision process when deemed necessary or as scheduled in the management plan. The Coordinator is also responsible for developing all required reports including financial and performance and submits such reports to the Governor and PAN Office in a timely manner.*

*An ideal candidate would have a strong interest in environmental issues and resource management and willing to spend considerable time on the job. The position requires a strong link to the community, familiarity with traditional and state government protocols, and the capacity to participate in physically demanding fieldwork. The position reports to the Governor.*

#### **Role**

*Coordinator role: Ensure that all regulations are enforced and all management actions occur according to schedule. Work closely with the Governor (and/or Board/Advisory Council) to coordinate management activities, review the Plan, and oversee all associated staff.*

---

#### **Duties & Responsibilities**

- ✓ Coordinate and implement activities
- ✓ Follow up with leadership on administrative actions, i.e., development of regulations and fee schedule
- ✓ Coordinate development of educational materials and programs
- ✓ Supervise and coordinate printing and distribution of educational materials, signs, etc.
- ✓ Coordinate and participate in community meetings, cleanups, restorations, etc.
- ✓ Draft additional necessary plans and submit to Governor (and/or Board/Advisory Council) for review, i.e., communications plan and ecological monitoring plan.
- ✓ Develop daily surveillance plans



- ✓ Document daily reports from Rangers and Conservation Officers on enforcement issues
  - ✓ Supervise and coordinate monitoring activities and baseline studies
  - ✓ Collect and analyze monitoring data and suggest changes to Management Plan as necessary
  - ✓ Develop annual work plans and budgets
  - ✓ Initiate expenditure requests based on activities
- 

## Minimum Required Knowledge & Skills

- ✓ AA / AS Degree 2 years college
  - ✓ At least 3 - 5 years work experience in related field or administration and management
  - ✓ Strong ability to work as part of a multi-sectoral team
  - ✓ Fluency in English and Palauan
  - ✓ Computer literate—Microsoft Word, Internet Explorer, Outlook, and Excel
- 

## Basic Qualifications

- Experience in implementing strategic work plans
  - Strong knowledge of legal processes and law enforcement
  - Strong technical background in conservation and natural resource management field
- 

## Working Conditions

- Challenging Governor (and/or Board/Advisory Council) and staff with high expectations
  - Planning, writing, designing, meeting, coordination, correspondences, research, facilitate
  - Outdoor and field activities
  - Some travel
- 

<b>Approved by:</b>	
<b>Date approved:</b>	
<b>Date reviewed:</b>	

***This job description will be reviewed annually and updated as often as necessary.***

## APPENDIX 2

### **SAMPLE State Government**

#### PAN Site Management Program

#### **POSITION DESCRIPTION**

<b>Title:</b>	Conservation Officer
<b>Reports to:</b>	PAN Site Coordinator
<b>Primary Station of Duty:</b>	PAN Site Management Office, State Government Building
<b>Secondary Station of Duty:</b>	
<b>Salary:</b>	\$12,000 - \$16,000 per annum (+Hazardous / Night Differential)
<b>Classification:</b>	Full time State Employee
<b>Upon Hire:</b>	Personnel Action

---

#### ***Purpose***

The primary purpose of the Conservation Officer is to carry out activities under Research and Monitoring and On-the-Ground Activities; secondary purpose is to serve as proxy to the Protected Area Rangers whenever there is absence.

#### ***Role***

Chief implementer of Research and Monitoring activities, and On-the-Ground activities. Assists PA Rangers in completing citations to meet legal requirements and proxy to surveillance and patrol when there is absence.

---

#### **Duties & Responsibilities**

- ✓ Carry out research and monitoring activities;
  - ✓ Carry out On-the-Ground activities (buoys, mapping, boundaries, signs, etc)
  - ✓ Data collection and entry;
  - ✓ To enforce all state laws and special assignments dispensed by the Coordinator;
  - ✓ To comply with all special assignments, protect all citizens, conduct routine monitoring, and guard state Government properties;
  - ✓ To respond to non-compliance within the conservation area by utilizing patrol intercepts, warnings, citations, prosecutions, and community service projects;
  - ✓ To work with the PA Rangers and PA Coordinator to ensure Management Plan goals and objectives are met.
  - ✓ To work with the National Division of Fish and Wildlife, Division of Marine Law Enforcement in enforcement response.
-

## minimum Required Knowledge & Skills

- ✓ AA/AS in science or related field
  - ✓ Completed Law Enforcement Officer (National Law Enforcement Academy)
  - ✓ At least 1 – 2 years' work experience in related field
  - ✓ Strong ability to work as part of a multi-sectoral team
  - ✓ Fluency in English and Palauan
  - ✓ Computer literate—Microsoft Word, Internet Explorer, Outlook, and Excel
- 

