To: All Tour Companies and Dive Operators
From: Bureau of Tourism and Koror State Government's Department of Conservation and Law Enforcement

Subject: Joint Notice – Tourism Industry Profile and Development Survey

Dear Tour Operators and Dive Companies,

The Bureau of Tourism (BOT), in coordination with the Koror State Government's Department of Conservation and Law Enforcement (DCLE), is conducting a Tourism Industry Profile and Development Survey targeting all tour companies and dive operators in Palau. The survey form is attached to this correspondence for your completion and submission.

The purpose of this survey is to develop a better understanding of Palau's tourism workforce profile by gathering information on workforce demographics, employment, professional experience, qualifications, certifications, and other relevant aspects of the tourism industry. The information collected will help inform workforce planning, industry development, and future initiatives to strengthen tourism services and management in Palau.

The survey will request the following information:

1. Company name and staffing information.
2. Names and nationalities of personnel.
3. Positions and primary duties, such as tour guides, dive guides and boat operators.
4. Current licenses, certifications, and qualifications.
5. Diving certification levels, where applicable.

Through this survey, we aim to identify key areas, workforce needs, and opportunities for further support and development within the tourism industry. The information gathered will help BOT and DCLE develop a better understanding of the current workforce profile and identify areas where additional support, capacity building, and training may be needed.

Survey Timeline

All tour companies and dive operators are kindly requested to complete and submit the attached survey form by **Friday, November 13, 2026**. A period of approximately one and a half weeks has been allocated for companies to complete the survey and submit their responses.

Following the survey, BOT and DCLE will review the information collected to identify workforce needs and areas for further support and capacity building. Based on the identified needs, a training program will be developed, with a proposed seminar tentatively scheduled for December 7 to 11, 2026. Further details will be shared at a later date.

We request the cooperation of all tour companies and dive operators in providing complete and accurate information within the designated timeframe. Your participation is essential to maintaining professional standards and supporting Palau's tourism industry.

Thank you for your cooperation.

Sincerely,

Janine Tewid
Director
Bureau of Tourism

Hope K. Rekisiwang
Director
DCLE, KSG