



Ministry of Climate Change

Annual Report 2022



Ministers Statement



It is with great pleasure that I submit to the Parliament the 2022 Annual Report of the Ministry of Climate Change, Meteorology and Geo-Hazards, Energy, Environment and National Disaster Management.

The 2022 Annual Report outlines the Ministry's achievements through its departments and it provides information about the Ministry's 2022 business activities and corresponding national strategic development plan goals.

Key milestone achievements for the Ministry included,

Revised and Enhanced National Determined Contribution: In August 2022, MoCC launched the Revised and Enhanced National Determined Contribution (NDC) by the Former Minister of Climate Change, Honourable Silas Bule Melve. NDC is a tool that parties to the Paris Agreement devised together in Paris to ensure that each country contribute continuously to more ambitious commitments to reduce greenhouse gas emission, adapt to climate change and meet the goals of Paris Agreement.

Launching of National CCDRR Policy 2nd Edition and Implementation Plan: MoCC has launched the National Climate Change and Disaster Risk Reduction (CCDRR) Policy (second edition) and Implementation Plan on August 2022. The sector policy promotes good governance and provides a framework which risks can be identified, assessed, reduced and managed.

2022-2026 Corporate Plan Launching: November 2022, the Minister of Climate Change, Honourable Ralph Regenvanu launched the five (5) year plan of the Ministry. The Corporate aims to guide the Ministry of Climate Change in achieving its overarching goal to drive planning, decision making, programming and project delivery across government and its partners, which will be reflected and implemented in the yearly Business Plans of each Department.

MoCC in UN Biodiversity Conference (COP 15) after 10 years: December 7-19, Hon Minister of Climate Change and two staff of the Ministry attended the convention of the party (COP15) in Montreal, Canada. During the meeting, governments from around the world came together to agree on a new set of goals to guide global action through 2030 to halt and reserve nature loss .

Vanuatu Participating in COP27: The Vanuatu delegation attended the Twenty Seventh Conference of the Parties (COP27) to the United Nations Framework Convention on Climate Change in Sharm El-Sheikh, Egypt in Oct-Nov 2022. The Vanuatu delegation to COP27 this year comprises of representatives from different Government Ministries such as the State House, Ministry of Agriculture, Fisheries, Forestry, Livestock and Biosecurity, Ministry of Lands and Natural Resources, Prime Minister's Office and State Law Office, Ministry of Justice and Social Welfare, Ministry of Foreign Affairs and External Trades and Ministry of Climate Change and this includes Non-Government Organisations, youth and women's representatives.

This high-level delegation was led by the President to the Republic of Vanuatu, Nikenike Vurobaravu and the First Lady. Joined by Vanuatu's Ambassador to the United Nations Odo Tevi, Ambassador George Maniuri from Vanuatu's High Commission in Brussels and together with other officials who will be negotiating on behalf of Vanuatu at the COP meeting.

The delegation attended and participate in various bilateral meetings and side events as a way to showcase Vanuatu's efforts toward addressing the impacts of climate change. The COP27 is expected to build on previous successes and pave the way for future ambition as participating countries build

on the 2021 Glasgow momentum, seeking to further enhance the scope of deliverables across the climate action agenda.

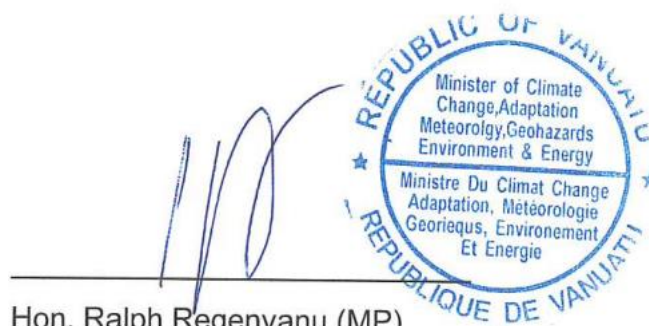
Concession on Malekula &Tanna: The Department of Energy, a division of the Ministry for Climate Change Adaption, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management has formally advertised for the tendering of the Tanna and Malekula Electricity Concession. The Tanna and Malekula Electricity Concession provide supply of electricity services on the islands of Tanna and Malekula, Vanuatu. In June 2022, UNELCO and Vate Electrics confirmed their partnership with the Vanuatu National Provident Fund (VNPF) to provide electricity on Tanna and Malekula. UNELCO will be responsible for the component of electricity generation, while Vate Electrics will have the responsibility of distributing electricity.

Signing of a new major CCDRR project: The former Honourable Minister of Climate Change officially launched the Vanuatu Community-based Climate Resilience Project (VCCRP). The project will support 282 local communities that are facing impacts of climate change in Vanuatu.

Climate change is a major threat to Vanuatu and its economic prosperity, security and people's livelihoods. The country is highly vulnerable to the effects of the climate change and natural disasters including rising of sea level, violent tropical cyclones, volcanic eruptions, floods and droughts.

Despite these natural challenges, covid19 lockdowns, access restriction to government computer network, and some legal cases; overall the Ministry performed considerably well.

I trust through this report you will join our experience, our strengths, and celebrate our achievements as a strong, sustainable, safe and well-informed people.



The image shows a handwritten signature in blue ink over a horizontal line. To the right of the signature is a circular official stamp. The stamp contains the text: 'REPUBLIC OF VANUATU' at the top, 'Minister of Climate Change, Adaptation, Meteorology, Geohazards, Environment & Energy' in the center, and 'Ministre Du Climat Change, Adaptation, Météorologie, Géologie, Environnement Et Energie' at the bottom. The stamp also features two small stars on either side of the central text.

Hon. Ralph Regenvanu (MP)
Minister of Climate Change & Adaptation

Director General's Statement



The year 2022 was a challenging and successful one for the Ministry of Climate Change. The achievements outlined herein, is a demonstration of a strong and dedicated team effort by the Ministry.

The year 2022 began with the COVID19 lock down of nearly two months, which set us some challenging targets. This meant re-prioritising existing work schedules, adjusting budgets and resource flows as well as mobilizing staff to ensure the deadlines were met while still balancing the need to keep on track with existing initiatives and priorities. I will leave the Directors in their Department Reports to provide details on the successful achievement according to their Business Plans activities for the year. I wish to point out that this would not have been achieved without the hard work of the officers serving on the Ministry of Climate Change team.

We are only a small Ministry - our current team of 147 serving officers, they must punch above their weight to ensure that very ambitious targets in energy sufficiency, environmental protection, protection and warning for meteorological and geo-hazard events and our national response to emergencies are met. The Vanuatu Meteorology and Geo-Hazards staff work 24/7 – around the clock, 7 days a week. A strong commitment to national service, to improving and protecting the lives of ordinary Ni-Vanuatu, underpins our Ministry's work.

Despite the human and financial resource challenges in 2022 resulting from natural disasters, and the COVID19 lock down, the Ministry was able to successfully coordinate and deliver its 2022 budget activities effectively and efficiently, by effectively implementing the Ministry's Business Continuity Plan (BCP), thereby achieving its key performance indicators. Despite coming face to face with a the COVID19 lock down, which invoked a state of emergency, the Ministry was able to collaborate effectively with other Government Ministries to implement preventive and containment measures to contain the spread of the virus throughout Vanuatu, through its Disaster Management Act.

The following achievements were amongst some of the major deliverables of the Ministry in 2022:

- The review and launching of the National CCDRR Policy 2022 – 2030 and the Policy Implementation Plan 2022 – 2026
- The review and launching of the Ministry new Corporate Plan 2022 – 2026
- The launching of the National Energy Efficiency Strategy and Action Plan (NEESAP) and the Vanuatu Long Term Low Emissions Development Strategy (LEDS)
- Development and launching of the MoCC's Guidelines on Human resources discipline, Assets, financial and procurement.
- The endorsement and submission of Vanuatu's Nationally Determined Contributions (NDC) to the UNFCCC

Despite the challenges faced, it created opportunities for the Ministry to strengthen partnerships with donor agencies, regional and international organizations and governments enabling provision and donation of funding support and technical assistance to lessen the burden of impacts of the disasters allowing the people affected to recover and able to continue with their daily walk of lives.

A significantly increased budget for 2022, following the annual Ministerial Budget Committee consultations, recognized the hard work of the Ministry and its on-going record of achievement of the Government's strategic priorities. The difficult task of dealing with long-term, outstanding financial liabilities i.e. International Memberships and fees, retirement packages and remuneration issues have been significantly addressed through consultative team work across all Departments. A raft of projects continued to be delivered across all Departments under this Ministry. The recent endorsement of two major climate change projects focusing on building community resilience and improving water standards and security in Vanuatu worth over \$61 million and the implementation of the \$30 million Green Climate Fund (GCF) project on "Vanuatu Climate Information Services for Resilience Development Planning" is seen as a big step towards a more resilient and informed Vanuatu.

This spirit of teamwork imbues not only the work within our Ministry but across the sector. Government of Vanuatu Ministries and agencies worked together with international and regional partners, donors and Non-Government Organisations to provide critically important support for Ministry of Climate Change initiatives. The strong support of the public and private sectors both in Vanuatu and internationally must be recognised.

I am therefore, proud to conclude that the Ministry's achievements in 2022 is a manifestation of the excellent team work by all Departments under the Ministry. I would like to offer my sincere appreciation and gratitude to the hardworking Directors and staff of respective Departments under the Ministry of Climate Change, the Executive team, the outgoing former Minister, Honourable Bruno Leingkone TAO (MP) and his Cabinet staff , the outgoing former Minister, Honourable Silas Bule and his Cabinet staff and the incoming Minister, Honourable Ralph Regenvanu (MP) and his Cabinet staff for their unfailing commitments, dedication, excellent leadership and team spirit to serve the people of Vanuatu.

It is with pleasure that I hereby submit to Parliament the 2022 Annual Report of our Ministry. The 2022 Annual Report of the Ministry of Climate Change Adaptation, Meteorology and Geo-Hazards, Energy, Environment and the National Disasters Management Office has been prepared under Sub-Section 20 (1) (h) of the Public Service Act 1998 and the Public Finance and Economic Management Act 1998 (Section 30 (3)) in accordance with guidelines of the Public Service Commission.



Mrs. Esline Garaebiti Bule

Director General

Ministry of Climate Change & Adaptation

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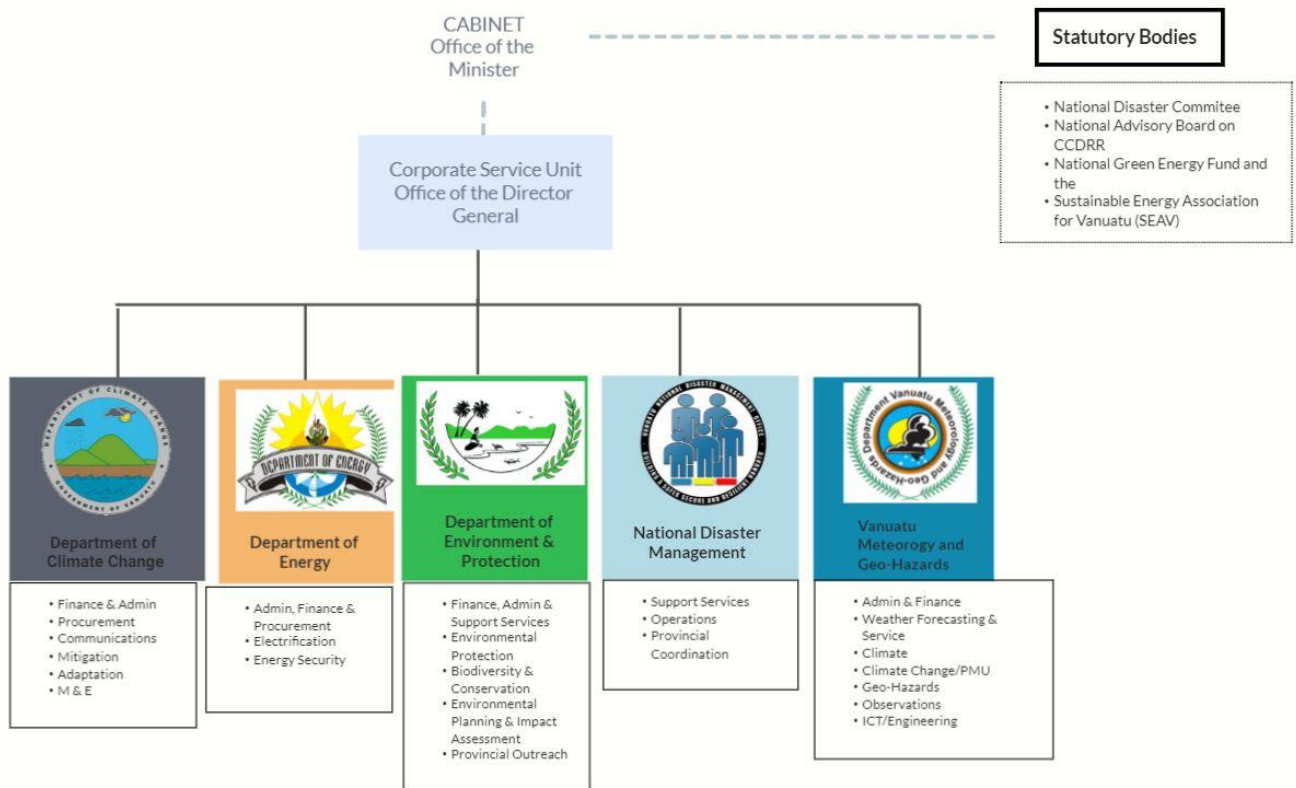
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Acronyms

ACSE	Adapting to Climate Change and Sustainable Energy	MOU	Memorandum of Understanding
	Asian Development Bank Technical Assistance	MSG	Melanesian Spearhead Group
ADB-TA		NAB	National Advisory Board on CC and DRR
AOSIS	Alliance Of Small Island States	NAB Sec	National Advisory Board on CC and DRR Secretariat
AWS	Automatic Weather Station	NAMA	Nationally Appropriate Mitigation Actions
CBD	Convention on Biological Diversity	NBSAP	National Biodiversity Strategy and Action Plan
CBDRR	Community Based Disaster Risk Reduction	NDC	National Determined Contribution
CC	Climate Change	NDMO	National Disaster Management Office
CCA	Climate Change Adaptation		National Environment Policy and Implementation Plan
CCA's	Community Conservation Area's Climate Change and Disaster Risk Reduction	NEPIP	
CCDRR		NERM	National Energy Road Map
CDC	Community Disaster Committee	NFI	Non Food Items
	Community Disaster and Climate Change Committee	NGEF	National Green Energy Fund
CDCCC		NGO	Non Government Organisation
CEPF	Critical Ecosystem Partnership Fund		
	Convention on International Trade in Endangered Species of Wild Fauna and Flora	NIE	National Implementing Entity
CITES		NPP	New Project Proposal
CF	Climate Finance	NSDP	National Sustainable Development Plan
CFWG	Climate Finance Working Group	ODS	Ozone Depleting Substances
COM	Council of Ministers	PALS	Pacific Appliance Labelling and Standards
COP	Conference of the Parties	PEOC	Provincial Emergency Operation Centre
CSU	Corporate Services Unit	PMA	Performance Management Appraisal
DCO	Development Committee of Officials	PMO	Prime Minister's Office
DoCC	Department of Climate Change		
	Department of Environment, Protection and Conservation	PMR	Performance Management Review
DEPC		PMU	Project Management Unit
DG	Director General	POPs	Persistent Organic Pollutants
DOE	Department of Energy	PSC	Public Services Commission
DRM	Disaster Risk Management	PSO	Principal Scientific Officer
DRR	Disaster Risk Reduction	OPSC	Office of the Public Service Commission
EIA	Environmental Impact Assessment	QMS	Quality Management System
GCF	Green Climate Fund	RIT	Regional Implementing Team
GGG	Global Green Growth Institute		
	Deutsche Gesellschaft für Internationale Zusammenarbeit	RP	Retirement Plan
GIZ		SIDS	Small Island Developing State
GPOBA	Global Partnership Output-Based Aid		Secretariat of the Pacific Regional Environment Programme
HRDP	Human Resource Development Plan	SPREP	
	Information and Communication Technology	SP	Succession Plan
ICT		TC	Tropical Cyclone
IEC	Information Education Communication	TP	Training Plan
LAN	Local Area Network	UNDP	United Nations Development Programme
M&E	Monitoring and Evaluation		United Nation Framework Convention on Climate Change
MBC	Ministerial Budget Committee	UNFCCC	
MoCC	Ministry of Climate Change	VMGD	Vanuatu Meteorology and Geohazards Department
MDRR	Mainstreaming Disaster Risk Reduction	VREP	Vanuatu Rural Electrification Project
MEND	Mass Evacuation In Natural Disaster	WMO	World Meteorological Organization

Our Structure

The Ministry of Climate Change structure comprises five departments which is illustrated in the graph below.



MoCC Corporate Overview

The Ministry of Climate Change currently houses five departments namely the Vanuatu Meteorology & Geo-Hazards Department, Energy Department, Department of Environmental Protection & Conservation, Department of Climate Change, and the National Disaster Management office. The NAB Secretariat sits within the Corporate Service Unit to fulfill the NAB's objectives.

Our Vision

Promote a resilient, sustainable, safe, and informed Vanuatu

Our Mission

Develop sound policies and legislative frameworks, and provide timely, reliable, scientific information for service delivery to enable resilient communities, sustainable environment, and economic development.

Our Values

- Service delivery
- High performance against priorities
- Teamwork
- Positive Attitude and Action
- Professionalism
- Ethical: Honest and Transparent
- Equity: Gender, Geographic, Disability, Youth, Language, Ethnicity
- Environmentally responsible
- Reliability
- Commitment
- Accountability

The five departments' activities have planned around programs in the five-year Corporate Plan.

Department of Climate Change

Mission "Efficient and Effective Administration"

Programs

1. Climate change adaptation
2. Climate change mitigation (Low Carbon Development)
3. Information knowledge management
4. Climate finance
5. Communications, outreach and partnership
6. UNFCCC obligations
7. Administration, support services and human resources

Department of Energy

Mission "Maintain Equitable and Efficient Energy"

Programs

1. Human Resource and Support Services (Administration, Finance, and Procurement)
2. Electrification
3. Energy Security

Department of Environmental Protection and Conservation

Mission "Think Environment First"

Programs

1. Traditional knowledge and cultural sites preservation
2. Environmental governance
3. Human resource capacity development
4. Environmental impact assessments and planning
5. Energy sector support
6. Waste management, pollution control and chemical management
7. National and international environmental obligations
8. Sustainable financing
9. Biodiversity, conservation, ecosystem and research
10. Outreach, communication and awareness
11. Data management and sharing
12. Institutional strengthening at the provincial level

National Disaster Management Office

Mission "Improve coordination and partnership with emergency responders to save lives"

Programs

1. NDMO DRM Governance Framework
2. Human Resource Training and performance management
3. Inclusive disaster preparedness and response coordination
4. Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation

5. Hazard and Disaster-related information Repository

Vanuatu Meteorological Geo-Hazards Department

Mission “Enable Climate Governance, Adaptation and Mitigation”

Programs

1. Administration, policy & planning
2. Regional and international obligations
3. Quality management systems (QMS)
4. Early warning services
5. Weather forecasting & services
6. Hydro met services (flood forecasting services)
7. Climate Information Services (CIS)
8. Geo-hazards services
9. Observations and data collections
10. Support services (information communication technology/engineering)
11. Research and development
12. Human resource capacity building & development Outreach & community engagement

Report Against Relevant Business Plan Targets

Corporate Service Unit

Program	Activity	Output or Service Target	Target	Action	Action completion date	Comment & Risks	Progress Report Q1 and Q2
Policy, planning & reporting	Develop 2023 Annual Business & Budget Plan	CSU 2023 Annual Business Plan & Budget produced	1	<ol style="list-style-type: none"> 1. Meet to discuss NPPs 2. Organize & Conduct workshop to formulate 2023 BP 3. Draft BP produced with budgets 4. Finalize BP 	<ol style="list-style-type: none"> 1. April-June 2. May 3. May-June 4. Nov-Dec 	Depending on the Budget cycle/Timetable for 2023	<p>Business Planning meeting Sept 2022 and a final draft is ready to submit</p> <p>Complete and submit 17 NPP's and budget</p>
	Compile MoCC 2023 BP	MoCC Annual Business Plan 2023 submitted to DoFT, DSPPAC & OPSC	1	<ol style="list-style-type: none"> 1. Advise Departments of 2023 BP preparations 2. Compile Department Business plans 3. Submit to DoFT, DSPPAC & OPSC 	<ol style="list-style-type: none"> 1. March 2. Oct-Dec 3. Dec 		All department are finalising 2023 Business plan to submit to CSU before end of February 2023
	Compile and submit reports	MoCC Quarterly, Half-Yearly & Annual Report produced and submitted	4	<ol style="list-style-type: none"> 1. Collate information/data/photos from Depts 2. Use the new reporting template 3. Compile 1st Quarter report and submit 4. Compile Half-yearly report & submit 5. Produce 3rd Quarter report & submit 6. Compile Annual report 7. Design and finalize report for print 8. Print copies of final AR 	<ol style="list-style-type: none"> 1. March 2. June 3. September 4. December 2022– Mar 2023 5. Jan -Feb 2023 6. March 7. March 31st 2023 		Due to COVID-19, most of the activities in the business plan weren't able to implemented. Quarter 1 and 2 progress report is a combine to half-yearly report 2023 but was not submitted.

