

PRESIDENTIAL DIRECTIVE NO. 09-02

Newly Revised Trip Report Format and Its Submission to the Office of the President & Ministries of Finance and State

WHEREAS, the Ministry of State was tasked by the Office of the President to draft a newly revised trip report format to be used, completed and submitted by all government employees after an official overseas trip.

WHEREAS, the newly revised trip report format embodies detailed and specific questions directing government employees to better report on regional and/or international issues being discussed in various conferences, seminars, workshops and meetings which the Government of the Republic of Palau will need to be aware and informed on.

WHEREAS, all government employees will need to complete and submit the newly revised trip report format to the Ministry of Finance as part of completing travel vouchers but, in addition, courtesy copies of said trip report format will be submitted to the Office of the President and the Ministry of State.

WHEREAS, the Ministry of State has also been tasked to use these trip reports to create database bank where information is readily available and that contact with the most knowledgeable persons can be consulted on their areas of expertise and in addition suitable employees are sent to trainings and other meetings. The database bank will also serve to document Palau Government's progress in implementation of new or continuing initiatives such as international conventions, treaties, protocols and other regional, sub-regional and international commitments having potential benefits or dire affects on the development of our Republic.

WHEREAS, respective Ministries including governmental and semi-governmental agencies under the Executive Branch as well as the public, upon request to the Ministry of State, may have access to the referenced information available on said database bank of trip reports.

NOW, THEREFORE, by virtue of the authority vested in me as President of the Republic of Palau by the Constitution and laws of the Republic, it is hereby directed that all respective Ministries, governmental agencies, and semi-governmental agencies under the Executive Branch shall ensure that all of its government employees or persons on authorized official overseas trip, with no exception to travel funding whether or not it is by Palau

Government or by either regional, and/or international organizations, and/or foreign governments to complete and submit the attached newly revised trip report format to the Ministry of Finance with courtesy copies to the Office of the President and Ministry of State. Completed reports must be submitted no later than thirty (30) calendar days after the completion of each trip; incomplete reports may be returned for further clarification and no further travel may be authorized until such report is completed.

SO DIRECTED THIS 28 **DAY OF** May, 2009 at Ngerulmud, Melekeok State, Republic of Palau.

/s/

Johnson Toribiong
President

TRIP REPORT FORM

Participant

(Give full personal, contact and additional information details pertaining to the official trip)

Name:
Title:
Ministry/Office:
Tel/Email:
Designation (during the meeting):
Name(s) of accompanying
Government Official(s):

Travel Authorization

(Reminder: Participants must secure a travel authorization and provide such original documents after an official trip)

Travel Authorization No.:
Travel Date (departure):
Travel Date (return):

Meeting Location

(Provide specific name of location of venue, the city and country which held the event)

Name of Venue:
Name of City & Country:

Funding Agency

Name of Agency:
Name of Hosting Government/Country:

Purpose of Meeting

(Specify the purpose of the meeting as stated in the letter of invitation or the outcome document provided after the conference, forum, meeting, workshop, etc.)

Purpose:

Meeting Title
(Provide the specific title of meeting and identify the event whether it is a conference, forum, meeting, workshop, etc.)

Title:
Type of Event:

Meeting Date
(Provide specific dates of the meeting)

Commencement Date:
Ending Date:

Meeting Countries
(Provide the names of Countries that also attended said meeting)

Country Names:

Meeting Presentations
(Provide specific detailed information on country or organization presentations)

Pacific Goals
(Specify implications and provide recommendations towards regional initiatives which Palau needs to consider as its regional obligations)

International Goals
(Specify implications and provide recommendations towards international initiatives which Palau needs to consider as its international obligations)

Palau Benefits
(Specify the potential benefits to Palau in attending this official meeting)

Previous Meetings
(Specify previous meetings on this issue which Palau has participated)

Next Step
(Recommendations for Palau's next step on this issue - Way Forward)

Future Meetings
(Specify if such meetings will take place in future and what is still to be discussed)

Signature of Traveler

Date: _____