

ADMINISTRATIVE DIRECTIVE NO. 31-86

Correspondence Control Foreign Government, International Bodies, Foreign Investors Inquiries and Other Diplomatic Posts Outside of the Republic of Palau.

I. PURPOSE:

The purpose of this Administrative Directive is to establish uniform procedures and controls for the processing of correspondence between the Republic of Palau and international bodies, foreign governments, foreign investors and other diplomatic posts outside of the Republic of Palau.

II. POLICIES:

It is the policy of the government of the Republic of Palau to process all correspondence, internal as well as external, incoming and outgoing, as expeditiously as possible, consistent with the necessity to keep appropriate officials informed on a current and timely basis. Beyond the dictates of good management practices, contacts with foreign bodies, investors and governments involve the observance of statutory requirements and obligations, of procedural guidelines peculiar to the body concerned, and of diplomatic protocol that reflect upon the reputation of the Republic beyond its shores. Therefore, the following correspondence procedure is established to delineate responsibilities and processes to promote the effective, efficient, and responsible conduct of the Republic's government businesses.

III. PROCEDURES:

(a) All correspondence received from international bodies, foreign governments, foreign investors and other diplomatic posts outside of the Republic of Palau which is addressed to the Office of the President, shall be recorded in the President's Office correspondence log and then be forwarded to the office of the appropriate Minister for handling. All correspondents receiving communications directly from international bodies, foreign governments and other governments outside of Palau must insure that the Office of the President and the Minister of State are each provided a copy of such communication.

(b) All correspondence addressed to international bodies, foreign governments, foreign investors, foreign official agencies or diplomatic posts abroad shall be drafted for the President or the Vice President's signature in the absence of the President. Follow-up correspondence about matters previously cleared by the President may be drafted for signature by appropriate officials of the government of the Republic after review by the Office of the President.

(c) The Minister of State shall insure that all necessary and appropriate offices and agencies, both within and outside the government, are informed in a timely manner about communications between the government of the Republic and international bodies, foreign governments, foreign investors or other diplomatic posts outside of the Republic. Where prior

consent or concurrences are required from any office or agency before foreign contacts may be established, the Minister of State shall provide the required coordination and liaison with the appropriate Ministries, offices and agencies both within and outside the government.

(d) The Republic Communication Center (Radio Station) shall provide an information copy to the President and Minister of State of all telegraphic message which are addressed to or are received from any diplomatic posts outside of the Republic, foreign governments, foreign investors and international bodies. Moreover, the Communication Center shall not process for transmission any messages addressed to any diplomatic posts outside of the Republic, foreign governments, or international bodies which does not indicate that such message has been cleared by the Ministry of State and/or the President. In general all such messages shall be cleared by the President before transmission.

(e) All correspondence prepared for diplomatic posts outside of the Republic, foreign governments, foreign investors and international bodies will be coordinated by the originator with each office or agency having the responsibility or an interest in the subject. This coordination will be indicated by a "ladder" on the record copy. This ladder will be placed on the right hand margin of the record copy and will show the office symbol and will provide space for the initials of the individual concurring in the correspondence including the final signatory authority.

SO ORDERED AND DIRECTED, this 16th day of July, 1986.

/s/

Lazarus E. Sali
President of the Republic of Palau