				9. Submit to OPSC			
Launch the Corporate Plan	MoCC Corporate Plan 2021-2025 launched	1		1. Validation workshop 2. Compile and finalise 3. Print final copy of CP 2021-2025 4. Organize launching event 5. Submit to OPSC	Jan-April 2023		Draft submit in June 2022 and launched in Dec 2022
Compile and submit the SMRs	Six Monthly Reports (SMR) for COM decisions & Projects submitted DSPPAC	10		1. Notify Departments to complete SMRs 2. Review SMRs 3. Submit SMRs to DSPPAC	Feb -Mar (Sem II 2021) Aug -Sept (Sem I 2022)		A section in the report naming Project Development provide information on projects and Com's Decisions
Compile and submit the 2021 ADR	2021 Annual Development Report (ADR) compiled and submitted to DSPPAC	1		1. ADR matrix obtained from DSPPAC 2. Forward relevant information from matrix to respective Departments 3. Review and compile information to one ADR matrix 4. Submit final 2021 ADR to DSPPAC	Mar -Apr		Complete and submitted in June 2022
Organize CSU staff meeting	CSU Staff meetings organized	10		1. Organize staff meetings 2. Prepare agendas 3. Conduct meetings 4. Produce meeting minutes	Jan – Dec		7 staff meetings conducted in 2023. Minutes available with executive secretary
Organize planning meetings for CSU	CSU Business Planning Meetings organized	2		1. Organize planning workshop 2. Formulate agenda of meeting 3. Share with staffs for comment 4. Finalize agenda 5. Conduct workshop 6. Produce minutes of workshop	May & Nov		Planning meeting in September 2023

Organize end of Year retreat	MoCC End of year Retreat organized and conducted	1	<ol style="list-style-type: none"> 1. Organize retreat 2. Retreat uniform 3. Formulate agenda 4. Circulate for comments 5. Finalize agenda 6. Invitations to stake-holders 7. Inform Departments of retreat 8. Conduct retreat 9. Produce retreat report 10. Important issues for improvement highlighted 	November	change of Policy Direction (MFEM Minister, COM Decision, PSC)	<p>CSU organise end of year retreat for MoCC on the 22nd to 25th November 2022.</p> <p>The main objectives of the retreat are as follows:</p> <ul style="list-style-type: none"> • Departments to discuss and present the 2022 achievements, challenges and present 2023 business plan priorities • Staff will also increase understanding on the 2022 expenditure report and presentation of 2023 budget • Presentation and collaboration between the departments and stakeholders • Launching of the 2022-2026 Ministry's Corporate Plan and guidelines (Asset, Recruitment, Communication, Discipline guideline)
Review Existing Legal Frameworks	MoCC Legal frameworks (Policies, Legs Regs & conventions) gaps identified	1	<ol style="list-style-type: none"> 1. Identify sectors requiring guidelines 2. Discussion with sectors 3. Draft guidelines 	Jan – Dec		CSU recruited a Compliance officer who is currently working on this activity.
Enforce compliance to MoCC existing regulation	MoCC laws are enforced and appropriate measures undertaken to ensure compliance.	1	<ol style="list-style-type: none"> 1. Identify breaches to provisions of laws 2. Undertake investigation & field assessments 3. Produce compliance report 4. Apply enforcement actions 5. Update compliance database 	Jan – Dec		Compliance officer was assigning to MoCC compliance
Develop MoCC compliance database	Compliance database of Legs/Regs & regional and international MEAs developed and updated	1	<ol style="list-style-type: none"> 1. Stock-take of existing legislations, regulation and MEAs 2. Update database 	Jan-Dec		A compliance data base was developed and present to directors and senior officer of MoCC during the Ministry's retreat
Provide training & awareness	Training & Awareness on existing MoCC policies and Legislations undertaken	1	<ol style="list-style-type: none"> 1. Develop training/awareness materials 2. Organize training & awareness 3. Conduct Training and Awareness 	Jan-Dec		This activity is planned for 2023

				4. Produce training & awareness reports			
	Collate relevant information for ADR	Collect qualitative and quantitative data from departments	6	1. Request relevant data/information from Departments 2. Compile and analysis data	Jan- Apr		Report matrix table were developed for 6 departments that is used for quarter reports that will feed to the ADR. Other template for activity and monthly report is also developed for departments and province
	Standardize template for Data Collection	M&E tools for data collection are formulated and used	1	1. Research available tools 2. Develop the tools/instruments 3. Trained and Utilize the tool	Jan – Mar		MoCC use standard guidelines for reporting and planning. The MoCC M&E network will work on reviewing existing tools and update standardize tools to use across the ministry.
	Analyse and Evaluate MoCC programs and donor funded projects	Reports of projects and programs implemented by MoCC are Analysed and Evaluated	2 programs	1. Review project reports 2. Produce analysis report with feedback on progress of implementation 3. Use evaluation tool to evaluate progress of activity 4. Report on progress	Jan - Dec		The project tabular format was shared with projects beginning of this year for reporting. A proper template will be developed in 2023
	Strategies to increase data use for M& E	Quality and Quantity of data collected is verified	1	1. Identify gap and develop data sets relevant to MoCC services 2. Train department M&E focal point 3. Utilize data collected for decision making	Jan – Dec		Identify the gaps through establishment of the M&E Coms network. A initial training on M&E is happened on the 7 th of July that brings together departments M&E focal points to discuss and enhance their capacity in M&E. More trainings planned for 2023.
	High level Policy Initiatives/directive	COM decisions on MoCC COM papers	5	1. Prepare COM paper 2. Present COM paper to DCO 3. Attend DCO meetings	Jan – Dec		During this reporting period, 4 COM paper
	Monitor implementation of COM decisions	Briefing updates of COM decisions and SMR reports on COM decisions	5	1. Five COM decisions obtained from COM Secretariat 2. Regular interactions with Directors on implementation progress of COM Decisions	Jan – Dec		During this reporting period 16 COM paper have been submitted to COM.

	Develop and draft the HRD plan	Draft HRD plan develop	1	1. Develop ToR 2. Recruit consultant 3. Develop HRD Plan 4. Draft HRD Plan	Dec		Initial gap assessment was carried out in 2022, the actual activity was planned in 2023.
	Communication Guideline	Ministry communications guideline produced	1	1. Consult staff of the MoCC including the coms network 2. Develop draft communications guideline 3. Presentation to executive	Dec		Communication guideline completed and launched in December 2022
Administration & Services	Facilitate complete submission to OPSC	Internal SOP for PSC submissions is developed (HR related matters)	1	1. Consult and Identify OPSC on set criteria 2. Develop set criteria 3. Present to executive for endorsement 4. Training and awareness to Directors and Admin officers	January -Feb		Consultation done with MoCC staffs and OPSC team- final document is yet to be endorsed by executive
	Enhance CSU filing system and develop a SOP	Filing system updated and maintained	1	1. Go through filing index 2. Organize meeting within CSU to discuss internal admin process 2. Develop an internal SOP for filing system 3. Training and awareness to CSU staffs / relevant MoCC staff 4. Utilize filing index	Jan-Dec		Progressing, move to 2023 Business Plan
	Regular Cleaning of MoCC building	MoCC building are clean and tidy		1. Develop a Cleaning Schedule for MoCC 2. Payment schedule for each department for cleaning products 3. Identify Cleaning products 4. Execute the Cleaning schedule	1st week of January 2nd Week of Jan to December		Cleaning Schedule for MoCC is well managed by Admin officer. 2 cleaner on board and has a weekly schedule.
	Inventory system in-place for stationary	Inventory updated	1	1. Monitor stationary inventory 2. Collect quotation 3. Fill in requisition form 4. LPO payment	Jan-Dec		Stock take for CSU stationaries is well up to date.

	Regular administration service provided	An effective & efficient admin operation		1. Payment schedule - Bills are up to date (utilities, rubbish collection, postage costs, vehicle fuel, stationaries, office cleaning materials & General materials)	Jan-Dec		Operation of the admin is effective ensuring bills paid on time and resources available to maintain the office.
	Construction of a new building	New Building for Cabinet / CSU	1	1. Construction in progress 2. Opening of new building	Jan – Aug		Finalising the final design so the design contractor can deliver the design, BOQ and other deliverables so we can proceed to next phase of the building which is the actual construction
	Regular maintenance	MoCC Compound & buildings well maintained	1	1. Develop and implement a maintenance schedule for lawn, gardening, office building maintenance, furniture's, plumbing and electrical	Jan- Dec		1 maintenance officer is on board and is manage by Finance Manager.
	Driver & Messenger	Daily admin runs and maintain service for vehicles		1. Mail delivery schedule developed and implemented, daily admin runs, maintain service for vehicles	Jan- Dec		Driver's schedule is well managed
	Website Launching	Information portal for beneficiaries	1	Launching of the website	Jan – April		Website development with support from OGCI0 and is currently update by PRO. The website has been launched by the Hon Minister of Climate Change
Executive Management	Provide sound advice	MCC Minister being briefed regularly	5	1. Organize meetings upon request by Minister 2. Send emails to Directors 3. Conduct meeting	Dec		Progressing well. With the current political changes with the Minister, the head of each department have met several times to brief the new minister on the functions of each department.
	Organize monthly executive meetings	Monthly MoCC Executive meetings organized	8	1. Organize Executive meetings 2. Prepare agendas 3. Share with members for comments 4. Finalize agendas 5. Conduct meetings 6. Provide brief reports 7. Produce meeting minutes	Jan – Dec		During this reporting period, only 4 executive meetings held due to business schedules of directors and DG.

Asset & Finance Management	Stocktaking and Registration of New Assets	Stock for 2022 report completed	1 Report	<ol style="list-style-type: none"> 1. Assigning Assets to responsible officers 2. Taking Pictures of Assets 3. Verify the Condition of the Asset (old/new/Damaged) 4. Tag the Assets – Vanuatu Government Tag 5. Transfer ownership of assets 6. Organize Update Valuation of MoCC Fleet 7. Update Valuation of MoCC Building 8. Send list of assets to each MoCC staff what assets they are responsible for. 9. Ensuring all Capitalized assets are independently verified before information is entered in the government information system (FMIS) 10. Re-evaluating with the assistance of the Asset Management and Valuation Unit, Dept of Finance & Treasury capitalized government registered & unregistered assets 11. All Information collected is submitted to Asset Registry Unit, MFEM to update State Register 	Jan-Dec		Asset registry updated for all Departments, the asset officer also travelled to Sanma and Malampa to conduct the registration of assets. An asset report is produced for the specific trip.
		Asset registry updated for 2022	2 Register				
	Internal Asset Networking Group within MoCC	A robust internal working group within MoCC (Ministry of Climate Change)	12 reports		Organize monthly meetings with Finance & procurement officers for Departments		
Provide Training for: -DG & Directors -Managers	All Government line Agencies under MoCC are able to Identify their fixed assets	2	1. Conduct Awareness on steps to disposing Assets as stated in Part 9.4 of the Financial Regulation Act	Feb – May	This was not achieved since the asset guideline should be launched before the training and awareness of assets. Activity moved to 2023 Business Plan		

<p>Provide Training for: -DG & Directors -Managers</p>			<p>2. Train Finance/Procurement officers how to record purchase of fixed asset information as stated in Part 9.3 of the Financial Regulation Act 3. Conduct Awareness on maintenance of fixed assets as stated in Part 9.2 of the Financial Regulation Act 4. Provide training to ensure FO/PO are able to identify their fixed assets & conduct their own stock taking to update the MoCC Asset Register</p>			
<p>Provide Assistance to FM</p>	<p>Financial statement Asset section is completed</p>	<p>1</p>	<p>Update finance manager on the asset quarterly reports</p>	<p>Jan - Dec</p>		<p>Update had been done by asset officer (AO) that update contributed to the Ministry consolidated financial report for 2021</p>
<p>Adhered to Legal and audit compliances to Disposal of Assets</p>	<p>Ensure that all disposals or sales of government assets does comply with the PFEM Act, the VG Financial Regulation, Operational Guidelines, Government</p>	<p>5</p>	<p>1. Director to seek approval of the DG to dispose assets 2. DG will give approval of disposal of assets 3. Asset officer will liaise with Finance officer to dispose assets 4. The Asset Registry Unit is informed to inspect the disposed assets 5. DG is responsible for ensuring that the best price is obtained for the assets being sold. 6. The proceeds of any sale of assets must be deposited directly into the public Fund. 7. Disposal Form is filled out and signed by responsible personnel & submitted to Asset Registry Unit, MFEM</p>	<p>Jan – Dec</p>		<p>During this reporting period, Asset officer have support three departments (DEPC, DoCC and VMGD) and CSU to of dispose assets.</p> <p>All disposals of government assets do comply with the PFEM Act, the VG Financial Regulation and the Operational Guidelines.</p>

Develop Asset Policy Guideline for MoCC	Ministry asset policy guideline produced	1	1. Consultation with MoCC internal working group 2. Consultation with MoCC Executive 3. Finalize the asset guideline	Jan- Dec		Asset guideline complete and launched in Dec 2022
A robust asset registry system	Identify an effective MoCC Asset information system	1	1. Develop TOR and adhere to RFQ / RFT process to acquire	Jan- Dec		This activity will be delivered in 2023
Provide financial expenditure to executive and provide provincial spendings	report provided to executive	12 months expenditure report	2. Extract from the financial information system data to compile expenditure reports 3. Present to Executive on the monthly briefs	Jan- Dec		Finance manager present Financial Report to executive monthly.
Provide 2021 Financial Report to Finance Dept	Financial report incorporated to Annual Report	1	1. Extract from the financial information system data to compile expenditures 2. Extract from financial information system data for contingencies and liabilities for MoCC for compilation 3. Extract from financial information system data for assets from the assets registry for MoCC for compilation	Jan – Mar		Finance manager have provided a 2021 financial report for the Ministry, DG had signed and delivered to Finance Department. A copy of the report is available on the MoCC 2021 Annual Report
Adjust 2021 cash flow	Realistic cash-flow for MoCC	7	1. Liaise with Directors and Finance Officers on the preferred cash flow plan to properly reflect the business plan if there are any needed adjustments after budget submissions produce a draft cash flow plan Present to the Expenditure Analyst of MoCC at Dept of Finance the draft cash flow plan to have their input After final advise from EA have the Director approve the adjusted cash flow plan before	Jan – Mar		Finance Manager have liaised with heads of the department and finance officer to adjust cashflow.

				forwarding to EA to process accordingly			
	Facilitate severance & leave package for MoCC staff	Severance paid	2	1. Liaise with HRM and OPSC on the instruction received by OPSC depending circumstance 2. Calculate the severance for the staff which his/her employment status is ceased	April		In progress-so far, no severance package sends yet to OPSC.
	Settlement of membership fees for 2021	All membership fees paid on time	8	1. Liaise with focal points for the international or regional organizations 2. Liaise with Dept of Foreign Affairs on the status of memberships 3. Process LPO and forward to Dept of Finance to effect payment	Jan – Mar		Done so fare committed VT 6 million went over the budget for VT 5 million
	MoCC Asset Guideline	Draft Asset guideline	1	1. Develop ToR for consultant 2. Procure for consultant	Jan- Mar		Guideline launched in Dec 2022
Human Resource Management	Facilitate Recruitment Plan for MoCC	No of staffs recruited		1. Facilitate the Development of FV Based on Ministry recruitment Plan 2. Request for Approval to advertise 3. Advertise-15 days 4. Shortlisting 5. Interview 6. DG and Director Endorsement 7. Submission to OPSC 8. Inform Applicant on Commission Decision 9. Organize a Brief induction for the recruited staff	1. January 2. 3rd week of January 3. February 4. March 5. April		A total of 13 MoCC positions recruited. CSU - 3 positions recruited (Driver, Compliance and project development). VMGD - 3 Positions (Technician volcano, electronics, weather forecaster) DEPC - 2 positions recruited (Senior conservation, Senior finance officer) DoCC - 2 positions recruited (Communication and outreach officer & senior finance officer) DoE - 2 position recruited (Finance procurement, Appliance labelling) NDMO - 1 positions (Manager support services)

Facilitate capacity building initiatives for the Ministry	30 Staffs trained	3	Short- & Long-term study 1. Submit Eligibility request to VIPAM Board 2. Once approved – Submit Training and study leave form- Endorsed by Director or DG 3. Inform Trainee on Commission decision	Jan – Mar		This activity has not implemented well due to covid-19 lock down on the scheduled time frame, thus affect the submission for short- and long-term training. However, 2 staffs currently received long term study leave approval and were informed about the commission decision. CSU -Reedly Alfred Tari – currently on long term study leave. VMGD –Dan Tari – yet to go on study leave. NDMO- Jimmy and Eddy – short-term study Total of 4 staffs who attended training this year Short term training – A total of 22 staffs attended first aid training which was held at VMGD conference room.
		1	In house training 1. Liaise with HRM unit to conduct in house training on Chapter 4 &5 of PSSM	Mar		Training conducted with MoCC staff
Update MoCC Succession Plan	Succession plan updated for 5 Departments including CSU	1	1.Consult with Directors on draft succession Plan 2. Update Succession Plan	Jul		This section will be included in the HRD plan. This activity is moved to 2023
Update Retirement forecast	Retirement forecast updated	1	1.review and update retirement forecast 2.submit to FM for VBMS input	Jan		Retirement forecast was review and update. More information can be found in the MoCC 2022-2026 Corporate Plan
Execution on Staff Performance Appraisal	80% of work plan and Appraisals submitted to OPSC	80%	1.Remind Departments to submit work plan 2.Scan MoCC work Plan 3. Submit to OPSC 4. Mid-year Review 5.End of assessment. 6.enter into excel summary 7. Scan all original copy 8.submit to OPSC	Jan – Dec		Work plan appraisals has been submitted in February. The Mid-year review is in progress which all submissions is made.

				9. Facilitate staff incentives based on the Appraisal results and DG & Director endorsement			
MoCC organization structure review and Job Evaluation	Restructure and JD review submitted to PSC	1		1. Review JD and Structure in consultation with Department Staffs 2. Facilitate the submission 3. Organize first Briefing with PIU team 4. Facilitate final submission to OPSC 5. Advise DG and Director on Commission decision 6. Facilitate the implementation of the Approved Structure	Jan – Dec	Delay of Process	Consultation has been done with MoCC – CSU team. HR team are currently working on the comments and feedbacks received from the consultation before a final submission is done.
MoCC Career Awareness in Secondary School	1 Career Awareness conducted in Torba Province	1		1. Liaise with MoCC Directors for Department Participation 2. Develop awareness Program 3. Seek approval from Director Education services 4. Seek approval from Torba Provincial SG and PEO	March		Due to flights changes, MoCC team have conduct a career awareness virtually for Torba.
Develop Recruitment Guideline	Draft recruitment guideline	1		1. Consult HRM Unit and MoCC managers 2. Develop draft recruitment guideline 3. Presentation to executive	Feb – Jun		A draft has been developed and have gone through consultation with MoCC-senior officials including CSU team and OPSC-HRM team. Final editions and draft submit to MoCC executive for final review and feedback. Complete and launched in Dec 2022
Induction Guideline	Draft induction guideline	1		1. Consult VIPAM and MoCC managers 2. Develop draft induction guideline 3. Presentation to executive	Feb – Jun		Activity moved to 2023 Business Plan
Health & Safety Guideline	Draft health & safety guideline	1		1. Consult appropriate partners/stakeholders 2. Develop draft health & safety guideline	Feb – Jun		Move to 2023 Business Plan

				3. Presentation to executive			
CCDRR Advisory Coordination	Preparation of CC position in national, regional and international meetings	Statements developed and presented	10	<ol style="list-style-type: none"> 1. Requests received 2. Drafts developed 3. Drafts reviewed (DG, UNFCCCWG Members) 4. Briefing 5. Presented 	Jan – Dec		The NAB Sec has submitted 10 submissions to the UNFCCC Secretariat on behalf of the Vanuatu Government. The submissions are based on the issues listed for obtaining calls for submission from the sessions in Glasgow in COP26. See Annex 2 to this report for the detail list of submissions covering various thematic areas Vanuatu Government is covering at COP negotiations.
	Mainstream CCDRR Policies across other sectors	Government Policy consulted	1	<ol style="list-style-type: none"> 1. Workshops organized 2. Attend and contribute 3. Contribute in statements and awareness 4. Finalise review of CCDRR Policy 	Jan – Feb	Lack of integration of CCDRR initiatives and considerations on Sector plans and policies	<ol style="list-style-type: none"> 1. The CCDRR Principal Policy 2016-2030 has undergone a consultative review necessarily to align itself with its newly developed implementation, the outcome of this review produced the 2nd edition of the CCDRR Policy 2022-2030. And together with its implementation plan, the 2nd Edition was launched on the 31st of August. In order to implement policy after its launching it coherently important to mainstream the policy through consultation awareness programs to all CCDRR stakeholders at national, subnational and at local area level. The NAB Sec convened an awareness program which was rolled out with National Stakeholders in Port Vila at 31st August and 1st of September for both government and non-government organization. We further advance this to our CCDRR Stakeholders in Tafea and Sanma Province from the 5th- 10th September through the Provincial Technical Advisory Committee (PTAC). As such, this awareness program presents to sector stakeholder on CCDRR priorities

						<p>ensuring that they mainstreamed in this way to be integrated into respective sectoral policies, strategies and plan.</p> <p>2. During the CCDRR Policy awareness consultation both at national and subnational level, one of the inflicting message/statements promoted was that the Vanuatu CCDRR Policy is an overarching sectoral policy- meaning that each sector are important key players and implementors to this policy. Its implementation plan phase 1 2022-2026 outlines roles and responsibilities of each sector from now and into 2030. Therefore, sectors non-specific whether government or non-government are coherently responsible to incorporate this policy directives into their sectors via policy, plans and strategies.</p> <p>3. We have been attending multiple workshops, meetings and few consultations whereby our contribution is made;</p> <ul style="list-style-type: none">• VCAN/PACCIL Reflection Workshop; 1st – 3rd of June, at this event we emphasis on the effective engagement between CSOs and government on the importance of CC and DRR governance, implementation of national CCDRR priorities and collaborative implementation.• In June 2023, the NAB Sec was also represented in its participation in the Regional Dialogue for the Pacific Regional Framework on Climate Mobility under the Pacific Climate Change Mitigation and Human Security programme led by the IOM in Vanuatu. The dialogue
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						<p>involved discussing and reviewing the zero-draft of a new regional policy.</p> <ul style="list-style-type: none">• First consultation on the Low Emission Development Strategy hosted by the Department of Climate Change (DOCC) with close collaboration with the Department of Energy (DOE) with the Global Green Growth Initiative (GGI) as the delivery partner. The consultation took place on the 8th of July engaging key government sectors, NGOS, Private Sector and members of the diplomatic corporation such as the JICA. The workshop focuses on the format of this energy sector strategy and its overall vision and objectives. <p>4. The development of the MoCC Corporate Plan 2022-2026 which was core headed by the NAB Sec Team ensure that the CCDRR policy directives are mainstreamed and integrated into the ministry's 5-year long term plan. This ensure that each department programs are developed in such a way that will strategically contribute towards the implementation of the CCDRR Policy. While the corporate plan seeks to align itself with the NSDP, the alignment first begins at the ministerial level whereby seeing the harmonisation of MoCC policies, strategies and frameworks that promulgates collectively the CCDRR Priorities which is reflected in its newly launched corporate plan. The six strategic areas of the CCDRR Policy 2022-2030 are well captured within the MoCC Corporate plan.</p> <p>As part of the CCDRR Policy consultation awareness, the NAB Sec Team was able</p>
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						<p>to collect inputs from various CCDRR stakeholders both national and provincial level on their contribution in the areas of climate change and disaster risk reduction. These stakeholders detailly outline the types of programs and projects which they have fundamentally contributed into different areas of CCDRR. This information is practically are saved to form the basis of CCDRR data and information in-country which will very useful in the monitoring and evaluation phase of the policy. Such also identifies stakeholder's contribution towards meeting national priorities.</p> <p>Information gathered and compiled- This has been an ongoing activity through the year in populating the National CCDRR Policy Database/Search Tool. Therefore, we have been able to identify two (2) long terms strategies and two (2) national policy from at least 3 sectors:</p> <ul style="list-style-type: none">>National Disaster Management Office->Strategic Road Map for Emergency Management>Vanuatu National Climate Change and Disaster Induced Policy>Infrastructure- Vanuatu Infrastructure Strategic Investment Plan 2015-2024 <p>The CCDRR Policy database records at least 26 sectoral policies, strategies and plans from various sectors including majorly Agricultural, Forestry and Fisheries, Environment, Energy etc...</p> <p>> IMS Officer has support in this mainstream of CCDRR Policies across sectors by working with Policy and</p>
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							<p>planning Officer to uploaded the polices and strategies that are related to CCDRR for other sectors and uploaded that to the NAB Portal and attending workshops online zoom.</p> <p>> Attend Climate Change Symposium on October 19th to 21st 2022, and displaying the new 2nd edition for the CCDRR Policy 2016 – 2023 and CCDRR Implementations Plan (2022 – 2026)</p> <p>>Attend IDRR Day at Eton Village on 3rd – 5th November 2022 – CSU and NAB Booth</p> <p>>PSC day 2022</p>
	Stocktake of CCDRR related Policies, strategies, reports, climate financing	Stocktake of CCDRR related Policies, strategies, reports, climate financing	8	<ol style="list-style-type: none"> 1. Information gathered and compiled 2. Consultation and workshops facilitated and attended <ol style="list-style-type: none"> 2a. Transportation (air ticket, airport tax & freight) 2b. Accommodation 2c. Communication 2d. DSA 2e. Venue Hire 2f. Catering (official entertainment) 3. Consultation's report produced and reported 	Jan – Feb	Lack of information on CCDRR related Policies and information in place for future plans	<ol style="list-style-type: none"> 1. Information gathered and compiled- This has been an ongoing activity from Q1 to Q2 populating the National CCDRR Policy Database/Search Tool. For Q2, we have been able to identify two (2) long terms strategies and one (1) national policy from two (2) sectors: <ul style="list-style-type: none"> >National Disaster Management Office- >Strategic Road Map for Emergency Management >Vanuatu National Climate Change and Disaster Induced Policy >Infrastructure- Vanuatu Infrastructure Strategic Investment Plan 2015-2024 2. Activities 2-3 were not implemented due to the recent covid 19 situation in-country. However, these are now priority activities for Q3 and Q4. <p>>NAB Portal User Needs Assessment Survey was been carried out using a Kobo toolbox link for this survey, in regards to see if NAB Users are familiar with the NAB Portal and are getting and using information in the NAB portal that are</p>

							related to the CCDRR activities and policy. (Get their feedbacks) >Attend the CCDRR Policy Provincial Awareness Workshop with the TAC Members in Efate, Tanna and Santo Island
	Track Issues in regards to the implementation of Part 3 of the MGHCC	Part 3 of the MGHCC issues raised are tracked, identified and implemented	1	1. Number of issues raised are addressed 2. Implement proposed amendments 3. Consultations Report produced	Jan – Dec	Part 3 of the MGHCC Act will not be fully implemented to serve its purpose	This will be done in Qtr 3 – however, lists of ideas of issues have been identified over the past months.
	To implement the National Vulnerability Assessment Framework Recommendations	NVAF recommendations and Implementation Plan developed and implemented	70%	1. Print the VNAF document 2. Consultation workshop to inform sectors on the VNAF recommendations 2a. Venue hire 2b. Catering costs 3. Monitor Implementation of activities 4. Report produced	Jan – Dec	Lack of having full and comprehensive Risk Assessment done	The NVAF document will be printed in July. The actual implementation of the NVAF has not yet been started as planned due to withdrawal of funding from GIZ through the NDC Hub support in 2021. In progressing this further, again this year the NAB Sec has submitted a proposal to the NDC Hub in response to the third phase to support countries in the pacific with funding support for 2022. This is inline with countries accessing finance support to implement their National Determined Contributions (NDCs). Once successful, the project to implement the NVAF for Vanuatu will begin in July according to the funding schedule. Therefore, the implementation of all other activities for the NVAF are pending the approval of the submission made to the NDC Hub. >IMS also support in assisting for the NVAF Framework however IMS have not done this due to reason given above and also Covid-19 issues.