## Basic Qualifications

- Strong science or related field background
  - Strong knowledge of legal processes and law enforcement
  - Strong commitment to the rule of law both traditional and statutory
  - Licensed vehicle operator
- 

## Working Conditions

- Field / outdoor surveillance, patrol and pursuit
  - All weather conditions apply
  - Exposure to safety risks
  - Required to undergo Marine and Terrestrial Measures Training
  - Required to undergo National Law Enforcement Academy, Open-water SCUBA Certification, Basic First Aid and CPR
  - Some travel
- 

Approved by:	
Date approved:	
Date reviewed:	

***This job description will be reviewed annually and updated as often as necessary.***

## APPENDIX 3

### **SAMPLE State Government** PAN Site Management Program

#### **POSITION DESCRIPTION**

**Title:** Protected Area Ranger (combines terrestrial and marine)  
**Reports to:** PAN Site Coordinator  
**Primary Station of Duty:** PAN Site Management Office, SAMPLE State Government Building  
**Secondary Station of Duty:**  
**Salary:** \$9,000 to \$16,000 per annum  
(+Hazardous / Night Differential if applicable by state)  
**Classification:** Full time State Employee  
**Upon Hire:** Personnel Action

---

#### ***Purpose***

*The primary purpose of the Protected Area Ranger is law enforcement, surveillance, and 24-hour patrol of the Protected Area or Network of Protected Areas.*

#### ***Role***

*To act under the command of the PAN Site Coordinator and utilize all of the authority and responsibility of the PAN Site Coordinator when acting.*

---

#### **Duties & Responsibilities**

- ✓ To enforce all State laws and special assignments dispensed by the Coordinator;
  - ✓ To comply with all special assignments, protect all citizens, conduct routine monitoring, and guard State Government properties;
  - ✓ To respond to non-compliance within protected area by utilizing patrol intercepts, warnings, citations, prosecutions, and community service projects;
  - ✓ To work with the Conservation Officer and Coordinator to ensure Management Plan goals and objectives are met.
  - ✓ To work with the National Division of Fish and Wildlife, Division of Marine Law Enforcement in enforcement response.
-

## Minimum Required Knowledge & Skills

- ✓ High School Graduate
  - ✓ Certified Law Enforcement Officer (National Law Enforcement Academy, will undergo upon hire)
  - ✓ At least 1 – 2 years work experience in related field
  - ✓ Strong ability to work as part of a multi-sectoral team
  - ✓ Fluency in English and Palauan
- 

## Basic Qualifications

- Strong knowledge of legal processes and law enforcement
  - Strong commitment to the rule of law both traditional and statutory
  - Licensed boat and vehicle operator
- 

## Working Conditions

- Field / outdoor surveillance, patrol and pursuit
  - All weather conditions apply
  - Exposure to safety risks
  - Required to undergo National Law Enforcement Academy, Open-water SCUBA Certification, Basic First-Aid and CPR
  - Some travel
- 

Approved by:	
Date approved:	
Date reviewed:	

*This job description will be reviewed annually and updated as often as necessary.*

## APPENDIX 4

Legal and Regulatory Guidance: The following documents legal direction to PAN planning

PALAU NATIONAL CODE (PNC)

Title 24 - Environmental Protection  
Chapter 34 Protected Areas Network

Key sections of this Chapter listed below:

Section 3402 - Directs that states manage sites in accordance with network-wide guidelines established and approved for management of PAN sites

Section 3403 - Requires decision to designate management and use categories for PAN sites based upon international standards (IUCN)

Section 3404 - establishes powers and responsibilities of national government, including:

- Preparation of a system-wide sustainable development management plan that is to reviewed and updated every five years.
- Directs that national government develop criteria for creation of individual work-plans for individual sites

Section 3405 - Establishes Technical Committee

Section 3406 - Re-states requirement for a system-wide management plan for all PAN sites

Section 3407 - Describes powers and duties of the states

Section 3408 - Authorizes the Minister to prepare rules and regulations to implement PAN; requires that such rules and regulations be approved by the states.

Section 3410 - Enforcement provisions

Both the Laws that established and updated the PAN program in 2003 & 2008, and the Regulations issued by the Minister of Natural Resources and Development in 2007 addressed the need for planning. Both required evaluation by the Minister and governors of the respective states to collaboratively determine "Use categories" and "Management categories" as defined in the international arena (IUCN) for each site.

The 2007 Regulations provided more detail regarding the preparation of management plans for the various PAN sites, and again directed that management planning is to be in compliance with Chapter 34 of Title 24 of the Palau National Code.