Support the implementation and monitoring of the CCDRR Policy Implantation Plan	CCDRR Policy Monitoring tool developed	50%	<ol style="list-style-type: none"> 1. To form the PCWG 2. To develop a monitoring tool 3. To consult with stakeholders 4. Presented to NAB for endorsement 5. Do actual monitoring of the IP 	Jan – Dec	Lack of alignment of the CCDRR Policy with other sectoral policies	<p>The development of the CCDRR Policy Implementation Monitoring and Evaluation framework was developed to reflect the implementation of CCDRR Policy 2nd Version (2022-2030) and the CCDRR Implementation Plan 2022-2026. As such, this M&E framework will track the implementation of the CCDRR Policy and its effectiveness.</p> <p>A first draft was developed, awaiting final review upcoming March. However, the draft was presented in its first meeting of the NAB Climate Policy and Compliance Working Group (CPCWG) for as the first stage of the consultative review.</p> <p>Issues and challenges:</p> <ul style="list-style-type: none"> • The actual framework is a lengthy document and has been developed in a very short time, therefore it is in draft and requires the NAB Sec through the P&P Officer to make a thorough review. • Requires time and concentration to produce a final product. Often targets from the implementation are not clear or even no targets were set. <p>Opportunities</p> <p>A separate stakeholder workshop as consultative process will be organized for the in-dept presentation.</p> <p>> IMS officer has uploaded the final copies for the CCDRR Policy 2nd Version (2022-2030) and the CCDRR Implementation Plan 2022-2026 to the NAB Portal, as Documents Resources on the NAB Portal as well as updated</p>
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						<p>important event for CCDRR on the NAB Portal calendar. And the linked for that CCDRR Policy and implementation plan has been shared to stakeholders and others who are interested to have a e-copy or to have access to that CCDRR Policy online.</p> <p>>IMS Officer uploaded all CCDRR documents, news and Projects profile that are endorsed by NAB Members to the NAB Portal and other important resources such as the Enhanced National Determined Contributions (NDC) and the UNFCCC – FBUR & NDC and direct link was share to people who wish to have access to the documents. Otherwise, anyone can view these documents on NAB Portal.</p>
Identify and provide value of each CCDRR Project for approval	Number of projects secured (USD10m) approved and implemented	1	<ol style="list-style-type: none"> 1. Identify and document value for CCDRR projects 2. Provide support and information to NAB PSC 3. Screen and provide value at project screening 4. Project profile endorsed by NAB 	Jan – Dec	<p>Projects will not be aligned with the CCDRR Policy & likely to miss out on funding</p>	<ol style="list-style-type: none"> 1. See Attached Table for value of current CCDRR projects of MoCC. 2. NAB Project Screening committee has met 5 in 2022 with a committed support from the NAB sec team especially the NAB manager until the Project development officer comes on board on October 2022 finally coordinate the last PSC meeting on November. 3. The PSC has always provided value after each meeting. The values and recommendation provided was then written in an outcome letter back to project implementer. Once the Project implementer responded with actions and documents requested by PSC, the NAB sec team did a summary presentation of all the PSC recommendation of each project for NAB board members to discuss and make decisions for endorsements.

							A total of 7 project profiles are endorsed in 2022 and a total of 6 documents and reports endorsed. Total amount of project funds endorsed
	Facilitate Climate Finance support to other sector for Climate Change Adaptation and Mitigation priorities	Number of funding agreements signed	2	1. Consultation carried out with stakeholders 2. Consultation report produced	Jan – Dec	lack of CF information on CF support received	Move to 2023 Business Plan
	NAB Meetings	Number of meetings attended and minutes produced	6	1. 0	Feb, Apr, Jun, Aug, Oct, Dec	Decisions requiring NAB Endorsement will not be done	<p>1. The NAB Sec has organised 3 NAB Meetings held separately in February 23rd, April 20th and June 29th 2022 respectively. For the three meetings, a total number of decisions is 9, total number of actions is 47.</p> <p>2. Total number of projects endorsed is 7 with a total amount of VT2,853,802,570 worth of projects funding. See Annex 1 for lists of projects.</p> <p>3. Total number of project documents and reports endorsed is 5.</p> <p>4. The Meeting minutes for meeting 1, 2 and 3 has been completed and submitted to all NAB Members.</p> <p>IMS support in this NAB Meeting By creating zoom link for the meetings, due to covid-19 and also after covid-19 for those project presenters and NAB Members to attend virtually as well. IMS has involved in all 6th NAB Meeting, assisting in displaying presentations and zoom for all projects and documents presented during the NAB Meetings and as well as other responsibilities given by the NAB Strategic manager. printing and photocopying documents and presentations for all NAB members for all of the 6th Meetings and IT related issues</p>

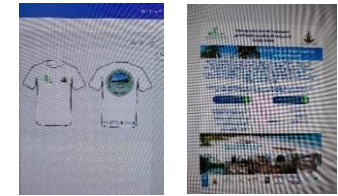
							during these meeting and other working hours.
Maintain NAB Working Group (PSC, UNFCCC WG, CFWG, CDTF, PCWG)	Number of minutes attended and produced	24	<ol style="list-style-type: none"> 1. Organise and facilitate meetings 2. Produce meeting minutes 	Feb, Apr, Jun, Aug, Oct, Dec	Policy objectives will not be met or discussed	<p>Policy and Compliance WG:</p> <ol style="list-style-type: none"> 1. The NAB CPCWG is a consolidated arm of the NAB, and is one of the last working groups of the NAB to be established. The process of nomination as per its TOR requires affiliated members to nominated within their respective organization relevant personals to represent its organization. 2. As part of nomination process; 1) Formal Letter of Nomination was distributed to each head of agency; 2) A follow email was sent to each member organization serving as a reminder for their nomination; 3) the NAB Secretariat Office acknowledges nominations by member organization and formulated a list of members for the NAB CPCWG. 3. Having most of the directors in Acting positions, majority have responded positively with their nomination in a convenient timeframe to which an inaugural meeting of the CPCWG was set for 3rd of March, 2022. 4. The NAB Climate Policy and Compliance Working Group (CPCWG) held its second meeting on the 26th of June at VMGD conference room. The meeting was called by CPCWG Chair, Mrs Florence lautu as per meeting calenda. It was a fruitful discussion with the members around 6 important agendas. An agenda was allocated for the discussion and endorsement of enhanced 2022 NAB CPCWG workplan detailing the remaining prioritise for Q3 and Q4. 	

						<p>5. In total the NAB CPCWG met only three time this year to discuss important matter related to policy in-country. In its last meeting committee had climes through the achievement and progress in 2022 and approved its 2023 annual workplan. As such the policy working group made recommendations to be more proactive in the 2023 on its influence and engagement across sectors.</p> <p>UNFCCC Task Force:</p> <p>a.The UNFCCC Task Force two meetings held in the first and second quarter of this year based on the schedule for this year. The main issues discussed were matters related to the UNFCCC engagements through the different submissions by Vanuatu in response to the call for views from Parties on the Paris Agreement and COP26 outcome.</p> <p>b.7 submissions have been submitted to the UNFCCC Secretariat so far to meet our obligation to the UNFCCC and the Paris Agreement. Submissions are around Article 6, Adaptation, Climate Finance, women and gender, transparency, mitigation measures and research.</p> <p>c.The UNFCCC Taskforce held three meetings in 2022. The Taskforce is comprised of seven member representatives; the Nab Secretariat, Department of Foreign Affairs, Civil society representative (VCAN), Department of Women’s Affairs, Ministry of Finance: Treasury Division; Expenditure Analyst, Department of Climate Change, Department of Strategic Planning, Policy and Aid Coordination.</p>
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						<p>The meetings were convened to discuss UNFCCC related matters including reporting obligations, COP26 Update and way forward, UNFCCC Rooster of Experts, development of 2022 UNFCCC WP and continuous updates and discussions of the different preparations towards COP27. The UNFCCC Taskforce members also reviewed the country submissions that were prepared by the different thematic groups prior to its submission to the UNFCCC Submission Portal.</p> <p>d.Part of the UNFCCC TF role was to agree on the 2022 UNFCCC Workplan which included the negotiations training. The trainings that were convened included the May training which was covered the current negotiations state of play for the different thematic groups and the outlook for the different thematic positions. Another negotiations training was the positions writing workshop which was held in October. Delegates also developed draft national positions at that time ready for endorsement and use at COP27.</p> <p>Climate Finance WG:</p> <p>1. The Climate Finance Working Group did not meet since the beginning of this year due to other commitments by the NAB Sec, however, a proposed date for meeting in July is being planned for.</p> <p>NAB Project Screening Committee:</p> <p>a.The NAB Project Screening Committee had two face to face meetings and one online or virtual screening meeting, mainly to screen and verify projects profiles submitted to the NAB Secretariat seeking endorsement from the NAB.</p>
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						<p>Within the 5 meetings, a total of 7 projects were screened and all projects were recommended for NAB for endorsement.</p> <p>NAB Project Screening Committee: a. The NAB Project Screening Committee had two face to face meetings and one online or virtual screening meeting, mainly to screen and verify projects profiles submitted to the NAB Secretariat seeking endorsement from the NAB. Within the 5 meetings, a total of 7 projects were screened and all projects were recommended for NAB for endorsement.</p> <p>>All Communication Officers and Media Officers Attending the NAB Portal Training (May 19th & 21st 2022) done for both the Non- Government Officers and Government Officers. Facilitated by the NAB Sec, IMS Officer, Darryl Able and Mrs Florence Iautu. Participation was very good.</p>
Support and contribute to CCDRR awareness materials development, printing and activities	CCDRR awareness activities carried out	6	<ol style="list-style-type: none"> 1. Awareness materials developed 2. Printing of awareness materials 3. Report produced of awareness programs 	Jan – Dec	CCDRR relevant information	<p>IMS has fully developed and design these following for the NAB Sec team in supporting to the NAB Secretariat Officers Activities through the year 2022:</p> <ol style="list-style-type: none"> a. CCDRR Policy (2016 - 2030) and Implementation Plan (2022 - 2026) - Done Brochures, flyers, Stickers, Pull-Up Banners, calico bags, T-shirts b. Vanuatu's First Biennial Update Report (FBUR) - developed Brochures for the FBUR c. UNFCCC (COP27) - Design logo that has been engraved to the flash drives that are to be used during the COP27

						<p>meetings in Egypt due to paperless which is no printing to be done used only electronic papers. The Top-Sign company are doing the engraved to the 200 flash drives. and editing new pull- banners (still in progress) for all 8 thematic groups for the year 2023 during COP28</p> <p>d.NAB Secretariat - Design and developed Business cards for NAB SEC staff, Strategic manager, Multilateral Environment Agreement Officer, Policy and Planning Officer, IMS Officer (will design for Project development Officer this year 2023) and design the brochures for the NAB Secretariat and NAB Sec Christmas card to give out to all NAB Members and stakeholders and partners. Table-Stand Tag for all NAB Members to be placed on table for meetings. And lastly the NAB Office Front Door Sign.</p> <p>a. Energy Department - Editing the Energy Department Brochures, updating the Bislama version of Energy regulation Guideline, added in was TV screen and washing machine.</p> <p>b. NAB Newsletter (Issue 1) - Newsletter has been completed printed out and also having the e-copy uploaded in the NAB Portal.</p> <p>c. NAB Portal Stickers</p> <p>d. (We have used the printing Companies to print those awareness materials: Colorite, Top-sign, sun productions, Vanua Printing and Design Impax)</p>
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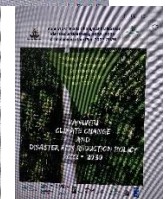
CCDRR Policy

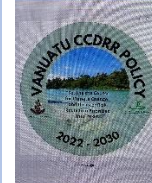


and



Implementation Plan awareness materials

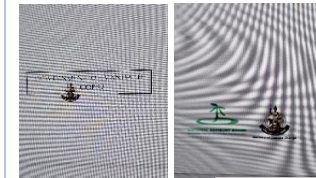




FBUR Brochure and pull-up banners for 2023 still in progress






UNFCCC (COP27) Logos and designs designed to be engraved on USB Flash drives



Example for the NAB Business Card, NAB Brochures and NAB Christmas Card



						<p><i>Energy Brochure for Guideline Regulations</i></p>  <p><i>NAB Newsletter (Issue No.1)</i></p>  <p><i>NAB Portal Stickers</i></p> 
Coordinate the development of CCDRR Climate Financing processes	Vanuatu's Climate Finance processes developed	3	<ol style="list-style-type: none"> 1.GCF Country program reviewed and updated through workshop 2. Organise workshop to review Climate Finance Roadmap 3.Organise workshop to review and update NIE Roadmap 	Jan – Dec	<ol style="list-style-type: none"> 1.Vanuatu will miss out on GCF support 2. Vanuatu will lack CF guidance or roadmap for future projects and funds 3. Vanuatu will not achieve its NIE target 	<ol style="list-style-type: none"> 1. The NAB Sec has assisted the GGGI as the delivery partner for the second phase of the GCF Readiness Project to assist the Ministry of Finance to become Vanuatu’s National Accredited Entity to the Green Climate Fund (GCF). Currently submitted to the GCF Secretary for considerations. 2. The first draft of the national climate finance road map was completed and submitted to the MoCC/NAB Sec in July 2022. The draft document will be

							<p>circulated for comments from the CFWG members and MoCC Directors and the NAB Sec will be organising a validation workshop to finalise the work plan in the 3rd quarter.</p> <p>>IMS have attended the Enhanced Transparency online course on the month of March to April 2022. As well as some zoom link within this course based about reporting and climate finance.</p>
Progress the compliance with Vanuatu's international CCDRR obligations	Number of meetings attended and minutes produced	3	<p>1. Attend international and regional meetings</p> <p>1a. Imprest</p> <p>1b. DSA</p> <p>2. Produce meeting reports</p>	Jan – Dec	COVID restrictions on travels	<p>The NAB Sec Team although did not physically attend regional and international meetings, the team has been involved and taking part in more than 10 separate meetings – mostly project planning and inception meetings virtually with mostly projects' donors, accredited entities, implementing partners and implementing sectors at the national level.</p> <p>These virtual meetings and workshops also to look into ways in which Vanuatu complies with its mandates in producing and developing reports on meeting both UNFCCC and Sendai Framework on DRR reporting requirements. Most of these coordination meetings were hosted by SPREP for PSIDS especially.</p> <p>UNFCCC June SB Meeting</p> <p>The annual Subsidiary Bodies (SB) meeting was convened in Bonn, Germany after two years since the global 2019 COVID Pandemic. The SB was held from 6 to 16 June, 2022 in Bonn, Germany. It was the 56th sessions of the UNFCCC Subsidiary Body for Implementation (SBI 56) and the Scientific Body for Scientific and Technological Advice (SBSTA 56).</p>	

						<p>A team of 8 delegates representing Vanuatu attended the SB Meeting in person. The delegation represented these thematic areas; Mitigation – Article 6, Adaptation, Loss & Damage, Climate Finance, Technology and Enhanced Transparency Framework & Compliance.</p> <p>The SB Bonn Climate Change Conference was mainly separated into these sessions; SBI meetings; SBSTA Meetings; Group Coordination meetings; Side Events and Press Conferences.</p> <p>The Vanuatu Bonn team also made it equally important to engage in Bilateral with partners and parties to and including the side events.</p> <p>UNDRR conference – 2022 Asia Pacific Ministerial Conference on Disaster Risk Reduction</p> <p>The UNDRR Conference was held in Brisbane, Australia from 19 to 22 September, 2022. The MoCC Minister together with the DG Eslime and Director Abraham (NDMO) had attended this important conference.</p> <p>The 2022 Asia-Pacific Ministerial Conference on DRR was an opportunity for delegates from across the Asia Pacific to showcase and share experiences, action and innovation to help build a resilient future for the region.</p> <p>The conference was also an opportunity ahead of the Mid-Term Review of the Sendai Framework for Disaster Risk</p>
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Reduction (2015-2030) in 2023, to focus on Sendai Framework progress and commitments in the Asia-Pacific Region.

**PSIDS Pre-COP27 Preparatory Meeting
The PSIDS Pre-COP Preparatory Meeting**



was held from 26 – 29 September 2022, Apia, Samoa. A team of 5 representatives attended the Preparatory Meeting which was crucial to our technical and logistical preparations towards COP27. The meeting also helps Vanuatu strategies in terms of its thematic national positions while taking a holistic approach of the whole Pacific Islands views on the different climate change issues.

						<p>COP27</p>  <p>COP27 was held in Sharm El-Sheik, Egypt from 6 to 20 November including its preparatory meeting which was convened a week earlier. A delegation of around 53 delegates were registered (given credentials) with a Vanuatu Badge. The Delegates ranged from the President, Minister, Directors, Government staffs, NGO's, Civil Society and Technical Advisors. There were eleven thematic areas that the Delegates represented; Adaptation, Loss & Damage, Mitigation, Climate Finance, Enhanced transparency Framework, Gender & Climate Change, Science/Research & Periodic review, Oceans, Capacity Building, Technology Transfer and Global Stock take of the Paris Agreement. One of the main highlights of the COP27 was the establishment of a financing facility to respond to Loss and Damage.</p>
Partners Meeting	Number of partners consulted	1	<ol style="list-style-type: none"> 1. Meeting organized 2. Attend and contribute 3. Meeting report 	Jan-Mar		<p>This activity was not able to eventuate as per its scheduled date for 1st quarter due to the COVID lock down and was planning to move this activity to 3rd qtr in September. The New Zealand High Commission has approached the</p>

							<p>MoCC/NAB Sec to help organise this event.</p> <p>So far, I have not Tracked any partners meeting except for the IUCN at the Department of Environment with other partners for priorities consultations. The next one I know of is the GEF (we spoke with FAO, UNDP) and also the Departments during the GEF introductory workshop. We also have meeting with GCF focal point readiness program. I will track all these meetings in the tracking sheet for next year.</p>
	NAB Operations	Administration & Procurement		Procure and purchase of stationery and equipment's	Jan-Mar		<p>Office stationaries and equipment were procured in the first quarter worth of over VT500,000.</p> <p>IMS has supported in making a list of equipment's for the NAB Sec team that will be useful for the work of the NAB in the Office, as well as the installation for the equipment's in the NAB Sectariat office, which is the SmartTV Screen and Logitech Camera (with the help from the VMGD ICT Technicians) for zoom video call and other activities. And PC and other IT technical setup and issues needed to be addressed in the NAB Office.</p>
	Minister attend COP 27	COP Meeting	1	<ol style="list-style-type: none"> 1. Meeting organized 2. Attend and contribute 3. Meeting report 	Sept-Dec		Minister and Delegation attend the COP meeting in November in Egypt.
	Support NAB Sec attendance to June sessions and COP 27	Mission report	2	<ol style="list-style-type: none"> 1. Attend/to facilitate COP27 Meeting (Cairo, Egypt) 2. Attend SB56 & SBSTA 56 Meetings (Bonn, Germany) 	Jun, Nov		NAB work on logistical arrangements for COP27 which will was held in Egypt in November 2022

							As regards our participation at the SB56 Meeting in Germany, attached is the report.
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Department of Energy

Program	Activity	Output or Service Target	Target	Action	Action completion date	Comment & Risks	Progress report
Administration Unit Department	MGDA-Asset Management	No of Assets procured in 2022	5	1.Procure smart TV Screen for DOE front office 2.Trade in for Motor Vehicle (G794) 3.Procure Fire Extinguishers 4.Procure Water Blaster 5.Procure of Petroleum Standards	Jun-Oct 2022		Smart TV screen procured and installed for display at DoE front office. Quotation collected for new vehicle Quotation collected for fire extinguishers. Water blaster procured
	MGDA-Asset Management	No of report produced for Management faulty equipment replaced	2	1.Generate Asset report on Smart stream 2.Undertake physical verification on assets in DOE 3.Repair/ Replace office equipment's (Air Condition, laptops, Screen monitors,	Jun-Dec 2022		Asset report generated Verification of assets and assets procured for working at home during COVID19 lockdown undertaken and tagged by MoCC Asset officer Regular maintenance of air conditioners.

				Shredder, laminating machine).		
	Regular Service maintenance of Vehicle carried out	2	1.Check Mileage of vehicle 2.Booking with vehicle service workshop.	Jan-Dec 2022		A vehicle log book placed inside both G1106 and G794 for daily record of mileage G1106 and G794 regularly serviced
MGDA-Asset Management	Project Asset Transferred Report Produced	2	1.Transfer VREP assets to DOE 2.Transfer ASCE Assets to DOE			Transfer to be completed in 2023.
MGDA-	Office 100% Operational	1	Ensure office is open during working days form 8am-5pm Settle bills for utilities and Consumables Mange staff performance, leave and welfare Manage finance and assets Manage short term contracts			Ongoing in 2023
	2023 Procurement Plan	1	1.Develop 2023 Procurement Plan	May 2022		Procurement Plan drafted in May 2022
MGDA-Policy and Administration	2023 Annual Business Plan and Budget developed	1	1.Meet to plan BP, Budget, NPP and Budget Narrative 2.Draft BP, NPP, Budget Narrative. 3.Input budget into Finance system 4.Conduct business planning workshop 5.Draft and finalise BP	May-Nov2023		DoE staff meet on 18th – 19th May 2022 for BP, NPP and Budget Narrative BP2023 drafted, NPP and Budget narrative drafted.
	International Health Safety Security and	1	1.Carry out consultations with Stakeholders	Jan-Dec 2022		2021: Has submitted a list of standards to the VBS but responded that the DoE will be responsible for

	Environment (HSSE) Standards Developed		2. Develop the HSSE Standards.			its procurement and eventually purchasing and pending the Petroleum Safety Act Quarter 1: Conducted a session on HSSE for Mini Petroleum and LPG Storage sites for the Au Bon Marche (ABM) Service station Supervisor (responsible for all ABM service stations in Port Vila) Quarter 3: Did a walk-through inspection of the four (4) Au Bon Marche (ABM) service stations. Quarter 4: Continue to carry out awareness and distribute HSSE brochures in the provinces pending our DoE recurrent budget.
	Petroleum pricing regulation & quality control standards developed	1	1. Carry out consultations with stakeholders. 2. Develop the Petroleum pricing regulation & quality control standards.	Jan- Dec 2022		Quarter 4(2021): Consultation done in the six (6) provincial HQs Quarter 2: Develop policy paper for COM to revoke the COM Decision 129 of 2017 and provide new policy directive Quarter 3: Currently utilising the existing models that is set for pricing Quarter 3: Conducted a visual and density test on the diesel (mazut) and unleaded petrol (benzine) during the inspection period at the four(4) ABM service stations.
	Renewable Energy waste management regulation developed	1	1.Carry out consultation with Stakeholders 2.Develop the RE Waste management regulation	Jan –Dec 2022		The battery waste disposal regulation is at the Office of the Attorney General awaiting gazettal
	RE Generation Bill	1	1. Develop concept note; 4. Recruit a consultant; 5. Consult stakeholders 4. Develop Policy paper for COM's Approval 5.Carry out drafting of bill.	Jan-Dec 2022		Concept note developed and meeting conducted with the consultant. The meeting agreed that the DoE will delay developing the bill but for a start work with Customs Dept to monitor control entry of RE products at the border.

	National Electrification Master plan developed	1	1.Finalise procurement of consultant 2.Carry out Nation wide Electrification Study 3.Implementation of delivery on deliverables	Q1-Q42022		Procurement of the consultant to undertake the NEMP with the DoE is completed and expected to sign contract in Q1 of 2023
	Policy Paper on National Petroleum Safety Standards Act developed and submitted	1	1.Conduct Consultation with stakeholders 2.Develop Policy paper on National Safety Standards Act developed and submitted	Jan- Jun 2022		Quarter 1: Consultation with the Petroleum and gas suppliers Quarter 1:(a) Continue with compiling Code of Practice for Safe Storage, Handling Transport of Hazardous Chemicals (petrol and diesel included). Quarter 1: Continue with the Draft Policy Paper for DoE to regulate Safety of petroleum handling, storage and transportation Quarter 3: Submitted the policy paper to the DCO for their compiling and consolidating before it brought before the COMs.
	Electrical Works Safety Act Endorsement by Parliament	1	1.Meeting with Minister MOCC on the Electrical Works Safety Act. 2.Electrification Works safety Act to be discuss in Parliament 3.Parliament endorses the Works Safety Act 4. Commence setup of the licencing unit and its related frameworks	Jan- Jun 2022		Electrical Works Safety Act deferred to Parliament Sitting at the end of 2022. No parliament sitting at the end of 2022 so should be deferred to March 2023 Parliament sitting.
	National Energy Efficiency strategy action plan developed	1	1.Conduct Consultation with Stakeholders 2.Develop the National Energy Efficiency Star	Jan- Jun 2022		NEESAP launched on November 30th, 2022. EE Enforcement Assessment has been finalized, approved by CoM and published.
	On the bill financing policy developed	1	1. Consultations with stakeholders 2.Develop on the bill financing policy document.	Jan- Jun 2022		Completed and awaiting final endorsement from NGEF board.
	The Policy to VAT Zero EE appliances developed	1	1.Consultation with stakeholders 2. Develop policy document of VAT Zero EE appliances.	Jan- Jun 2022		Completed and waiting CoMs endorsement.

	Distribution Generation Policy developed	1	1.Consultation with stakeholders 2.Develop the distribution generation policy document	Jan- Jun 2022		This has been amended from Policy to Regulation under the Electricity Supply Act known as the Photovoltaic Self-generation Regulation. Is developed by URA in consultation with DoE and the Concessionaires. The Regulation has been developed and awaiting to brief new Minister of Climate Change early next year, 2023.
	IPP Regulation per ESA developed	1	1.Consultations with stakeholders 2.Develop IPP Regulation per ESA developed	Jan- Jun 2022		This has been delayed as it may coincides with the Photovoltaic Self-generation Regulation. Planning to launch the Photovoltaic Self-generation Regulation first before looking at further developing the IPP regulation to ensure there will be no duplication in the responsibilities of the two regulations.
MGDA- M & E	SMR Developed & submitted	2	1. Develop and submit 2021 second semester SMR report. 2.Develop & submit 2022 first semester SMR Report	Feb-Sep2022		2021 SMR for the second semester developed and submitted to DESPPAC. SMR for first semester of 2022 was developed and submitted to DESPPAC.
	Monthly project updates submitted	12	Project officers develop & submit monthly project report.	5th of each month		Ongoing
	Mission Reports submitted	10	Develop and submit mission report with accountable imprest receipts	Jan-Dec 2022		All Reports of local travels after uplift of COVID 19 lockdown developed and submitted. All imprest receipts retired and submitted.
	Staff Appraisals submitted	3	1. Managers conduct staff appraisals for each staff. 2. Submit appraisal report to HR/Director	Jan, Jun, Dec 2022		1. Appraisals conducted. 2. Appraisal report submitted to the HR department.
	Quarterly Financial updates submitted	4	1. Finance officers generate quarterly financial reports from smart stream. 2.compile and submit report to project managers/director	Mar-Dec		1.Quarterly financial reports generated and finalized. 2. Compiled and submitted to Project Managers.

	Annual Development Report submitted	1	Develop & submit Annual Development Report in line with NSDP.	Mar 2022		Annual Development Report developed and submitted.
	Department Annual Report developed & submitted	1	1.Review business plan and monthly report and compile annual report 2.Send the draft to all managers for review 3.Finalise the 2021 Annual Report	Jan-Jun 2022		Annual report developed and submitted
	Electricity Generation/supply/consumption for Concession areas Report Developed	12	1.Collect data 2. Develop the electricity generation/supply/consumption for concession areas report.	Jan-Dec 2022		It is an ongoing activity of collecting monthly data of electricity generation generation/supply from the Concessionaires.
	Verify VREP II claims	30	1. Review claims with World Bank 2. Amendment OVR 3. Phone verification	Jun 2022	VREPI part payment of outstanding claims to Vendors was also done in 2022	Review claims completed Amendment of OVR completed Phone verification completed
	Petroleum Report Developed	12	1.Collect Data 2.Develop monthly petroleum report	Jan-Dec 2022		Quarter 1,2&3: Fuel pricing and import data has been updated and spreadsheets loaded onto the share drive Quarter 4: 1. Updated stocks and price data for Origin Energy Vanuatu – Vila and Santo to September 2022 (Quarterly updates) 2. Petroleum price data updated to October 2022 (ad hoc updates) 3. SSP updated FIFO stocks received to October 2022 (ad hoc updates based on price changes).

MGDA-MRV Development	Data Mechanism for Energy sector developed	1	1.Develop Com paper 2.Develop MOUs with energy stakeholders 3.Develop standard template for data collection.	Jan-Mar 2022		>COM Paper not require to be develop in accordance to PSC Decision No.48 of 2020 to cease the practise of MOUs signed between line agencies, departments and ministries >MOUs being developed between SSP, Origin Energy and the MoCC and yet to develop MoUs between other energy stakeholders >Standard template for data collection yet to be developed especially for the RE Technologies Quarter 3: Consult with the VNSO for conducting the energy census.
	MRV Tool populated	12	1.Collect data 2.Input MRV tool with energy data	Jan-Dec 2022	Ongoing	1.Data collected through project assessments 2. 29 reports from BRANTV and VREP Projects populated on MRV by Julius Mala
MGDA-Institutional Capacity	No of in-country Training for staff carried out	6	1.Staff training need identified 2. Organise training for officer with VIPAM 3. Staff to submit training report	Jan-Dec 2022		Refresher training of PSC Manual for govt agencies and facilitated by PSC/VIPAM - attended by Misel, Willie, Julius and Fern Stand Alone Solar PV Design and Install Training facilitated by the University of the South Pacific- attended by DoE and NGEF technical staff.
	No of overseas Training for staff carried out	2	1.Staff training need identified and Admin to notify the VIPAM of DOE nominations 2.VIPAM to arrange trainings with institution 3. Trainings will be fully funded by Donor. 3.Norminated staff to apply for approval for training and travel by completing PSC forms 4. PSC to provide approval 5.Travelling logistics arranged by DOE/VIPAM & training provider	Jan-Nov 2022		IUCN Project – EESLI Results based evaluation Workshop, Fiji (Julius Mala) Pacific Energy Conference and Women in energy workshop, Fiji (Serah Chilia)



				6. Staff to submit Training report after returning from the Training.			
		Recruit Interns/cadet under the VIPAM Intern program	4	1.Liaise with VIPAM for 4 interns. Three interns to be based with DOE and one with NGEF. 2.VIPAM to provide placement letters of interns with DOE.	Jan-Dec 2022		Financial Visa developed and submitted for 2 interns at the Department of Finance.
		Recruit of Finance and Procurement Officer	1	1.Apply for Financial Visa 2.Liaise with HRM to facilitate the recruitment process	Jan-Mar 2022		1 Financial Visa submitted 2. Finance and Procurement Officer recruited in July 2022.
		Review DOE Structure		1.Oragnise meeting with HR to discuss the PSC recommendations on the structure 2.Orgnise meeting with HR, PIU unit in PSC for further discussions on DOE structure Submission 3.Prepare DOE structure submission and finalise 4 DOE Structure submitted for endorsement from PSC	Jan-June 2022		DoE structure endorsed and approved by PSC.
	MGDA- Information and Communications	Conduct periodic consultation meetings with donors and other government agencies		1.Regular consultations with donors in relation to project implementations 2.Consult with Donors for new energy project proposal.			Ongoing
	MGDA- Information & Communications	Energy Day Organised	1	1.Nominate an Open Day Committee that includes energy stakeholders. 2. Propose a Day for the event	Jan-Dec 2022		Energy Open Day postponed to 2023 due to COVID19 impacts

				<p>3.Committee to seek sponsorship from stakeholders</p> <p>4.Committee to arrange monthly meeting updates for the event</p> <p>5. Committee to draft a program for the event</p> <p>6. Committee to facilitate logistics for the event.</p> <p>7.Apply for an imprest to support the event.</p>			
	Feedback documentary developed	1	<p>1.Develop Concept note</p> <p>2.Develop TOR for develop documentary production.</p>	Q3		<p>1.Concept noted drafted</p> <p>2.TOR drafted and submitted to Finance and Admin Manager for review.</p>	
	2023 Communication Plan Developed	1	<p>1.BRANTV, VREP, NGEF & DOE to provide awareness plan to Communication officer</p> <p>2.Combine and Develop Communication Plan</p> <p>3.Cordianate all awareness activity</p>	Jan 2023		Communication Plan for 2023 drafted	
	Provincial awareness outreach for BRANTV conducted	2	BRANTV to carry out a minimum of two awareness in the communities	Apr–Nov 2022		Awareness done during demo site visits and installations.	
	Provincial awareness for NGEF conducted	4	<p>1.NGEF to select areas for Awareness</p> <p>2.Arrange with logistics for travelling</p> <p>3.Carry out Awareness in selected areas</p>	Apr–Nov2022	Pentecost was not completed due to Air Vanuatu flight issues	Awareness and load assessments completed for 5 area councils in Penama Province and all area councils in Shefa Province from 28 September to 21 November	
	Number of Public awareness to be conducted on enacted MEPLS Law.	12	<p>1.Conduct 6 awareness through government institutions</p> <p>2.Conduct 6 private stakeholder awareness</p>	Jan – Dec 2022	Ongoing	<p>1st Quarter: Undertake Energy Audit within 6 department and advice on the EE Act</p> <p>2nd Quarter: Undertake Energy Audit within Lycee School and PMO and advice on the EE Act.</p>	

						<p>2nd Quarter: Carry out shop checks/inspection in 44 shops in Port Vila and highlight them on the EE Act.</p> <p>3rd Quarter: Undertake Energy Audit within the OPP, DUAP & DLA and advice on EE Act.</p> <p>4th Quarter: Undertake energy audit within the Biosecurity, Livestock, Forestry and Land in Santo and advice on the EE Act</p> <p>4th Quarter: undertake shop inspection in Luganville, Santo and advice on the importation processes.</p> <p>4th Quarter: carry out one awareness in the Pelvus Community in the Big Bay Area, Santo.</p>
MGDA-	Energy Efficiency Appliances permits & other fees collected	50	<ol style="list-style-type: none"> 1. Director to approve all submission on VeSW. 2. Customers to pay their fees or permits at the DOE office 3. Payments are made in VeSW 4. Cash is collected and receipted at DOE 5. Cash is deposited weekly at DOFT cashier 6. Daily reports are printed and filed. 	Jan-Dec 2022		Ongoing
	Develop Task board for DOE operations	1	Consult with OGCI to assist with the development of Task board for DOE operations	Jan-Mar 2022		COVID19 Lockdown and the Cyber-attack on the Vanuatu Government Network system, activity will carry on to 2023
MGDA-	Development DOE Finance and Administration Guideline Process	1	<ol style="list-style-type: none"> 1. Develop Finance, Payments and administration guidance. 2. Develop guidelines for Driver duties 3. Develop guidelines for office filings. 	Jan-Mar 2022		Carry on in 2023

	MGDA-	Development Procurement Guidelines	1	Develop Procurement guidelines for DOE	Jan-Mar 2022		Procurement Guideline Drafted
Electrification	MGDA	systems installed in communities	10	BRANTV – installation of 9 community PV solar system & 1 PV nano system	Dec 2022		2nd Semester: Completed Installation of 5 Demo Sites of Community Scale PV Solar Systems
	MGDA	Electrification of Rural Bungalows	6	NGEF – 6 rural bungalows	Dec 2022		2nd Semester: 0 bungalow installed but 3 area council offices electrified
	MGDA	Electrification of Public Institutions	51	NGEF – 10 primary schools & 4 Secondary schools VREP II – 37 Public Institutions	Jun-Dec 2022		2nd Semester:5 primary schools electrified and 3 secondary schools electrified
	MGDA	Hydro power systems Installed	BRANTV – 3 VEAP - 1	1.BRANTV – Complete design and commence procurement of resource and materials for 3 hydro sites 2.VEAP: complete construction of hydro generation component	Dec 2022		Successful implementation of the 8.8kW Loltong hydro in Pentecost. Construction of Brenwei hydro in Malekula is progressing well and expected to complete in the last quarter.
	MGDA	Hydro Transmission and Distribution Network commenced	2	1. Commence Malekula Transmission & Distribution Network. 2. Finalise contractor contract and design for Turtle Bay to Port Olry transmission line	Jan-Dec 2022		Contract awarded to MAP/VORTEX to construct T&D network in Malekula and also from Turtle bay to Port Olry in Santo
	MGDA	Electrification of MSME	6	NGEF – install of solar PV in 6 cooperatives	Dec 2022		2nd Semester: solar PV installed for 4 cooperatives.

MGDA	Rural solar PV water pumping systems installed	10	1. GGGI to confirm list of 10 sites 2. Carry out M & E on previous project sites to upgrade the current sites. 3. Undertake the installation of solar water pumping systems of the 10 Sites.	Dec 2022		3. Tender ended in December 2022.
	Project Zero Emission		Complete concept note & submit to GCF	Dec 2022		Concept note finalized and sent to GCF
MGDA	Mini grids	5	VREP II Comp 2 – 5 mini grids Complete tender process & construction	Dec 2022		Apply for NPP to complete tender process in 2023.
MGDA	Utility grid extension	2	Collect extension plans Monitor progress or fulfilment of works & develop reporting	Ongoing		No extension plans received from the Utilities.
MGDA	Subsidy program		1.VREP II – implement 100% funding to public institutions	Ongoing	Project ended in July. Restructure also cancelled	The DoE and World Bank working on restructuring the VREP program to remove the 33-67 subsidy and use funding to electrify public institutions. Aiming for Minister Finance to sign the restructure papers before June end
MGDA	Grid integration	1	NGEF – installation of a grid connected PV system	Dec 2022		No grid integration implemented

	Construction of Hydro in Sarakata	1	1.Complete Tender process 2.Commence construction	Dec 2022		GoV sign contract with the Supervising Engineer Company – NewJec, that will act on behalf of the GoV to facilitate the tender for construction of hydro and also oversight the construction of the hydro
	No of Households to be electrified	2000 Households	1.Finalise site selection & proposal 2.Complete Tender process	Dec 2022		No HH electrified
	No of Project Proposal developed	1	Develop 5MW & Storage proposal	Dec		Proposal developed and submitted to GCF. Awaiting GCF feedback.  Grid Connected Solar PV and Battery Storag
	No of project proposal to be developed	1	Develop project proposal to Leverage the NGEF to achieve rural electrification in Vanuatu.	Dec 2022		Proposal developed and submitted to GCF. GCF feedback received and currently addressing GCF comments back to SPC as the AE.  GCF_SPC_Vanuatu_N GEF_CN 120722_jb02
	Transaction Advisory Support	1	Procure Transaction Advisor	Jun 2022		One Advisor recruited for the DoE and one for URA
MGDA	No of reports	12	Manage the activities in Tanna and Malekula Operations	Jan-Jun 2022		Concession Deed between the winning bidder-VNPF has been signed in May 2022. Operations still managed by DoE until Concession deed is fully effective.

Energy Security	MGDA- Implement MEPLS Act	Number of appliances registered and certificates issued.	500 appliances registered and 100 Certificate Issued	Receive and approve EE applications.	Jan – Dec 2022	Ongoing	<p>Number of models registered (1st Quarter) – 31 models registered (50 Lighting units and 50 refrigerators/Freezers units imported) Issued 15 certificates and recover 24,500/19,000VT</p> <p>Number of models registered (2nd Quarter) – 72 models registered (13 Lighting units, 351 refrigerators/Freezers units and 80 air conditioner units imported) Issued 29 certificates and recover 810,000/803,000VT.</p> <p>Quarter 3rd: 73 models registered (220 lighting units, 862 refrigerator/freezer units and 29 AC units imported) Issued 34 certificates and recover 153,500VT</p> <p>3rd Quarter: Enquire through the Single Window application template for the importers/agency to provide the POL.</p> <p>3rd Quarter: Has registered 1,655 appliances and issued 78 certificates.</p> <p>Number of confiscated products – None (Penalty fees paid – 456,000 VT)</p>
	MGDA- Low Emission Land Transport Sector	Consultant Recruited to carry out Feasibility Study Report	1	1.Develop TOR for the consultant to conduct the market survey report 2.Confirm funding of the consultant 3.Procure the consultancy service	Jan – Dec 2022	Ongoing	<p>Consultant firm, OECC has been recruited and has completed and submitted the Feasibility Study Report in the 2nd Quarter.</p> <p>2nd Quarter: Offered an E-Bus training</p> <p>2nd Quarter: Submitted the concept note through the GCF for BEV Pilot Project.</p>
		Feasibility Report Completed and Submitted	1	Conduct feasibility study	Jan – Dec 2022	On-going	Feasibility study completed and submitted

	MGDA-Green Building Initiative	Number of Consultations	2	Carry out consultations with stakeholders with the support of MIA and MIPU to review the National Building Code and incorporate energy efficiency	Jan – Dec 2022	On-going	NEESAP Consultant plans to take this up as part of the SWOT/PESTLE and stakeholder consultations and recommend based on the feedback 3rd Quarter: Has finally submitted the draft through the GGGI
	MGDA-Strategic Action Plan for Coconut Industry	Green building initiative policy developed	1	Develop green building initiative policy.	Jan – Dec 2022	Ongoing	This activity move to 2023 BP
		Number of Consultant Hired	1	Develop a coconut for fuel strategy.	Jan – Dec 2022	Ongoing	2nd Quarter: In progress by procurement and contracting with the GIZ 3rd Quarter: Follow-ups with the DoCC on the progress of the procurement process. 4th Quarter: The MFAT is the funding agency through the GCF and currently in the process of procuring the bidders for the contract.

	MGDA-Subsidy on EE Products	Number of Consultant Hired	1	Develop a financial mechanism to enhancing Vanuatu's market for energy efficiency appliances	Jan-Dec 2022	<p>1st Quarter: IECC conducted a kick-off meeting with stakeholders</p> <p>2nd Quarter: Carry out household and retail shops survey in Port Vila</p> <p>2nd Quarter: Received Task 2.2; Detailed market assessment for refrigerators, freezers, air conditioners and lighting products</p> <p>3rd Quarter: Complete task 2.3 Market and Policy Analysis for Energy Efficiency appliances in Vanuatu</p> <p>3rd Quarter: completed the first draft of the findings for the HH & retail shops surveys.</p> <p>3rd Quarter: has requested for an extension to the project from Dec 2022 to April 2023.</p> <p>4th Quarter: The IIEC team conducted a MV&E training workshop in Port Vila and consulted with the NGEF, VeSW, Customs officers, DoE and few financial services</p> <p>4th Quarter: has issued the MV&E framework and plan for Appliance and Lighting products in Vanuatu.</p>
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MGDA- Energy Efficiency Strategic Action Plan	Number of Consultant Hired	1	Develop a national energy efficiency strategic and action plan.	Jan – Dec 2022	Ongoing	<p>2nd Quarter: SCS Ltd, conducted an inception workshop with key stakeholders Inception report for the NEESAP and EE Enforcement Assessment has been finalized Develop a SWOT and PESTLE Analysis to be distributed to stakeholder</p> <p>3rd Quarter: Draft SWOT/PESTLE Analysis report and draft option paper for EE enforcement and equipment testing facility in Vanuatu. Draft option paper on Energy Conservation Building Code</p> <p>3rd Quarter: conduct the validation workshop to consolidate the draft NEESAP and EEEAR document</p> <p>4th Quarter: has issued the final version to the NEESAP and EEEAR</p> <p>4th Quarter: the NEESAP was finally launched</p>
MGDA- Efficient Cook Stoves and Dryers	Number of Training participants	20 People	Training of Efficient rocket stove and crop dryer.	Jan – Dec 2022	Ongoing	Consultant recruited in 2022 and will carry out EE training in 2023 due to prolonged consultant procurement process
	Number of rocket stove and crop dryer	1,000 rocket stove and crop dryer	Implementation of rocket stove and crop dryer	Jan – Dec 2022	Ongoing	<p>2nd Quarter: The Tender Board at the meeting with the Department of Energy and the BRANTV on the 09th of May 2022, has approved the PP the RFT Goods. The advertisement of the vacancy has been published in the DoE web site and including other media outlets. Possibility of re-tendering and pending the TEC recommendations.</p> <p>3rd Quarter: the CTB has approved for the service to be re-tendered</p> <p>3rd Quarter: the procurement process was undertaken by the UNDP office</p>

MGDA- Energy Audits	Number of energy audit reports submitted	10	<p>1. Undertake energy audits in Public Institutions and setting up an Energy Efficiency & Conservation Committee with them.</p> <p>2. Follow up on the recommend actions for system improvements</p>	Jan – Dec 2022	Ongoing	<p>1st Quarter: Energy audit for Tourism Office, Lands Department, Cooperative Department, Biosecurity Department, Livestock Department, Environment Department</p> <p>2nd Quarter: Energy audit for Lycee College and Prime Minister’s Office.</p>  <p>1st Quarter: Follow up with Registrar Office, Torba Provincial HQ, Sanma Provincial HQ, Tafea Provincial HQ and Shefa Provincial HQ on the recommended actions.</p> <p>2nd Quarter: has issued 5 audit reports and yet to issue reports for Biosecurity, Lands and PMO</p> <p>3rd Quarter: audit reports issued for Biosecurity and Land departments</p> <p>3rd Quarter: Energy audit for OPP, DLA, DUAP and MoIA and has issued audit report for OPP but yet to issue report for DLA and PMO</p>
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							<p>4th Quarter: Energy audit for Biosecurity, Livestock, Forestry and Lands in Luganville, Santo and yet to issue them with the report</p> <p>4th Quarter: Follow-ups with the Sanma Provincial HQs and the NDH</p>
MGDA- Information and Communication	Reliable information on supply, quality and price of petroleum fuel (diesel, petrol, and LP Gas) is compiled and available to end users and the public.	<p>1 Quarterly petroleum fuel energy database updates</p> <p>2. Outer Island stations and distribution sites in Vila and Santo, i.e, service stations. Quality checks in Santo will be conducted during tanker monitoring mission's visits.</p> <p>3. 3 media releases</p>	<p>1. Collect sector consumption, price and quality data from suppliers and island retailers.</p> <p>2. Conduct fuel quality checks</p> <p>3. Share reports/analysis to public via media outlets</p>	Jan-Dec 2022	Ongoing	<p>1st Quarter: share reports especially with the increase in the fuel price with TBV current affairs platform as well as the Daily Post newspaper</p> <p>1st Quarter: Update on the crude oil prices provided by the MOPS</p> <p>1st Quarter: price of petrol, ADO was recorded and updated for Jan and Feb</p> <p>2nd Quarter: Close working collaboration with the SSP and the GoV to seek avenues for the reduction of fuel prices in Vanuatu</p> <p>2nd Quarter: Advice on the spike/trend of fuel price in the DoE FB page and DoE website</p> <p>2nd & 3rd Quarter: continue with advising through the social media, website and TBV the fuel price trends and projections</p>	

	MGDA	National petroleum energy stocks maintained	<p>4 stocks and price monitoring reports</p> <p>4 tanker monitoring in Santo and 4 in Vila</p>	<ol style="list-style-type: none"> 1. Quarterly stocks update. 2 Attend to Fuel Tanker operations 3. Investigate other sources of fuel. 4.. Price monitoring 	Jan-Dec 2022	Ongoing	<p>1st Quarter: stock and price monitoring of tanker under the FIFO</p> <p>2nd Quarter: Has compile a report on hydrogen as an alternative source of fuel</p> <p>4th Quarter: Tanker monitoring for SSP Santo</p> <p>4th Quarter: Confirmed with SSP that the underwater grounding of tanker and wharf manifold anode bar is unfunctional. This requires SSP diver to go underwater and check the anode and take photos.</p>
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	MGDA	<p>Implementation of Health Safety, Security and Environment (HSSE) policies in the petroleum distribution/retailing sector.</p> <p>Protection of property, personnel and the environment.</p> <p>Fuel Quality Assurance.</p>	<p>6 provinces. 1 report for each site. Will visit all stations in each province</p> <p>1 Code of Practice/Guidelines for storage, handling and transport of diesel, petrol and for LP Gas is available</p>	<ol style="list-style-type: none"> 1. Visit to retail fuel outlets and provide safety information to the owners/operators 2. Inspect fuel container service stations and storage facilities 3. Conduct fuel quality checks on the fuel container service stations and storage facilities. 4. Compile Code of Practice for Managing Risks for handling and storage of hazardous chemicals including petroleum products and LPG 	Jan-Dec 2022	Ongoing	<p>1st Quarter: 1 desktop assessment in January 2022 done with OE HSE officer and the OE General Manager. The assessment was based on the meeting outcome with the OE GM. The meeting basically looks at the safety inspection and audit of facilities and for depot relocation issue</p> <p>1st Quarter: 2 Zoom meetings with SSP GM-Vanuatu and 1 zoom meeting with the SSP GM-Vanuatu and two of its consultants in Australia discussing the draft regulations and infrastructure standards</p> <p>1st Quarter: Code of Practice compiled and sharing with stakeholders and DoE Managers to comment</p> <p>1st Quarter: Conducted a session on HSSE for Mini Petroleum and LPG storage sites for Au Bon Marche service station supervisor (responsible for all ABM service stations in Port Vila)</p> <p>3rd Quarter: walk-through inspection and visual and density test on the diesel (mazut) and unleaded petrol (benzine) of the 4 Au Bon Marche (ABM) service stations</p> <p>4th Quarter: Carry out fuel quality test and service stations assessed:</p> <ol style="list-style-type: none"> 1. Leorani, mini fuel station Banban area, Luganville 2. Unity station, Luganville town 3. Central station, Luganville town 4. Nambawan station, Side River Luganville 5. Paradise Petroleum. Side River Luganville <p>4th Quarter: Fuel quality test conducted for 1. Havana Shopping Centre service station. 2 HXM Freswota service station.</p> <p>4th Quarter: Inspection of tank farm conducted with Origin Energy HSE officer. Risk profiles confirmed with HSE officer as maintained and</p>
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							tracking very well by the Origin Energy Port Vila terminal staff and GM using the OCIS tracker.
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National Disaster Management Office

Program	Activity	Performance Indicator	Target	Actions	Action Completion Date	2022 Progress Report
Policy and Planning	Technical Advisory support to NDMO	No. of TA support confirmation	1	Prepare TA Contract and Terms of Reference.	Q1	Complete <ul style="list-style-type: none"> - 1 Technical Advisor Provincial support - 1 Technical Advisor country preparedness for the natural disasters.
	Develop guideline to strengthen implementation of work	NEOC evacuation SOP completed	1	Strengthen working relations to achieve set goals Lead and direct set path during an emergency	Q 2	Complete Finalized and endorsed by NDC on the 9th December 2022
	Review CDRR Policy and develop implementation plan and M&E Framework	CCDRR policy reviewed M&E framework prod	1	1. Draft of ADR produced 2. Submission of ADR to MOCC 3. Attend the launching of the CCDRR Policy Implementation plan 4. Provide update to NDMO for the review of the CCDRR Policy against NSDP	Q1-4	Complete Vanuatu CCDRR Policy & Implementation plan launched (Phase 1)
	MCCA Corporate Plan 2022-2025	Priorities in cooperated in MCCA CP 2022-	1	1. Revising and alteration of plans and strategies to strengthen and better communities with durable solutions 2. Approval of on inputs 3. Priorities reviewed and approved	Q3-4	Support the development of the Corporate Plan. Launching during MOCC BP Retreat (25th November 2022)

	MoCCA Legislative review	No. of consultations	2	>Development of a Training proposal >Consultation/Meeting with partners >Organize training >Finalized the Review of Legislative >Reporting	Q3	One consultation done in August, on Tanna
	NPP (new project proposal) for new position in NDMO structure.	No. of NPP approved	1	Prepare & Submit NPP for the vacant advertise positions	May-June	Complete Manager Support Services and Junior Logistics officer onboard
Monitoring and Evaluation	Department Quarterly Report produce	No. of quarterly report produced	4	Prepare and submit department quarterly report	Q1-4	Complete the M&E Matrix
	Department annual report for 2021	Annual report produced and submitted	1	Report summarizing annual activities carried out in 2021 Completion of 2021 annual report version	Q1-4	Support MoCC 2021 annual report
	Monitoring and Evaluation of Business plan activities	No. monthly report produced	12	>Reports based on 6 months activities accomplished >Reports based on internal monthly activities >Reports compiled monthly by supervisor	Q1-4	Monitor Business Plan activities and report on monthly, quarterly and annual basis
	Monitoring of allocated provincial budget	Monitoring of allocated provincial budget	4	>Issue of operational activity plan >Number of activities executed	Q1-4	Cost Center created for the 6 Provincial Disaster Officers
	Six monthly report (SMR) - DSPAC	No. of SMR produced and submitted	2	Report summarizing staff's activities on a 6-month period.	Q3-4	A mid-year report produced but was not submitted
	Annual Development Report (ADR) - DSPAC	ADR completed and submitted to MCCA	1	>M&E focal point to support staff to compile information for the Annual report	Q4	Annual development report produced- MOCC submission on half of departments
	Review guidelines and assessment, Review and Revised assessment template	Assessment Template reviewed and approved	1	Development of a training proposal Consultation/Meeting with partners Draft SOP Organize trainings		Template available and accessible on the NDMO Share drive

				Review and revise Assessment forms Reporting		
Human Resource Management	Staff Performance Monitoring Mid-year review	No. of staff work plan reviewed	19	Outline due date for quarterly reports Discuss with staffs when appraising performance	Q4	Mid-year report produced and submit to CSU
	Staff performance monitoring-end of year appraisal	No. of staff appraisals completed	19	Appraisal form made available and well understood by ALL staffs	Q1-4	Staff performance end of year appraisal submission to HR team
	Staff business plan for 2023	No. of staff work plan completed	19	NDMO Business plan align with Ministry corporate plan	Q4	December 2022 version and update on January 2023
	Recruitment of Vacant NDMO positions.	No. PSC confirmation appointment	3	Request for position to be advertise. Prepare Vacancy Notice Prepare finance visa	Q1	Three positions recruited (Manager Support Services, Junior Logistics, and Senior Finance)
	Review and develop the Human Resources Plan both for the MoCCA and NDMO	Human Resource Plan	1	>Development of a Training proposal >Consultation/Meeting with partners >Organize training >Finalized the Human Resources Development Plan >Reporting	Q3-4	Staff attend the MoCCA HR guidelines and HRD consultation
	Emergency Response Surge Capacity (PSC Employees) – JDs amended to cater for WEOC roles	JD develop		1. Provide human resources plan 2. Out surge directly from PSC and Partners		Achieved <ul style="list-style-type: none"> - Covid 19 BCP plans - Network BCP plans - Health SOP - Interns and cadets' recruitments
Administration and Services	NDMO Business Plan Retreat	Retreat completed with report produced	2	Allow smooth transition of business plan retreat for all officers	Q4	Business Plan retreat happened in January 2023
	Develop NDMO Logistic Contingency Guideline	Guideline produced and approved	1	Logistic guideline documented available for users to access	Q2	Complete <ul style="list-style-type: none"> - NDMO Logistics contingency guideline (April 2022)

	Resource Emergency operation centres with computers and other PEOC resources	PEOC equipped with required resources	1	Identify network system in the PEOC. Advise Director and get approval Purchase of new network system Install network at the PEOC with effective resources, Computers. Produce mapping report Approve mapping report by the director Save report into NDMO Share Drive	Q1-3	Complete <ul style="list-style-type: none"> - PaCIMS resources - EOC kits distributed to the 6 PEOCs. - NEOC Proposal SPC
	Preparation of annual budget plan 2023	Department Annual Budget plan completed	1	>Produce work plan budget Develop >Provincial business plan for 2022	Q1-2	2023 Business Plan complete
	Update Asset registry by 2022	Asset registry updated	1	Asset form made available to PDO's Assets to be confirm Registration of Assets (Photo) Reporting Undertake office equipment's and repair		MoCCA asset officer registers NDMO assets
	Production of awareness materials and development of active campaigns	No. of awareness materials produced	6000	Production & dissemination of Event Calendar Production & Dissemination of Disaster Posters Develop and produce DRR video awareness material Production and dissemination of cyclone tracking Map Production and dissemination of T-shirt		NDMO team have developed CCDRR awareness material and distribute during International DRR day and also share messages in NDMO FB page 6000+ materials: >Hazards map 3000 >Cyclone trucking map 3000 >Online materials >Mass radio campaign + TV >IDRR t-shirts printing
	2023 Budget	2023 Budget completed and submitted	1	Prepare NDMO 2023 Budget plan	Jun-Jul	Complete 2023 budget (cashflow) according to the Business Plan activities
Provincial service Delivery	Coaching visiting by SPLO TO Provinces	No. of reports produced	6	Development of a coaching proposal Consultation/Meeting with	Q3	Complete <ul style="list-style-type: none"> - 1 province MALAMPA (Challenges: Budget constrain)

				partners Organize travelling Finalized the Coaching agendas Reporting		
	Allocation of sufficient budget for 6 NDMO provincial officers to implement 2021 Provincial work plan.	Funds available for each cost center	6	>Request for cost center creation for provincial offices >Virement request >Provincial Procurement plan >Cash Flow for Provincial Cost Centres >Virement of 1 million to each Provincial Cost Centres	Q1	Complete - Cost center created for the 6 provinces
	PDO Exchange Programs with other Provinces	Temporary transfer done and report produce	6	Development of a design exchange activity proposal Consultation/Meeting Finalized designs exchange activities plan Reporting	Q3	To be carry forward to 2023 Business Plan
	PDO Mid-Term Work Plan Review	PDO Disaster plan reviewed + approved	1	Development of a mid-term work proposal Consultation/Meeting Finalized work plan Reporting	Q2	1 Plan develop for Malampa and reviewed plan for Torba
	Preparation of Annual Budget Plan 2023 by PDO	Provincial annual budget plan completed	6	Budget plan for reach province		Complete
	Review Provincial Disaster Response Plan	# of provincial disaster Plan	90%	Development of a training proposal Consultation/Meeting Organize trainings Reporting	Q2-3	Review Provincial Disaster Response Plan for SANMA, PENAMA, TORBA, SHEFA, TAFEA
	Development and Review Provincial SOP	SOP Reviewed and approved	1	Development of a SOP proposal Consultation/Meeting Draft SOP Reporting	Q2-3	Development and review of provincial SOP for SANMA, PENAMA, TAFEA, MALAMPA, SHEFA, TORBA
	Strengthen PEOC Capacity Training	Training report produced	1	Trainings delivered		This activity was not able to delivered due to budget constraint but will be carried forward to 2023 Business Plan

	Develop Area Council Disaster and Climate Change response plan	No. of training report produced	6	A contextualized risk response plan Response plan inclusive of Aid from partners and donors	Q1-2	This activity was not able to delivered due to budget constraint but will be carried forward to 2023 Business Plan
	Strengthen PEOC capacity – staffing	Provincial Logistic contingency plan pro	6	Development of a training proposal Consultation/Meeting Draft PEOC roles / Responsibilities Organize Training Reporting	Q3	This activity was not able to delivered due to budget constraint but will be carried forward to 2023 Business Plan
	Develop TOR for sectoral working groups at the Provincial Level (PDC)	TOR developed and approved	1	Identify working group member Employ a TA TA to draft the TOR TOR approved by the Director		This activity has been moved to 2023
	Train government officers on “working in EOC and PEOC”	Report for working in PEOC Training	1	Prepare training and budget plan Identify facilitators Sent invitation Organize catering Provide transportation Conduct training Produce report		Complete - WEOC training with cadets, interns and PDOs report.
	Report for working in PEOC Training	No of response plan developed	1	Training delivered		This activity was not able to delivered due to budget constraint but will be carried forward to 2023 Business Plan
	Setting and strengthening of PDCCC, Develop SOP and TOR, Develop and finalize provincial disaster management plans	ToR and SOP developed	2	Development of a training proposal Consultation/Meeting with Community Draft SOP/PDMP/ TOR Organize Training Training Report		Not achieved, possible to deliver in 2023
	Strengthen disaster awareness media reporting at the provincial level	Media reporting	2	Create Media Reporting template Organize training for PDO’s and Stakeholders Contribution to media collection Training Report	Q1-4	This activity was not able to delivered due to budget constraint but will be carried forward to 2023 Business Plan

	Improve awareness and promote DRR and Climate Change in all provinces	# of reports of awareness		Development of a training proposal Conduct Training Review Warnings and Alerts on Different hazards Distribution of IEC to Community Training Report	Q1-4	Complete, DRR and CC awareness during CC symposium in Santo and also IDRR day at Eton Village
	Organize LCA training at the provincial level	Training delivers and report produce	1	Development of a training proposal Consultation/Meeting with provincial Partners Organize trainings Reporting		To be carried forward 2023
DRM Coordination	Introduction of PIEMA Training	Training report produced	1	Access to Training resources Refresher training for the NEOC Introduction of the PIEMA training to PEOC Identify participants through CDCCC Introduction of the PIEMA training to participants Access to Training resources	Q1-4	Complete PaCIMS training with cadets, interns and PDOs report.
	Participate in National Meetings/Consultations	No. of consultations	4	Invitation to participate in meetings Invitation approved by the Director Facilitation of DSA Attend meeting	Q1-4	Complete - Legislation and NRC meeting participation - Public health meeting during covid19 - Mocca cooperate Plan
	Active participation in clusters/working groups coordination meetings	No. of meeting reports	4	Initiate meeting with clusters Draft invitation Approved invitation by Director Send invitation Meeting conducted Meeting minute draft Meeting minute approved Share Meeting minute with clusters	Q1-4	1 Meeting (Covid 19)

	Define cluster roles and linkage in an emergency response at provincial level	Report	1	identify clusters and working groups Draft invitation Invitation approved by the Director Meeting conducted Meeting minute approved by the Director	Q1-4	Cluster roles and linkage in an emergency response is included in the National Coordination structure and Provincial disaster plans
	Ensuring inter agency coordination meeting held on biannually basis	no of meeting minutes	2	identify inter-agencies and working groups Draft invitation Invitation approved by the director Meeting conducted Meeting minute approved by the Director		1 COVID-19 meeting
	Ensuring inter-cluster coordination meetings held on quarterly basis	No. of meeting reports	4	Description identify inter-clusters and working groups Draft invitation Invitation approved by the director Meeting conducted Meeting minute approved by the Director		1 virtual meeting on March 2022
	Ensuring active coordination of clusters and working group where NDMO is the lead	Report produces	1	identify inter-clusters and working groups Access information Update Director via email Information approved Information sends to clusters and working group via email		NDMO continue to ensure that when cluster systems is activate, NDMO takes lead
	Induction training for PDCCC & MDCCC on DRM Act.	No. of training and report produced	6	Description Identify PDCCC/MDCCC Contact Provinces Invitation and program draft Program and invitation signed for confirmation Invitation and program send to PDCCC/MDCCC		This activity was not able to delivered due to budget constraint but will be carried forward to 2023 Business Plan

				Received confirmation from PDCCC/MDCCC Training preparedness Training conducted Draft report sends to PDCCC/MDCCC for input Approved report by Director Report sends to PDCCC/MDCCC		
	Organize PDCCC/MDCCC to meetings	# of meetings and reports		Identify meeting List of confirm PDCCC participant Inform PDCCC/ MDCCC participant via email		This activity was not able to delivered due to budget constraint but will be carried forward to 2023 Business Plan
	Improve Communication Feedback mechanism (during emergency response)	Communication n Strategy, feedback SOP app	1	Cconsultation/Meeting with partners Organize trainings Finalized of Communication & Feedback system Reporting		Complete through NDMO FB page
	Coordinate and responds to National Disasters in accordance with DRM Act	No. of reports for disasters responses		-Provide PaCIMs trainings to all staffs on how to manned NEOC and PEOC -Provide WEOC training to all staffs on how to manned NEOC and PEOC -Provide training on how to use EOC tools		-Search and Rescue -Assessment for the TC Dovi (COM decision # 145 not been implemented due to transition period)
	Review Mass Evacuation in Natural Disasters (MEND) guide to cater for multi-Hazards	MEND guide for Multi-Hazard Reviewed	1	1.Review of the existing MEND 2.First review draft MEND for all Volcanic islands in Vanuatu		Provincial evacuation list
	Develop Logistic Response guidelines	Logistic response guideline developed	1	Development of a training proposal Consultation/Meeting with partners Organize trainings Finalized the Logistic Plan Reporting	Q4	This activity has not been achieved and will be carried forward to 2023

	Updates and maintain Logistics Capacity Assessment, Non-Food Items and infrastructures including storage facilities at all levels	LCA and NFI Report produced	1	1.Lists of LCA & NFI's, other logistic facilities updated at quarterly 2.Logistic contact produced and updated quarterly		Complete NFIs updated list
	Participate in NRC meeting	No. of Meeting Minutes	4	1.Prepare agendas in order to attend NRC meeting 2.Provide NRC meeting feedback to NDMO executive members		4 NRC meetings
	Response handed over to NRC	Strengthen post disaster in Recovery		1.Timely SITREP and Disaster Assessment reported produced 2.Numbers of Disaster Response handed over to NRC.		Complete - Tanna Ash fall handed over - TC Dovi report - TC Harold
	No. of Meeting Minutes	Disaster response report submitted	1	Meetings attended		Complete and submit Disaster response report
	Set up of CDCCCs	CDCCCs setup, trained & report produced	30	Identify interested, qualified person(s) to be trained in DRR knowledge and disaster response	Q2-4	40 CDCCC setup with support from NGO/INGO partners
	Facilitate and support simulation exercises (SimEx2)	Simulation exercise report	1	Identify island/communities/CDCCC Establish and trained CDCCC /Provide refresher training/liaise with community Leaders Invitation and request letter Follow up of invitation and request letter Consult with partners and communities to organize events Organize community Awareness Prepare SMS messages Dissemination Develop event plan/budget Organize Transportation Organize impress and DSA Organize catering and prepare stationary Conduct Simulation Exercise Produce report		VMF Simex and simulation during IDRR DAY

	CDCCCs Registration	CDCCC records updated and available	1	CDCCC registration updated		List updated DRR activities
	Participate in Global and regional meeting	Report produces		Invitation to participate in meetings Invitation approved by the Director Apply for overseas travel request Facilitation of DSA (if applicable) Meeting via video conference Attend meeting	Q1-4	Participate in global and regional meeting Director meeting >FIIJ (Pacific Disaster Ministers Meeting) >Brisbane (Asia Pacific Ministers Conference for IDRR) >Egypt (cop27) Jimmy attends a Logistics meeting in Fiji
	Strengthening partnership by producing report and submit to UNDRR (Fiji)	Active participation to Sendai framework report	1	Consultation with Stakeholders Collection and verification of data Compiling data Draft report Request approval form Director Submit report to UNDRR (Fiji)		2 reports- GAR SIDS
	Maintain current regional, national and provincial contact lists	Contact database	1	Identify contact lists Update contact lists Approved lists by the Director Partners access contact lists		List updated with the Information Management officer
	Strengthen reporting process for stakeholders	Report process	1	Identify stakeholders Invitation produced Draft program produced Program and invitation approved Copy sends to stake holders Meeting conducted Draft minute meeting sends to stakeholders for their input Director to sign the report Send copy to stakeholders for their records		Activity not yet started
	Review emergency response tools and provide training on how to use the tool	# of tools reviewed and # of training provided		Revise and develop SOP/Guidelines Consultation with NDMO staffs Draft SOP Organize trainings		Response assessment tools produced by Response Officer

				Reporting		
	Improve Disaster Assessment Reporting	Report		Development of SITREP, Assessment & Disaster Assessment reports templates Consultation/Meeting Finalized SITREP, Assessment & Disaster impacts reports Circulation of new templates Reporting		Sitrep and incident reports available.
	Update of SOP response plan guidelines (existing documents).	SOP produce		1.Update and create SOP 2.Review and develop National Risk Management Plan 3.Review cyclone support plan 4.Completion of Volcano respond plan		National Emergency Operation Center Standard Operations Procedures update
	Facilitate Risk Mapping	# of risk map produce		1.Develop platform for municipal and Provincial heard quarter 2.Develop risks cape maps for Port Vila Municipality		Ongoing activities Review the existing Maps this year (6 provinces, 6 communities, 6 areas)
	Ensure availability and readiness of all logistics facilities through regular monitoring and stock – taking jointly with partners.	Report produces		Development of a regular monitoring and stocking taking proposal Consultation/Meeting with partners Finalized of regular monitoring and stock taking		NFIs update list and available
	Provide advice on the development of Response plans, SOPs, Cluster response plan to relevant partners	1.To ensure disaster responses are coordinate effectively and efficiently. 2.Preparedness and Cluster response plan are designed to guide relevant partners, stakeholders and Operation centers in planning decision making.	1	Development of Response Plan Development of SOPs Development of Cluster Response Plan		Complete - COVID19 BCP 2022 -Network BCP 2022 SHRS
	Review Cyclone Support Plan	Cyclone support plan produce	1	1.Internal NDMO review of the document - unless suggested otherwise by the Director.		Cyclone support plan approved by National Disaster Committee

				2. Share review document with wider stakeholder and partners 3. Finalise review with internal NDMO staff but mainly director		
	Participate in coordination meetings and consultation related to DRM with stakeholders	# of meetings and consultation		To enhance the understanding of officers to conduct disaster response activities in a proactive way.		Clusters meeting March 2022
	Deliver training/advice on DRM to stakeholders as required	Training deliver and report produce		Prepare training plan Sent invitation Organise catering Provide transportation Conduct training Produce report		1 training on the MALAMPA Disaster plan with the PTAC team
	Assist private sectors and business houses and other government stakeholders at national level to create own response plans (include provincial level)	# of business sector supported to create response plan		1. Workshops and training 2. Consultation with all stakeholders 3. Awareness 4. Reporting		This activity has not yet started
	Provide technical advice to other government office in developing their own emergency response plan for each disaster/ incident	# of plan produce		Consult with government sectors. Sent invitations Conduct training and awareness. Produce 1st draft Finalize draft Distribute amongst government sectors Report produced		This activity has not yet started
	Utilize KoBo Toolbox/Collect for data collection and analysis during humanitarian responses	Report produces		Transfer paper-based assessments to koBo Toolbox platform Conduct necessary data collection training Develop a standard assessment report template to display data collected accordingly. Install KoBo Collect in android devices		Logistics tools using kobo

	Develop a Drought Support Plan	Drought support plan		Develop draft plan Internal NDMO review of the draft plan document - unless suggested otherwise by the Director. With approval of director - share draft document with wider stakeholder and partners Finalise draft plan with internal NDMO staff but mainly director		Not yet started
	Maintain mutually beneficial relationships between NDMO and the public	Report		Conduct media content training Maintain current web/social/mass media content management Engage/Organize relevant meetings/consultations		NDMO FB page, IDRR Day, PSC Day and Tsunami Day
	Review and update the National Evacuation Centre Management Guidelines and associated training materials (CBDRR Handbook, CBDRR Training Manual and Provincial level training materials) – Sef Ples Blong Yumi Project	Guideline report	1	Internal review -IOM & NDMO Share review documents with partners and stakeholders to review and provide feedback. Workshop the final document with the Partners.		Support the development of the guideline
	Coordinate the IDRR DAY	Report on IDRR day		Public awareness raising - Social Media, Songs, TBV, Radio, etc, In all provinces including a three days main event on Shefa Province Printing of IEC materials Working together with DRR partners to promote disaster risk reduction.		IDRR 3-day event report Location: Eton Village (Shefa)
	Information Education & Communication (IEC) material development and adaptation	# of IEC material produce		Attend meetings/consultations upon invitations within or outside the country Organize meetings/consultation and send invites within or outside		Over 30: Online, Radio and TV key messages.

				the country		
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Department of Climate Change

Program	Activity	Output or Service Target	Target	Action	Action completion date	Progress Report
Program 1: Adaptation	Activity 1.1 Risk's map developed	Compilation of sectoral risk assessment tools SOP of Risk tools Pilot of Risk Map	1 risk map developed 3 reports	1.Scoping of Risk Analysis Tools (sectors) 2.Develop SOP 3.Pilot 1 Risk Map 4.2 workshops 5.travelling 6. pilot site Emao island	Quarter 1-2	Complete stocktake with Shefa AA's and DLA Consultation with Shefa SG Complete survey questionnaire and install on Tablets ready to be on Santo on V&A impact assessment Tools developed for shepherd's islands awareness outreach Change of pilot site to East Pentecost (VALMEL community) 1 risk map developed
	Activity 1.2 NPP Developed 2)Initiate NAP development	Baseline survey	1 report	1.Consultation 2.Scoping exercise to inform NAP Development	Quarter 1-2	Stock-taking with core stakeholders and 1NPP developed
	Activity 1.3 National Loss & Damage Implementation	Loss & Damage Framework developed	1	1. Scoping exercise Desktop review / sectors (internationally, regionally and national	Quarter 1-2	Stock-taking with core stakeholders and develop a national Loss and Damage as part of Comprehensive Climate Risk Management supported by a consultant team and Present L&D at the press COP meeting in

	Framework developed (DRM)			positions) – SID ADP support		BONN, Germany.
	Activity 1.4 Concept note addressing most appropriate Community adaptation option (s)	Number of concept note	1	1.submission for Emao island Vulnerability identified to address solution	Quarter 1-3	Consultation with Shefa Provincial government [SG] and conducting stock-take [ongoing]
	Activity 1.5 MOU with relevant stakeholders	Number of signed MOU	1	1.Depending on activities strong linkages	January-December	MOU sign between Vanuatu Red Cross society (VRCS) and Climate change department Ongoing discussions and consultations
	Activity 1.6 Archive CC Adaptation plans	List of Adaptation Plans	1	1.Work with NAB to conduct training to stakeholders on NAB Portal usage linking to Department's website to upload their highlights, tools etc.	July-September	New COMs officer is now taking up this responsibility with the support of M&E/GIS Intern officer and DoCC Team working in liaison with NAB sec.
	Activity 1.7 Community adaptation plan developed	Adaptation plan developed	1	1.Assist DLA with any planning activities at the community level and support adaptation plans. 2. Stocktake adaptation existing plans and which is being implemented or not. 3. Assist adaptation projects.	January-June January-December	Consultation with DLA Acting Director and Seniors on the development plans Exchange of plans/activities and ongoing discussion with DLA for further decentralization partnership in coordination to climate adaptation activities to be implemented on ground. Complemented by NPP activities for Shepherds islands and Santo (SANMA Province)

Activity 1.8 Country submission to UNFCCC/region on Adaption & L&D thematic area	Number of submissions to UNFCCC	1	1.International & regional obligations request to provide inputs (virtual meetings)	January-December	2 submissions of L&D with the support of D. Chris & Dianna, submitted the adaptation/L&D 18th/03/22 Attend couples of meetings however, not reports during this session
Activity 1.9 Provide usual support to NAB on Adaptation related tasks	Report on the adaptation supports	1 report	1. screening of Adaptation Projects 2. Reporting on Adaptation & Loss and Damage thematic 3. Attend and provide to UNFCCC Taskforce 4. Attending COP27 related meetings & actual event	January-December	Attended the first taskforce meeting NABs comment on Adaptation L&D before final submissions Report in adaptation L&D draft development till the final submission
Activity 1.10 NAP's developed (initiative NAPs Development)	Consultation report	1	1.Developped NPP base on the consultation	April-June	No reports submitted on this activity
Activity 1.11 Adaptation & DRM materials developed	Report of IEC Materials		1.Environmental Health 2.Climate change impacts & DRM	February - April	Stocktake undertaken without further reports on progress
Activity 1.12 CC Adaptation awareness delivered at	Number of reports	20 Communities	1.Deliver Awareness through DoCC NPP	April-June	Deliver awareness to communities

	communities of Shepherds & Epi			<p>2. Conduct community Vulnerability impact assessment</p> <p>3. Joint with NDMO to review Community Disaster Management Plan integrating CC adaptation and mitigation measures.</p>		
	Activity 1.13 Adaptation key messages delivered through national events	Number of reports	>100 people targeted	1. International Forest Day, International Meteorology & Geohazards Day, International Water Day, ICT, IDRR etc.	<p>21 March IFD</p> <p>23 March IWD</p> <p>23 March IM&GHD</p> <p>13 Oct IDRRD</p> <p>May-June ICTD</p>	Most of the key messages were presented during awareness outreach and symposium
	Activity 1.14 Support the review and development of the national Country Program	Concept note developed	1	Develop concept note addressing most appropriate community adaptation options	April to June	Concept note developed with support from Technical Advisor.
	Activity 1.15 Adaptation technical working group coordination setup & Meetings	ToR developed and list of technical working group	70%	1. establishment of the network & Coordinated meeting held quarterly	4 meetings/Quarterly	TOR still on Draft

Program 2: Mitigation Programs	Activity 2.1 Support Provision of Mitigation materials & Archiving GHG inventory data (Waste, Energy & AFOLU)	Set-up a Climate Change Mitigation Desktop based Database	85%	<ol style="list-style-type: none"> 1. Purchase or set up an existing PC system in the office (Support from MOCC IT's) 2. Create data files 3. Draft emails for appointment and request for collating data's 4. Collect Data (Reports, Field Reports, Raw data, National and International records of Mitigation initiatives + UNFCCC Mitigation thematic areas) from Forestry, VNSO, Origin Gas, Livestock, DEPC, PVMC, Pacific Petroleum, DOE) 5. Saving and loading the data into files 6. Check work completed 	March	<p>Desktop set-up is now up, only few parts are yet to be purchase, some parts need to purchase yet which therefore needs to work yet with the IT team to fully set up the PC and the monitor.</p> <p>The 1st meeting of 2022 was held on the 23rd of May with the steering committee</p>
	Activity 2.2 Monthly reports on work plan progress and inputs on Departmental reports (SMR, Quarterly report & report of output review, etc.)	# of Monthly reports on progress of activities	10	<ol style="list-style-type: none"> 1. Document the update and progress of the workplans implementation 2. Disseminate through email to the M&E Officer 3. Check work completed 	January-December	Quarterly Report submitted to CSU

<p>Activity 2.3 Climate Change Awareness At Shefa (Shepherds outer islands & Efate Offshore) (ENV 3.4.2)</p>	<p>Climate Change Awareness at Shefa (Shepherds outer islands & Efate Offshore)</p> <p>-Report produce</p>	<p>20 communities</p>	<ol style="list-style-type: none"> 1. Develop a preparation & planning schedule 2. Communicate with the AAO's and AS 3. Develop necessary IEC's 4. Procurement and Printing of necessary IEC's 5. Introducing program to relevant stakeholders 6. Develop Invitation letters for relevant stakeholder workshop 7. Convene stakeholder workshop 8. Itinerary booked & purchased 9. Deploy for awareness teams at fields 10. Awareness report produced 11. Check work completed 	<p>1. June 2. July 3. August</p>	<p>Consultation discussion is underway with the team and Shefa SG</p> <p>Concept note is developed</p> <p>Materials [IECs] well prepared Development and preparation</p>
<p>Activity 2.4 Capacity Building – Training on Grant Writing (Project Concepts) for</p>	<p>Capacity Building – Training on Grant Writing (Project Concepts) for the Area Councils</p> <p>Report</p>	<p>1 Province per year</p>	<ol style="list-style-type: none"> 1. Develop a preparation & planning schedule 2. Introduce the Plan to the Departmental team 3. Liaise with the Area Councils 	<p>1. April 2. May 3. June</p>	<p>SANMA grant writing training completed as targeted and report is produced.</p>

	the Area Councils			<ul style="list-style-type: none"> 4.Logistic Arrangements 5.Develop a ToR (Grant writing facilitator) and Advertised 6.Develop a Contract (support from Procurement officer) 7.Contract signed 8.Materials developed and Printed 9.Itinerary booked and purchased 10.Training delivered 11.Check work completed 12.Report produced 		
	Activity 2.5 Support and coordinate bilateral on article 6 – Carbon credit	<p>Bilateral with development partners to find means of support for the implementation of NDC through Art.6 of the PA</p> <p>Produce Report</p>	5 Bilats seeking opportunities	<ul style="list-style-type: none"> 1.Attend schedule meetings 2. review and provide guidance and feedbacks on the documents produced 3. support the coordination and facilitation of the planned programs 4. Ongoing support and assistance 5. Ongoing reports produced on the updates 	January – December	<p>Participate on Enhancement of NDC verification and reporting mechanism workshop organized by FAO through SPC- being the guest speaker of the consultation workshop.</p> <p>Participated on Enhancement of NDC verification and reporting mechanism workshop organized by FAO through SPC- being the guest speaker of the consultation workshop</p>

				<p>of bilateral cooperation on markets</p> <p>6. check if the program is effectively and efficiently implemented through all stages.</p>		<p>Attended Pre-COP Meeting in BONN. (June)</p>
	<p>Activity 2.6 Concept Note developed for the Energy Audits and implementation of Energy efficient appliances at 1 junior secondary school of Shefa – Ulei Junior Secondary School & Vila East School</p>	<p>Data Collection</p> <p>Data analysis</p> <p>Concept design</p> <p>Review/feedback (workshop)</p> <p>Concept development</p> <p>Collation of climate finance information</p>	<p>1 concept note developed</p>	<p>1. Planning a meeting with Donors on the initiatives (TVET, NGEF, etc.)</p> <p>2. follow-up with Donors on the meeting outcome for any support to be provided</p> <p>3. Collaborate with the donor or an interested agency supporting this program.</p> <p>4. Draft Concept developed</p> <p>5. Review workshop</p> <p>6. Validate and finalize concept</p> <p>7. Check work completed.</p>	<p>January – December</p>	<p>Underway</p>
	<p>Activity 2.7 Mitigation & REDD+</p>	<p>Stakeholders' consultations & Re-Establish networks (CSO & Budget)</p>	<p>At least 2</p>	<p>Consultations & Meetings</p>	<p>April September (NFD)</p>	<p>Invited to attended REDD+ safeguarding information system (SIS) with the department of Forestry</p>

						Invited to attend REDD+ safeguarding information system (SIS) with the department of Forestry
Activity 2.8 Mitigation Technical Working Group Meeting	Decisions and endorsement of priority CC Mitigation	4 meetings	1. invitation letter drafted or email drafted and send for convening a meeting 2. Meeting Agenda developed 3. Rooms booked 4. Meeting minutes documented and disseminated 5. Check work completed	March June September December	Progressing	
Activity 2.9 Support the Functions of NAB	Appraise & Screened projects aligned with the National Climate priorities, policies, strategic plans, etc.	# of project screened and Reported	1. Document received to be part of the PSC meeting 2. Document screened and revert back to NAB/PSC Chair	January – December	On going	
Activity 2.10 Mitigations thematic area submissions to the UNFCCC and other CC related matters	UNFCCC Meetings (SBSTA/SBI/Bloc Meetings (AOSIS, SIDS, PSIDS, etc.) – Mitigation Thematic areas	At least 1 submission	1. Draft Submissions on either of the mitigation thematic areas of request 2. circulate for feedbacks from Mitigation stakeholders including NAB – Sec 3. Workshop convene for effective feedbacks	September	Vanuatu Submission on the Matters relating to Article 6.8 of the Paris Agreement Submission of Paris Committee on Capacity-building (PCCB) Call for submissions from Parties and non-Party stakeholders: 2022 PCCB focus area	

		Secure Bilateral Discussion for COP27		<p>4. Feedbacks documented and amend the submissions</p> <p>5. submissions done prior to due dates</p>		Completed and submitted to UNFCC Hub
		Liaise with the National/regional/international agencies for side events presentation on National MRV Tool, Enhanced NDC & Vanuatu's REDD+ Outcome	Meeting reports produced	<p>1. Participate and so coordinate the stakeholder participation on the CC Mitigation thematic area meetings</p> <p>2. book a room (if need be)</p> <p>3. meeting report produced on progress of the thematic outcomes and way forwards</p>		
Activity 2.11	Lead and coordinate the Climate Change Mitigation Initiatives in Country for the UNFCCC, Regional and National (National Positions, Ministerial Papers (Speech, statement etc.),	Vanuatu's position on mitigation incorporated on the International CC arena	At least 1 National Positions, Ministerial Paper & Country Submissions – Ongoing	<p>1. Draft document (National Positions, Ministerial Paper, Country Submissions)</p> <p>2. Draft circulated for feedbacks from the Mitigation Working Group</p> <p>3. Finalized and submit for endorsement from NAB</p>	January – December	<p>-LT-LEDS CATCH-UP MEETING WITH CONSULTANT</p> <p>Present for the meeting are: Nelson Kalo, Walter Reinhart, and Jesse Benjamin</p> <p>Meeting outcomes captured by Walter – Consultant GGGI (31st January 2022)</p> <p>Completed & submission already made</p>

Country Submissions)			4. Submit to UNFCCC (National Mitigation thematic area)		
Activity 2.12 Collaborate with relevant stakeholders/Donors/Development partners to identify Green Development alternatives and support implementation of green framework to minimize carbon emissions (2.2.6 – SP)	Opportunities for addressing emission reductions across sectors	At least 1 opportunity identified	1.Schedule meetings with relevant stakeholders/Donors/Development Partners 2. Convene meeting and introduce different Climate Change mitigation for supports 3. Continue communication with them if interest be in the areas of support for mitigation interventions.	January – December	PACRES in support of this implementation (tree planting & Green Master Plan developed)
Activity 2.13 Virtual Mitigation and or face-to-face Capacity Building/training programs (SP – 6.2.2)	Enhance Capacity building of sectors	At least 2 trainings	1.lead and seek training support from Donor and Climate change support Agencies 2. communicate and so finalize training dates 3. Develop concept 4. Develop training agenda 5. stakeholder lists	January – December	Ongoing

				<p>6. draft invitation letters for the training</p> <p>7. convene the training</p> <p>8. check work completed</p>		
	<p>Activity 2.14 Mitigation IEC Material Developed & Printed</p>	<p>Downscale and localize scientific language of Climate Change Mitigation</p>	<p>1500 copies (500 copies each)</p>	<p>1. Develop posters/Brochure/factsheets on Livestock, Waste & Transport)</p> <p>2. Send the draft to the TWG, NAB, DOCC, relevant stakeholders for review)</p> <p>3. Feedbacks received from Stakeholders</p> <p>4. Finalize the IEC</p> <p>5. Print</p> <p>6. check work completed</p>	<p>April</p> <p>May</p> <p>June</p>	<p>In progress</p>
	<p>Activity 2.15 Assist & Support the Climate Change Mitigation Projects</p> <p>1. Coordinate and lead the LT-LEDS development</p>	<p>LT-LEDS finalized and submitted to UNFCCC</p> <p>Installation of Biogas to reduce pressure on Biomass and LPG usage (Methane Emission reduction from Biogas)</p>	<p>Finalized LT-LEDS</p> <p>2 Biogas plant installed at Matevulu and Saint Patricks</p> <p>Ongoing coordination on the NDC Hub Priorities.</p>	<p>Provide the coordination role, support and assist the CC mitigation related projects</p>	<p>January – December</p>	<p>LT-LEDS CATCH-UP MEETING WITH CONSULTANT</p> <p>Present for the meeting are: Nelson Kalo, Walter Reinhart, and Jesse Benjamin</p> <p>Meeting outcomes captured by Walter – Consultant GGGI (31st January 2022)</p> <p>- Mitigation officer offers potential support to the LT-LEDS project consultant and so a number of meetings were done between Mitigation Officer, Jesse Benjamin and Walter (Consultant based in Fiji) from the</p>

	<p>2. Coordinate the implementation of Biogas at Matevulu and Saint Patricks College</p> <p>3. Work with NDC hub on Projects addressing CC mitigation in Vanuatu.</p> <p>4. Coconut for Fuel Strategy</p>	<p>Coordinate NDC hub programs and projects in Vanuatu</p> <p>Support the DOE coordination and development of the Coconut for fuel strategy</p>	<p>Development of the Coconut for fuel strategy</p>			<p>GGGI. Mitigation officer offers potential support to the LT-LEDS project consultant and so a number of meetings were done between Mitigation Officer, Jesse Benjamin and Walter (Consultant based in Fiji) from the GGGI.</p> <p>Matevulu bio-gas officially launched</p> <p>Others in progress</p>
	<p>Activity 2.16 Initiate the introduction of levy in Domestic and International Aviation</p>	<p>Means of revenue generation towards emission reduction measures domestically</p>	<p>Initiate the plan with the CAAV</p>	<p>1. Initiate meeting with the CAAV</p> <p>2. Introduce the Idea</p> <p>3. work on way forward with the relevant key sectors</p>	<p>April</p>	

Program 3: Communication, Outreach, and Partnership Engagement	Activity 3.1 Vulnerability & impacts Assessment	Number of reports Address sites specific climate vulnerabilities	1	<p>1.Assist with the development of proposals</p> <p>2.Gather information on CCA for the development of NAPA</p> <p>3.develop schedule/rooster on tools for national training</p> <p>4.assist the development of NPPs for CCA</p> <p>5.faciliate vulnerability workshop/consultations at provincial and municipal level</p> <p>6.assist with the development of the vulnerability assessment reports</p>	June-July	<p>Attend & Participated on National Tree planting working in collaboration with PACRES & Forestry</p> <p>SANMA V&A survey completed</p> <p>Climate Symposium event at Santo from 19-21st October 2022.</p>
	Activity 3.2 Integrate climate change governance and implementation	Relevant policies, initiatives and programmes must include an integrated climate change adaptation approach	3	<p>1.Strengthen coordination mechanism to communication and develop frameworks integrating CC governance</p> <p>2.develop innovative partnerships with relevant stakeholders</p>	Jan-Dec	In-progress

	<p>Activity 3.3 Community based adaptation</p>	<p>Adaptation actions in communities addresses real, current and priority vulnerabilities.</p> <p>Rights and needs of individuals are respected and recognized at community level</p>	<p># of reports</p>	<p>Ensure community engagement/consultation activities are conducted</p> <p>Ensure adaptation plans and actions frameworks are developed within sectors and provinces</p> <p>Ensure inclusion approaches are established</p>	<p>Jan-Dec</p>	<p>3 Small islands awareness outreach and upcoming national symposium</p>
	<p>Activity 3.4 Loss and damage incurred as a result of climate change</p>	<p>Take action around loss and damage</p>	<p># of reports & activities implemented</p>	<p>Collaborate with relevant line ministries and sectors to ensure L&D assessments are linked/incorporated into vulnerability assessment processes</p> <p>Assist in the development of L&D implementation framework</p>	<p>Jan-Dec</p>	<p>2 submission made</p> <p>COMs officer & GCF advisor engaged in an insurance meeting with Reserve Bank</p> <p>Adaptation officer attend the pre-COP on L&D</p>
	<p>Activity 3.5 Ecosystem base approaches</p>	<p>Support ecosystem-based adaptation approached</p>	<p># of reports & activities implemented</p>	<p>Collaborate with relevant line ministries o identified sound-land planning approaches and to develop ecosystem related development policy document</p>	<p>Jan-Jun</p>	<p>PACRES project-urban green climate master plan</p>

	Activity 3.6 Low carbon emission	Support implementation of Vanuatu road map (NERM) and energy considerations on CCM and mitigation	# of reports/ newsletter and activities implemented	<p>1.Assist with the annual progress report on NERM targets (implementation progress)</p> <p>2.Assist with the creation of list of technologies for achieving NDC targets</p>	Jan-Dec	Medium progress to achieve the target
	Activity 3.7 CCM and REDD+	Support implementation of outreach, awareness and communication sector strategies on CCM and REDD+ activities	# of reports	<p>1.Prepared IEC materials, publications and access to communication on the achievements of mitigation activities</p> <p>2.Assist in the development of the LC development strategy by providing relevant communication and information</p> <p>3.Assist with field survey assessment</p>	Jan-Dec	Project lapsed, however forestry department continue to implement most of these activities.
	Activity 3.8 Lead and support governance activities	Outcome reports		<p>1.Coordinate and develop reports for strategics and annual work plans</p> <p>2.Assist M&E activities to strengthen SP action plan</p> <p>3.Develop action plan for institutional collaborations nationally</p>	Jan-Nov	Support the coordination of the climate symposium in Luganville, Santo.

	<p>Activity 3.9 Support activities with communications</p>	<p>Outcome reports</p>	<p>70%</p>	<ol style="list-style-type: none"> 1. Develop IEC materials 2. Lead in keeping the DOCC website up to date 3. Assist in keeping the NAB portal website up to date 4. assist NAB with IEC endorsement process 5. update DOCC FB page with relevant DOCC information 6. Organise and host radio programs/panels/talkback shows 7. dissemination of IEC materials 8. implement the COPEs strategy 9. Assist NAB/MOCC with implementation of national IKM framework 10. Develop newsletters and press releases & other DOCC reports/plans 	<p>Jan-Nov</p>	<p>Lead in keeping the website up-to-date</p> <p>Assist staffs with IEC Materials in preparation to NPPs outreach activities</p> <p>Develop and press release and arrange for radio talkbacks shows and recording of PMs speech to UNFCCC according to ICJ Program in Vanuatu.</p> <p>Small Island awareness & Climate symposium event held in Luganville- Sanma Province.</p> <p>Reports and News letters produce.</p>
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	<p>Activity 3.10 Outreach & Partnership activities</p>	<p>Outcome reports</p>	<p>2</p>	<p>1. liaise with sectors to mainstream CC activities</p> <p>2. Develop MOU with sectors</p> <p>3. Develop plan and implement the NPP/symposium activities</p> <p>4. prepared and support outreach and awareness programs to maintain CC and DRM messaging</p> <p>5. promote partnership and outreach and communication related policy and programs</p> <p>6. develop and implement outreach program plan</p>	<p>Jan-Nov</p>	<p>MoU sign between Vanuatu Red Cross Society (VRCS) and Department of climate change (DOCC)</p> <p>Participate external workshops and trainings and support in preparation and planning's to national symposium held in Sanma Province.</p> <p>Symposium successfully completed and report produced.</p>
	<p>Activity 3.11 Symposium Activity</p>	<p>Report</p>	<p>1</p>	<p>1. Consultations</p> <p>2. Planning of activities</p> <p>3. Organise logistics and procurement</p> <p>4. Travel and implement activity</p> <p>5. Debrief and report produce</p>	<p>Quarter 3</p>	<p>In progress, most of the arrangements a made according to the procurement plans and budgets</p>

	Activity 3.12 Support outreach activities, workshops to design and develop videos and other campaign products (NPP)	# of com's products produce to support activities	4	1.development of documentary/video production/develop scripts 2.implement school climate quiz competition plans and activities 3.sports activities 4.Organise music/sports competition/field schools 5.orginised workshops and training and develop reports	Jan-Nov	Outreach concepts notes developed
Program 4: Monitoring and Evaluation	Activity 4.1 Monitoring and reporting of CC mitigation & adaptation programs implemented by key external stakeholders	Number of reports received		Make sure all Monthly reports submission from individual staffs	January-December	Two reports (x2) received from Mitigation, either Adaptation no reports submitted to this far on progress. Back to office report is still a challenges PRACES Project reports up to date
	Activity 4.2 Quarterly Reporting Development	Number of Quarterly reports	4	Quarter 1 – January, Feb & March Quarter 2 – April, May & Jun Quarter 3- July August & Sept Quarter 3 –Oct, Nov & Dec	End of March End of June End of September End of Nov/Dec	All monthly reports from quarter 1 received Quarter 1-4 is completed and submitted

	Activity 4.3 Developed Annual development Report (ADR)	Number of reports	1	Compile & summarise all quarterly reports	March-April 2022	Annual development plan for 2022 completed
	Activity 4.4 Development of Six Months Reports (SMRs) (Department & Projects)	Number of reports	2	Liaise with Staffs and Projects to develop SMR –sub mitted to DSPPAC & OPSC	June-July	During this quarter only 5 reports is received by DOCC staffs and 4 from projects staffs for quarter 2 compilations Mitigation- 2 reports Communications- 1 report Procurement-None Finance/Admin-2 report Adaptation- none PACRES 2 report FCPF-none TNA-none VCAP2 -1 Finance-none Interns- 2 report
	Activity 4.5 Mid Term Review Workshop	Number of review workshops	2	1.Materials, Venue and catering	June/July November	Mid-term review for department organise with staff of the department to reflect on 2022 activities and also developed 2023 Business plan.
	Activity 4.6 KoBo Training development	Number of trainings	1	Training M&E TWG on KoBo Tool	June-July	Coincided by MTR workshop
	Activity 4.7 Vulnerability Impacts Assessment	Number of reports	1	NPP- Small Island state awareness		17 th - 24 July –shepherds islands climate change awareness

<p>Activity 4.8 Development of M&E framework Draft</p>	<p>Number of reports</p>	<p>1</p>	<p>Develop DRAFT</p>		<p>M&E & COMs network have been established according to a TOR developed.</p> <p>1st meeting have already commenced in quarter 1 M&E Training workshop 30/06/22 conducted by M&E DOCC & CSU</p>
<p>Activity 4.9 Provide support to the development of CCDRR Implementation & CCDRR Review 2016-2030</p>	<p>Number of reports</p>	<p>2</p>	<p>Participate in consultations and meetings related to CCDRR policy</p>		<p>CCCDRR implementation plan is now at the draft stage within Nab Sec to give final approval.</p>
<p>Activity 4.10 Data stock-take and collection</p>	<p>Number of Reports & Meetings</p> <p>Propose solutions to improve data collection from Departments</p>	<p>1</p>	<p>List of data collected by liaising with GIS User group</p> <p>1. Identify solutions to improve data collection procedures</p> <p>2. Follow the procedures</p>		<p>Participate in 4 GIS User group meetings and consultation with various stakeholders and provided presentation on Climate change support to national GIS policy implementation deliverables</p> <p>Sharing of Lidar data with interested organisation in liaison with GIS intern officer</p>
<p>Activity 4.11 M&E Equipment's to be purchases</p>	<p>Number of equipment's</p>	<p>1</p>	<p>Laptop for downloading Mapping and Reporting and Tracking Tools Apps.</p>	<p>January –March</p>	<p>FCPF purchase COMs officer a new laptop</p>

	<p>Activity 4.12 M&E capacity building to provincial level</p>	<p>Capacity building workshop delivered to province and report produce</p>	<p>1</p>	<p>1.Consultation with province 2.Develop workshop session design 3.Organise logistics, venue and catering 4.Travel to Tanna 5. 1 Day workshop with provincial officers 6.Workshop report produce</p>	<p>March-June</p>	<p>Preparation discussion with Tafea SG/Planning in progress M&E activity survey completed</p>
	<p>Activity 4.13 Monitor implementation of COM decisions</p>	<p>Briefing updates of COM decisions and SMR reports on COM decisions</p>		<p>1.Track projects COM decisions obtained from COM Secretariat 2.Monitor decisions implementation</p>		<p>Projects SMR on progress -2021-2022 submitted to CSU and DSPPAC/M&E Unit</p>
	<p>Activity 4.14 Mainstream CCDRR Policies across other sectors</p>	<p>Government Policy consulted</p>		<p>1.Workshops organized 2.Attend and contribute 3.Contribute in statements and awareness 4.Support Finalize review of CCDRR Policy</p>		<p>Involve in a multiple workshops and participate in discussions in relation to CC</p>

	Activity 4.15 Progress of activities (priority activities per DoCC Department) are evaluated	M&E Tracking		1.Obtain priority activities from Departments 2.Use evaluation tool to evaluate progress of activity 3.Report on progress		Update-to-date progress on M&E tracking Tool
	Activity 4.16 Reports of projects implemented by DoCC are reviewed and analysed	Monthly reports submissions	12	1.Review project reports 2.Produce analysis report with feedback on progress of implementation	January-December	On-going
	Activity 4.17 Attend and participate in M&E and coms technical working group	Meeting minutes/reports	2	1.Consultation with MOCCA Departments	February	Participate in M&E/COMs working group within MOCCA lead by M&E CSU
	Activity 4.18 MOCCA Career Talk Outreach Awareness	Report	1	Torba Province	June	Virtual awareness with schools in Torba
Program 5: Procurement & Contract	Activity 5.1 Procurement & Contract development Plans	Procurement plan submitted to and approved by with reports to director	# of reports	Oversee the development, adjustment and implementation of procurement plans	Jan-Dec	Development of NPP procurements Purchases of DOCC items

	Activity 5.2 Tendering Processes	Tender processes undertaken in compliance with CTB legislation and donor requirements with reports to Director	# of Tender reports	Tendering/procurement form selection of firms local and international for public, restricted and informal tenders	Jan-Dec	No reports received to this far
	Activity 5.2 Procurement and Compliances	Procurement processes undertaken in compliance with legislation and donor requirements with reports to director		Supervise transparent procurement processes complying with national and international guidelines (solicitation bases, evaluation reports to press contracting)	Jan-Dec	No reports provided
	Activity 5.3 Procurement Communications	Copies of quotation is attached to assessment forms, submitted signing by Director	# of reports	To obtain quotation for parts, goods and equipment's locally and overseas in accordance with the financial requirements of the PFFM Act, Government contracts and tenders Acts	Jan-Dec	No updates
	Activity 5.4 Reporting	Monthly reports to Director	# of reports	To purchase parts/ good locally and overseas on accordance with the financial requirement of PFEM Act, Government contracts and Tender Acts	Jan-Dec	Overused of DOCC Assets sold and funds goes to DOCC budget

	Activity 5.5 Management of Assets	Goods and services delivered with reports to SO Finance and Director	Number of reports	Manage timely and efficient delivery of goods to be procured and of service, overseeing delivery of goods and services to projects sites or implementing agencies	Jan-Dec	Purchasing of Staffs assets to support them during the lockdown/ to work from home.
	Activity 5.6 Contracts	# of contracts developed Annual report produced		Development of contract and reports produce on contracts	Jan-Dec	No updates
Program 6: Financial Operation	Activity 6.1 Financial reports	Department report (a least 10) Project Financial report- # of financial reports Human resources report (#of reports produced)	4	1.Provide monthly budget and expenditure reports to M&E and Director 2.support project finance officer to deliver monthly report to Director and project manager 3.provide human resource report to human resource manager on contracts, annual leave, department training 4.provide financial support referring to each BP	Jan-Dec	None

	<p>Activity 6.2 Budget and NPP Entries for 2023 (cooperate plan pillar 1-soc 6.1.2)</p>	<p>Budget entered into VBMS</p> <p># of NPPs submitted and budget narratives</p>		<p>1.consult with Technical and senior staffs on 2023 activities</p> <p>2.review of 2022 workplans, SP and CP</p> <p>3.Budget training</p> <p>4. finalization of budget and entered into VBMS</p> <p>5.Assist and support senior officers in developing new policy proposal for the department</p> <p>6.budget narratives</p>	<p>May-Jun July</p>	<p>Submission of Grand writing NPP approved by DG for COMs meeting and approval in July- budgeted for 5 million re-submissions.</p>
	<p>Activity 6.3 Supervise Finance & administration Officer</p>	<p># of Monthly reports</p> <p>Appraisal</p>	<p>15</p>	<p>1.monitor monthly report against workplans</p> <p>2.priovide appraisal for finance and admin officer</p>	<p>Jan-Dec</p>	<p>In progress</p>
	<p>Activity 6.4 Mechanism for climate change fund allocation in budgets</p>			<p>Identify and stock take on CF activities funding through existing mechanism</p> <p>Develop a databased on supporting donors for supporting DOCC activities</p>	<p>Jan-Jun, Dec</p>	<p>Contributes to MOCCA Corporate plan 2022-2025 development & budget forecasted.</p>

	Activity 6.5 Establish National Climate Change Fund	# of Reports on establishments of CC Funds		Scope exercise with stakeholders and explore setup of NGEF	Apr-Sep	-no updates
	Activity 6.6 Identify and develop a framework for private sector investment in climate change projects	Reports on progress of investment framework		Identify and support the private sector investment framework	Oct-Dec	-no updates
	Activity 6.7 Collaborate with relevant stakeholders to explore options for a climate change insurance of risk sharing scheme	# of reports on scoping exercise		Scoping exercise to identify the options of climate change insurance or risk scheme	Oct-Dec	No reports based received to this far

	Activity 6.8 Implement measurable improvement in climate change budgeting, financial statement, reporting, audit processes, procurement practices, project management and transparency policies	# of reports		1.Support NAB to implement the NIE for GCF 2.Support NAB with climate finance review and develop climate finance roadmap framework	Jan-Dec	In progress
	Activity 6.9 Meet UNFCCC obligations	# of reports, Meetings minutes	3	1.Support Nab in UNFCCC submissions 2.Support CFWG work plans for 2022 3.Attending CF thematic meetings (national, Regional, International)	Jan-Dec	Funding Supports (DOCC) Vanuatu Delegation to Pre-COP –BONN Supporting and leading ICJ and L&D representing in country submissions to UNFCCC

	Activity 6.10 Well Manage NPP budget throughout the activities	2 budget reports	2	NPP activities must produce a report on budget usage	June-July	Grant writing in progress which plan for 10-16 July-Santo Small islands awareness outreach planned for 17-24 July –Shepherds islands National symposium- 10-14 October 2022 – Santo
Program 7: Administration Operations	Activity 7.1 Payment process	Making sure that all Invoice, DSA, Imprest, Bills are committed and get approval from Supervisor & Director	50	1.collect quotation / bills 2.procurement process 3.fill requisition form 4.attach quotation with requisition form 5.get approval signature for payment process /procurement, senior finance and Director 6.LPO process	1..Jan-Dec	Payments processes are all applied according to SOPs.
	Activity 7.2 Filling	File according to LPO #'s and Mail Dates	30	1.file LPO according to date and LPO # 2.file letters according to dates 3.scan copy	1.. Jan-Dec On – going	In progress with the support of interns/ cadetships

	Activity 7.3 Monthly Warrant	Provide report on update budget	11	1 smarts ream login 2 update supervisor weekly fund available 3 update supervisor total expenses 4 update supervisor remaining budget	1.Jan-Dec	Ongoing
	Activity 7.4 Secretarial duties	Maintain good customer Relationship	16	1.Meeting minutes be taken 2.Email office cleaning 3.Updates leaves staffs sick, or on leave. 4.Email Payslip to staff's fortnightly 5.Stationaries 6.Phone call/customers attend 7.Driving deliver mails 8.Director appointments 9.Assist director admin/finance side 10.Vehicle cleaning 11.Appraisal	1 Jan-Dec On going	Ongoing undertaken by Administration Team

	Activity 7.5 Assets	Records and monitor all DoCC Assets	23	<ol style="list-style-type: none"> 1. Collect quotation 2. procurement process 3. condition of asset/ supply, model 4. purchase LPO 5. register under responsible officer 6. asset logbook need to be sign before collect Asset 7. monthly report 		In progress working in liaison with CSU Asset manager on assets labels and tags
	Activity 7.6 Assistance to DOCC strategic plan	Payment done on reasonable time frame	12	<ol style="list-style-type: none"> 1 Prepare LPO/ DSA, Imprest. 2 Logistic Arrangements 	Jan-Dec	No reports received
	Activity 7.7 Assist senior Finance officer	Quarterly financial report provided on time	1 2	<ol style="list-style-type: none"> 1. Budgeting 2. Payroll 3. monitoring of HR Issues and training 4. Reporting 	Jan-Dec	No reports received
	Activity 7.8 Laptop	Monthly report	1	Reporting /monthly and minute taken	March 2022	Laptop purchase and actions undertaken care by admin team
	Activity 7.9 Filling Cabinet	Fill all LPO copy /letters and staffs personal file	2	Admin filling	May 2022	Not reports on the progress

Department of Environmental Protection and Conservation

Program	Activity	Output or Service Target	Target	Action	Action Completion Date	Annual Progress
Biodiversity and Conservation	Biodiversity Conservation Awareness. [NSDP Env 5.5; NEPIP PO 5.1; NBSAP CA4]	Number of Communities visited and awareness raised in communities	2	<ul style="list-style-type: none"> • Identify Communities, • Develop travel TOR and Budget • Develop LPO requisition form for trip • Inform AA of travel plans to organise community • Travel to site • Carry out Awareness on Ambae, Tafea & Pentecost. • Complete Trip Report 	Q1 – Q3	Lelualu Community B&C awareness, Middle Bush Tanna (Jan 2022) Matantas & Sara community awareness, Bigbay Santo (May – June 2022) North Maewo_ Agroforestry Program (March) Aore High School Malo Pass CCA management plan awareness
	Conservation management and Monitoring of PA's [NSDP Env 5.1, 5.2, 5.3; NEPIP PO 1.1, 1.2, 1.5; NBSAP CA 2.3, 2.4]	Total Ha of area protected	3	<ul style="list-style-type: none"> • Advertise recruit consultant to review CCA handbook • Update CCA Handbook • Director to endorse handbook • Establish CCA • Review and comment on management plans. • PA committee to approve for registrations • Prepare minutes of the PA committee. • Director to endorse proposed CCA for registration • Registration of CCA's • Coastal erosion & species monitoring on Amal Crab Bay. • Prepare report of the coastal erosion and species monitoring report. 	Q1 – Q4	Nitang Mita Forest Conservation Boundary Mapping = 15ha CCA handbook and has not being progressed awaiting GEF-ECARE project No PAAC committee meeting this year due to COVID 19 slows down CCA work COVID 19 has disturbed the Coastal Erosion monitoring on Amal Crab Bay

<p>Biodiversity management and protection</p> <p>[NSDP Env 5.1, NEPIP PO 5.3; NBSAP CA2.3, 2.4, 4.3, CME1.1, FIW1.1,1.7]</p>	<p>Number of species Management plans produced</p>	<p>4</p>	<ul style="list-style-type: none"> • Develop Standardised Biodiversity Assessments Methodology. • Present to stakeholders for review. • Data collection for Species in KBA's (Efate, Santo, Malekula) using the methodology. • Update methodology and present to Director & DEPC Team • Director Endorses Biodiversity Assessments methodology handbook. • Build on existing data and carry out species specific assessments. 	<p>Q1 – Q4</p>	<p>3 Specific management plans currently drafted for Sharks, Turtles and Sea Birds from BIEM project. Shearwater will have to move to Next year when we have confident in the data, we have to develop species specific plans.</p> <p>Biodiversity assessment Methodology has is still in trial only 2 BioRaps were carried out this year, so this document could not be finalised.</p> <p>Data collection has been done using the Biodiversity Assessments methodology on Malekula and Pentecost KBAs</p> <p>This activity will move forward to 2023 for endorsement of Methodology.</p> <p>BIEM project has supported 2 Community Turtle management plans and species-specific management plans for 3 Species groups, Sharks, Turtles, Sea Birds.</p>
<p>CITES Permits Issuance</p> <p>[NSDP Env 5.3; NEPIP PO 1.2, 1.5; NBSAP SM 3.5, 3.7]</p>	<p>Number of CITES permits issued</p>	<p>30</p>	<ul style="list-style-type: none"> • Issues Invoices for CITES • Issue CITES permit 	<p>Q1 – Q4</p>	<p>30 CITES permits issued (Jan – Jun 2022)</p>
<p>Research Applications assessed.</p> <p>[NSDP Env 5.6; NBSAP SM2.1,]</p>	<p>Research applications</p>	<p>2</p>	<ul style="list-style-type: none"> • Review Research applications • Convene BAC meetings • Prepare minutes of the meetings and disseminate to members of the Advisory Committee. • Director approves or rejects the applications following recommendations of the Committee. 	<p>Q1 – Q4</p>	<p>Giant African Snail Research with collaboration with Agriculture College. Minced snail meat for chicken feed</p>
<p>Wetlands Management</p>	<p>Ha of wetlands protected</p>	<p>1</p>	<ul style="list-style-type: none"> • Establish CCA • CCA registration awareness • Community situation analysis/ profiling 	<p>Q1 - Q2</p>	<p>Lake Manaro forest reserve community consultation has been carried out in November. Grand Manaro Reserve Area Proposed wetlands protected 13,475 ha</p>

[NSDP Env 4.2,4.7, 5.2; NEPIP PO2.3; NBSAP FIW 2.1,2.2,2.3]			<ul style="list-style-type: none"> • Carry out BIORAP assessments and prepare its report • Conduct management plan workshop and develop management. • Draft management plans for proposed CCAs. • Write report of the workshops. 		
Biosecurity Bill Review [NSDP Env 5.4; NEPIP PO1.3; NBSAP MAS1.18]	Bill gazetted	1	<ul style="list-style-type: none"> • Organise for the translation of the Bill. • Submitted to SLO • Work with Biosecurity to develop COM paper • COM policy paper endorse by COM • Follow up with SLO and Biosecurity on the progress for Bill to be tabled in Parliament. • Parliament pass the Bill. 	Q1 – Q4	Draft Biosecurity bill resend to SLO for review as SLO have advised that they have misplaced submitted draft
LFA Treatment in Santo, Ambae, Maewo, Efate, Ambrym and at least 2 new sites. [NSDP Env 4.7, Env 5.5; NEPIP PO1.3; NBSAP MAS1.17]	Treatment sites achieved	4	<ul style="list-style-type: none"> • Develop Trip TOR • Prepare LPO requisition forms • Inform Area Administrators about trip • Organise logistics for travel to sites • Travel to sites • Surveillance survey • Apply treatment, • Map out treatment area • Write up the trips report 	Q2 – Q4	Activity moved to 2023, for availability of treatment supplies, Xanthamgum & Seclira was received late from Ezzy Kill
Awareness of Invasive Species. [NSDP Env 4.7, Env 5.5, NEPIP PO1.3; NBSAP MAS 1.1]	Number of awareness activities	2	<ul style="list-style-type: none"> • Identify Communities, • Develop travel TOR and Budget • Develop LPO requisition form for trip • Inform AAs of travel plans to organise community • Organise logistics for the travel. • Travel to site • Carry out Awareness • Complete Trip Report 	Q1 – Q4	Matantas and Sara community awareness, Bigbay Santo (May 2022)

<p>Management of invasive species, through community approached techniques on an Island/Village such as the work undertaken on rhinoceros beetle in 2019 to present.</p> <p>[NSDP Env 4.7, Env 5.1; NEPIP PO1.3; NBSAP MAS1.17]</p>	<p>Number of awareness and participants</p>	<p>2</p>	<ul style="list-style-type: none"> • Identify Communities, • Develop travel TOR and Budget • Develop LPO requisition form for trip • Inform AA of travel plans to organise community • Travel to site • Community awareness • Collect GPS points of Infested Areas • Trip reports 	<p>Q1 - Q3</p>	<p>Agroforestry practice awareness and implementation, to control big leaf in Vatthe and Loru CCA, East Santo (May 2022). Participants = 41)</p>
<p>Management Control of Big Leaf Vine in Gaua, Santo, Maewo and Tanna and at least 1 new site.</p> <p>[NSDP Env 4.6, Env 4.7, Env 5.1; NEPIP PO1.3; NBSAP MAS1.17]</p>	<p>Number of sites managed</p>	<p>4</p>	<ul style="list-style-type: none"> • Develop Trip TOR • Prepare LPO Requisition • Carry out community awareness • Improve current nursery • Work with communities to set up fence around the Agroforestry plots. • Work with communities' concern to clear the big leaf • Rehabilitate sites with the communities. • Map out total area clear • Conduct the community awareness • Write up the trip's reports 	<p>Q1 – Q4</p>	<ul style="list-style-type: none"> • Agroforestry Program, 1 Ha of Bigleaf clearing at Vatthe CCA, Bigbay Santo (May 2022) • Agroforestry Program, 1 Ha of Bigleaf clearing at Loru CCA, East coast Santo (June 2022) • Agroforestry Program, 1 Ha @ Malolo Airport, 0.5 Ha at Nagoro village. • Silvi pastoral was undertaken @ Puambay @ 2 Ha. • Silvi Pastoral farming practice currently being undertaken by East of Eden CCA – 100ha • The awareness of the invasiveness of the big leaf vine has been done widely by DEPC and its stakeholders. • As a result, some CCA's still receive support from the DEPC while some CCAs are taking their own initiative to combat the Big Leaf Vine.
<p>Management of Giant African Snail in Santo, Ambae, Tanna and Efate.</p>	<p>Number of sites managed</p>	<p>3</p>	<ul style="list-style-type: none"> • Develop Trip TOR • Prepare LPO Requisition • Carry out community awareness • Procure equipment • Work with the executing partners to trial the methodology • Implement eradication activities 	<p>Q1 – Q4</p>	<p>Giant African Snail control on West coast Santo (May 2022)</p>

[NSDP Env 4.7, Env 5.1; NEPIP PO1.3; NBSAP MAS1.17]				<ul style="list-style-type: none"> • Carry out community awareness • Write up the trips report 		
Management of Indian Mynah Bird SHEFA.	Number of sites managed	1		<ul style="list-style-type: none"> • Develop trip TOR • Prepare LPO Requisition • Carry out community awareness • Procure equipment • Work with executing partners to trial the methodology • Implement eradication activity • Conduct community awareness • Write up trip report 	Q1 – Q3	Discussions underway with EzzyKill to identify best management approach for Indian Mynah Bird
[NSDP Env 4.7, Env 5.1; NEPIP PO1 3; NBSAP MAS1.17]						
Invasive Species Database Management and Maintenance.	Updated version for “The Vanuatu Invasive Species’	1		<ul style="list-style-type: none"> • Develop the consultant TOR • Update the database • Launch the database 	Q1 - Q3	TOR in progress, recruitment for 2023
[NSDP Env 5.6; NEPIP PO1.3; NBSAP MAS1.8,1.9,1.10]						
Invasive Species Database Management and Maintenance.	Maintain and update B and C databases for research, Conservation Areas, researches,	1		<ul style="list-style-type: none"> • Do regular updates of Database. • Inform BC team on progress of updating the database. • Minutes of updating progress. 	Q1 – Q4	Our budgets have been redirected due to COVID -19 response therefore we are still trying to find funds to fund this activity.
[NSDP Env 5.6; NEPIP PO1.3; NBSAP MAS1.8,1.9,1.10]						
Review of National Invasive Species strategy and Action Plan (NISSAP).	Six year reviewed version for NISSAP.	1		<ul style="list-style-type: none"> • Develop TORs and contract for the consultant. • Contract the consultant. • Review the current version of NISSAP 2014-2020 • Conduct consultations with relevant stakeholders on the outcome of the review. • Update the NISSAP • Finalise the updated NISSAP (2022 -2030) 	Q2	<ul style="list-style-type: none"> • Moved to 2023. Covid lock down have delayed recruitment process for consultant • Consultant recruited • Contract signed • One to cone consultation completed • Northern Provincial Consultation undertaken
[NSDP Env 5.6; NEPIP PO1.3; NBSAP MAS1.23]						

				<ul style="list-style-type: none"> • NISSAP endorse by Director. • Launch the NISSAP • Carry out the updated NISSAP (2022-2030) awareness throughout six provinces. 		
Environmental Planning and Impact Assessment M&E Matrix	Conduct EIA awareness at Penama province. [NSDP Env 2.2; NEPIP PO 5.1]	Number of community awareness conducted.	1	<ul style="list-style-type: none"> • Prepare awareness materials. • Communicate with PENAMA headquarter. • Request for approval from Director. • Prepare budget break down. • Prepare and approve LPO requisition. • Apply for its imprest. • Carry out the activity. • Prepare the awareness report. 	Q1 – Q4	Community awareness conducted at Waterfall village and White-water community on Pentecost as part of Pentecost Road project. (Feb 2022)
	Carry out environmental Audit on Environmental Permits issued in SHEFA. [NSDP Env 2.2; NEPIP PO]	Number of environmental audits carried out.	5	<ul style="list-style-type: none"> • Communicate with developers on proposed date. • Request for approval from Director. • Prepare budget breakdown. • Prepare and approve LPO requisition. • Apply for its Imprest. • Implement the activity. • Produce environmental audit report, 	Q2	Activity was carried forward to Q1 2023 as per instruction from Director
	Consultation with developers on EIA implementation process and implementation of permit conditions in SHEFA. [NSDP Env 2.2; NEPIP PO 6.2]	Number of developers consulted.	5	<ul style="list-style-type: none"> • Inform developer on collection of Environmental Permit. • Consult with developer on permit conditions. • If requested, translate permit conditions to other language. • Prepare consultation report. 	Q1 – Q4	8 Developers consulted
	Conduct PEA/ EIA public consultations on development project sites.	Number of public consultations conducted and reported against.	3	<ul style="list-style-type: none"> • Contact provincial government office to identify respective area council. 	Q1 – Q4	Public Consultation: 1.PWD CCECC consultation 1 on Pentecost Road project

[NSDP Env 2.2; NEPIP PO 6.2]				<ul style="list-style-type: none"> • Communicate with area administrator/area secretary on proposed date. • Request for approval from Director. • Prepare budget breakdown. • Apply for imprest • Implement activity. • Produce PEA consultation note and/or consent. 		<p>2. PWD CCECC consultation 2 on Pentecost Road project</p> <p>3.South Santo Road Project (Vanuatu Forest Industry Limited)</p> <p>4.UNELCO Etas community consultation</p> <p>5.CCECC quarry consultation on Paama</p>
Develop new and improve current EIA procedures. [NSDP Env 2.2; NEPIP PO 6.2]	Number of guidelines and procedures developed.	2	<ul style="list-style-type: none"> • Create environmental guidelines and templates. • Submit to Director for review and comments. • Obtain approval from Director for implementation. 	Q1	<p>1 EIA guideline developed (March 2022) (Registered consultant guideline)</p> <p>1 application form for registered consultant</p>	
Print EIA implementation documents. [NSDP Env 2.2; NEPIP PO 6.2]	Number of EIA implementing documents.	10	<ul style="list-style-type: none"> • Get quote from three suppliers. • Obtain approval from Director. • Prepare LPO requisition. • Commit LPO. 	Q2 – Q4	<p>Posters in draft- need polishing and submit for review and approval before printing</p> <p>Guidelines in draft- photos Brochures done Pamphlets done Guideline for application form done</p>	
Conduct joint Environmental Permit checks of project activities and EMMPs in 5 provinces. [NSDP Env 2.2; NEPIP PO 6.2]	Number of joint Environmental Permit checks.	5	<ul style="list-style-type: none"> • Communicate with developers. • Contact provinces concerned about tentative plans. • Get approval from Director. • LPO requisition. • Prepare budget. • Apply for Imprest. • Implement activity. 	Q1 – Q4	NPP activity is currently being carried out in Q1 2023 as per instruction from Director to postpone to this year 2023	
Engage an expert to undertake specific environmental impact assessments (if required by Director). [NSDP Env 2.2; NEPIP PO 6.2]	Number of times experts undertake environmental checks.	1	<ul style="list-style-type: none"> • Communicate with relevant expert. • Inform and get approval from Director. • LPO requisition. • Commit LPO. • Undertake task. 	Q1 – Q4	Only when required by Director (none so far)	

	<p>Conduct consultation with registered and interested registered consultant guidelines.</p> <p>[NSDP Env 2.2; NEPIP PO 6.2]</p>	Attendance list and consultation report produced.	1	<ul style="list-style-type: none"> • Communicate with registered consultants. • Obtain approval from Director. • Finalise date, time and venue. • LPO requisition. • Apply for Imprest. • Carry out activity. • Prepare consultation report. 	Q3	1 consultation done in Vila (March 2022)
	<p>Hold workshop with members of the EIA review committee on the guidelines.</p> <p>[NSDP Env 2.2; NEPIP PO 6.2]</p>	Workshop feedback and evaluation report produced	1	<ul style="list-style-type: none"> • Communicate with EIA review committee members. • Obtain approval from Director. • Finalise date, time and venue. • Prepare and approve LPO requisition. • Apply for Imprest. • Carry out activity 	Q3	Postponed to 2023 after guidelines are finalised. Guidelines are already in draft- need polishing only
Environmental Protection	<p>Renew Private Waste Operator's licences.</p> <p>[NSDP Env 2.4; NEPIP PO 3.1; NWMPCS Strategic Goal (SG)1]</p>	Number of waste operators' licences renewed.	5	<ul style="list-style-type: none"> • Assess licences application for renew. • Issue licence. 	Q1	<p>Only four (4) Private Waste Operator Licensed renewed in 2022 (Recycle Corp Vila, Recycle Corp Santo, James Kalkaua, Graham); other Private waste operators excuse was due to Covid – even though an online application (Jot form) was developed and the link was sent to them all.</p> <p>Discussions were held with Shefa Province to advise them to not issue business licenses to those Private Waste Operators that do not have a license with the DEPC.</p> <p>This will be fully enforced in 2023</p>
	<p>Establish Trust Account</p> <p>[NSDP Env 2.6, Eco 1.2; NEPIP PO 3.1; NWMPCS SG 2]</p>	Number of Trust fund account established.	1	<ul style="list-style-type: none"> • Follow up correspondences with Director DOFT. • Meet with Director and DG and DOFT. • Follow PFEM Act regulated procedures to set up the Trust Fund. 	Q1 – Q4	<p>MFEM responded that DEPC cannot establish Trust Account as per PFA</p> <p>Other options have been discussed with the MFEM team; to establish an account within the central revenue fund.</p> <p>Ongoing dialogue between DEPC and MFEM will be held in 2023</p>

<p>Establish Container Deposit Scheme (CDS)</p> <p>[NSDP Env 2.4; NEPIP PO 3.1, PO 3.3; NWMPCS SG 2]</p>	<p>Number of Container Deposit Scheme established.</p>	<p>1</p>	<ul style="list-style-type: none"> • Call final meeting of the CDS Working Committee to go through final drafting instructions for setting up the CDS. • Finalise Drafting instructions. • Submit to State Law Office to amend the appropriate regulation order to include CDS. • Conduct meetings with SLO to confirm the regulation amendments. • SLO give the final amended regulation for MOCC Minister to sign off. • Resubmit to SLO gazette the regulation and published. 	<p>Q1 – Q4</p>	<p>Final drafting instructions have been sent in by the consultant. Awaiting Directors approval before send to SLO.</p> <p>Further discussions were required to determine the best CDS model for Vanuatu; whether the model be run by the private sector or be run by the government for at least 5 years.</p>
<p>Develop Training of Trainers (ToT) modules for waste and pollution literacy, Ozone RAC technicians.</p> <p>[NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG 3]</p>	<p>Number of TOT modules on waste and pollution literacy and Ozone RAC technicians developed.</p>	<p>3</p>	<ul style="list-style-type: none"> • Develop TORs and contract for the potential consultant. • Contract a resource person to develop the training modules. • Prepare first draft of training modules. • Conduct meetings to review the draft. • Finalise the TOT modules 	<p>Q1 – Q4</p>	<p>Existing Ozone Depleting Substances (ODS) TOT for Department of Customs Officer’s, Customs brokers, and ODS importers already in use to train customs brokers; two trainings held in 2022; the Pacific Vocational Training School (PVTTC) offers training for Refrigeration & Air Condition (RAC) technicians funded by DEPC through UNEP.</p> <p>Pollution control TOT for waste water in draft – to be finalized in 2023 awaiting final review from a technical expert</p> <p>Waste Literacy TOT for Administrators-completed and submitted to DEPC by consultant. TOT will be used to undertake waste literacy activities in 2023.</p>
<p>Set up landfill for Tafea Province.</p>	<p>Number of landfill/dumpsites established.</p>	<p>1</p>	<ul style="list-style-type: none"> • Develop COM Paper for COM to endorse the establishment of dumpsites/landfills in all six provinces of Vanuatu and including all Municipalities. 	<p>Q1 – Q4</p>	<p>Not yet started due to lock down on Tanna in 2022.</p> <p>Further delays were due to the availability (due to other DEPC priority activities) of the Tafea Environment Extension Officer to undertake on</p>

[NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG 5]			<ul style="list-style-type: none"> • Consultation & awareness meetings between DEPC, Tafea Province, Lenakel Municipal Council and Landowners. • Establish MOU between all relevant parties 		the ground logistics before the team at the DEPC main office leave for Tanna.
<p>Carry out waste segregation in 2 restaurants (Malampa and Tafea) and 2 business houses (Port Vila and Luganville).</p> <p>[NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG4]</p>	Number of waste segregations in restaurants and business houses.	4	<ul style="list-style-type: none"> • Organize Waste Segregation Training jointly with Tafea and Malampa Environment Extension Officer and relevant Provincial Planners. • Provide DEPC awareness on relevant environmental legislations and regulations such as the Plastic Ban, the Private Waste Operators, Littering Law and other relevant regulations. 	Q1 – Q2	<p>Activity moved to Q3 due to Covid lock down Further delays were due to the availability (due to other DEPC priority activities) of the Tafea & Malampa Environment Extension Officers to undertake on the ground logistics before the team at the DEPC main office leave for Tanna and Malekula.</p> <p>During the margin of commemoration of Penama Day (16th September), a week-long event took place on North Pentecost; DEPC funded the engagement of a sector partner from the Luganville Municipal Council (LMC) to undertake waste segregation activities with 5 schools, community 50 households, 5 restaurant/bungalow/guest house owners</p> <p>Waste segregation activities were also undertaken in all markets managed by the Port Vila City Council (Main market, seaside market, Namburu market, Manples market, fresh wota 1 market, fresh wota park market) and the Shefa managed Marobe market under DEPC’s Waste Minimization Project</p>
<p>Carry out waste segregation in 2 households per province.</p> <p>[NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG4]</p>	Number of households established waste segregation per province.	12	<ul style="list-style-type: none"> • Organize Waste Segregation Training jointly with Tafea and Malampa Environment Extension Officer and relevant Provincial Planners. • Provide DEPC awareness on relevant environmental legislations and regulations such as 	Q1 – Q4	<p>Activity moved to 2023 due to stakeholder and extension officer availability</p> <p>During the margin of commemoration of Penama Day (16th September), a week-long event took place on North Pentecost; DEPC funded the engagement of a sector partner from the Luganville Municipal Council (LMC) to</p>

				the Plastic Ban, the Private Waste Operators, Littering Law and other relevant regulations.		undertake waste segregation activities with 5 schools, 20 community households, 5 bungalow/guest house owners
Set up market composting facilities in two provinces (Sanma and Tafea). [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG4]	Number of composting facilities established.	2	<ul style="list-style-type: none"> • Consultation meeting with Provincial and Municipal Officers to identify main markets to establish/improve composting facilities at. 	Q1 – Q4	<p>1 existing composting facility in Luganville 1 existing composting facility in Port Vila Activities will continue in 2023; upgrade of the existing composting facilities Activity for Tafea Province shifted to 2023 due to the availability of the Tafea Extension Officer.</p>	
Establish environment model schools at Malampa province. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG7]	Number of model schools established on Malampa province.	2	<ul style="list-style-type: none"> • Organise logistics and imprest for the consultations with Malampa Principal Education officer. • Hold consultation meeting with the Principal Education Officer of Malampa Province and other relevant provincial officers including Area Administrators and Area Secretaries. • Obtain agreement for the schools to be the model schools. • Establish the Environment Clubs in at least 5 schools jointly with our sector partners. • Launch Environment Club program for schools. 	Q1 – Q4	<p>Further delays were due to the availability (due to other DEPC priority activities) of the Malampa Environment Extension Officer to undertake on the ground logistics before the team at the DEPC main office leave for Malekula. Activity moved to 2023; During the margin of commemoration of Penama Day (16th September), a week-long event took place on North Pentecost; DEPC funded the engagement of a sector partner from the Luganville Municipal Council (LMC) to undertake waste segregation activities with 5 schools, 20 community households, 5 bungalow/guest house owners</p>	
Formalise the NWMPCS committee members. [NSDP Env 2.4; NEPIP PO 3.1; PO 3.2; NWMPCS SG6]	Number of NWMPCS committee/National Environmental Protection Advisory Board (NEPAB) members.	6	<ul style="list-style-type: none"> • Develop COM Paper to endorse the National Environmental Protection Organizational Framework and all relevant Environmental Protection policies, strategies and plans for the period 2022 – 2030. • Appointment of NWMPCS committee/NEPAB members • Launch relevant policy directives 	Q1 – Q4	<p>COM paper already submitted to Director. Appointment pending COM endorsement</p> <p>Need for the amendment of the Environmental Protection & Conservation Act [283] the principal Act to include a specific provision that permits the establishment of the Environmental Protection Organizational Framework of Vanuatu.</p> <p>An NPP was also submitted in 2022 to support the establishment of the Environmental Protection Organizational Framework of</p>	

						Vanuatu; we are yet to confirm if this NPP was endorsed by the MBC or not. The NPP had multiple recommendations for different environmental protection areas.
	Develop Environmental Protection Awareness materials. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG7]	Number of EP awareness resource materials developed.	1	<ul style="list-style-type: none"> • Draft TOR and contract for the resource materials development. • Consultant sign the contract. • Consultant develop ten (10) Environmental Protection awareness materials. • Print the awareness materials. 	Q1 – Q4	<p>At least 44 Environmental Protection awareness materials were developed in 2022; however not all were printed this year – majority will be printed in 2023;</p> <p>(1) Private Waste Operator X 3 Bislama/French and English</p> <p>(2) Community Littering X 3</p> <p>(3) School Littering X 3</p> <p>(4) Ship Littering X 3</p> <p>(5) Land Transportation Littering X 3</p> <p>(6) Work Place Littering X 3</p> <p>(7) COVID Littering X 3</p> <p>(8) Decaying Points of Common Waste X 3</p> <p>(9) Organic Waste Cycle X 1</p> <p>(10) Waste Management Without Incineration X 1</p> <p>(11) Waste Segregation X 1</p> <p>(12) Asia Pacific Regional Ozone to Climate 2022 X 2</p>

						<p>(13) Capitan Minamata Flyer - Household FAW X 3</p> <p>(14) Capitan Minamata Flyer - Skin Cream F X 3</p> <p>(15) Capitan Minamata Flyer - Dental FAW X 3</p> <p>(16) Capitan Minamata Flyer - Caribbean FAW X 3</p> <p>(17) Renewal of License to handle controlled substances X 1</p> <p>(18) Good Practises in Refrigeration Training X 1</p> <p>(19) T-shirt designed for World Clean-up Day X 50</p> <p>(20) T-shirt designed for International Ozone Day X 50</p> <p>(21) T-shirt designed for awareness during DJ Festival</p> <p>(22) T-shirt designed for waste segregation awareness in Malampa and Tafea Province.</p> <p>Covid waste management posters developed in all three official languages (Bislama, French, English) and distributed to all schools and isolation centres in Port Vila.</p>
	Hold National Wastewater Taskforce (NWT) meetings.	Number of meetings held this year.	1	<ul style="list-style-type: none"> • Pollution Control Officer organise meetings for the NWWTF. • Meetings held every quarter. 	Q1 – Q4	3 National Wastewater Taskforce (NWT) meetings were held in Port Vila

[NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG6]						
Conduct water quality monitoring test. [NSDP Env 2.4; NEPIP PO 3.1; PO 5.3; NWMPCS SG6]	Number of water quality tests	8	<ul style="list-style-type: none"> • Carry out monthly water quality monitoring by the NWT. • Disseminate results of the water quality monitoring to relevant stakeholders. 	Q1 – Q4	8 samples were analysed in 2022 by Vanuatu Engie Services on behalf of the DEPC from Grand hotel, Seaview Restaurant, Island times restaurant, Paris shopping, 83 Islands Distillery, Erakor Lagoon pollution, oil spill at the Ifira domestic wharf and the SSP Santo oil spill. The normal monitoring program of the National Wastewater Taskforce (NWT) was partly affected due to change in roles of officers within the Department of Water Resources (DoWR).	
Issuance of RAC controlled substances handling licences. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG3]	Number of licences issued.	10	<ul style="list-style-type: none"> • Assess received new and renew applications for handling control substances by RAC technicians and trainee technicians. • EP team verify applications. • Director approved verified applicants and grant licences. • 	Q1 – Q4	34 Licenses issued in 2022; 8 new licenses, 14 renewed licenses and 12 Trainee licenses	
Issuance of RAC controlled substances and manufactured products import permits. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG3]	Number of import permits issued.	15	<ul style="list-style-type: none"> • Check applications submissions in the single window. • Assess new and renew applications for handling control substances by RAC technicians and trainee technicians. • EP team verify applications. • Director approved verified applications and grant permits. 	Q1 – Q4	Over 500 Applications received; over 400 import permits issued	
Organize National Chemicals Coordinating Committee (NCCC) meetings.	Number of meetings held.	4	<ul style="list-style-type: none"> • Hold quarterly meetings to inform NCCC members on progress and outcomes of Chemical Management Project components. • Prepare and distribute meeting minutes carrying decisions of the committee. 	Q1 – Q4	Only 2 National Chemicals Coordinating Committee (NCCC) meetings held in Port Vila in 2022	

[NSDP Env 2.4; NEPIP PO 3.1; PO 5.4; NWMPCS SG6]						
Establish National Chemical Framework for Vanuatu. [NSDP Env 2.4; Env 2.5; NEPIP PO 3.1, PO 5.4, PO 5.6; NWMPCS SG1]	Number of chemical legislations developed.	1	<ul style="list-style-type: none"> One National Chemical Management legislation developed. 	Q1 – Q4	Drafting Instructions completed. Awaiting Directors approval then send to SLO for legal assessment Consultations are currently between the Ministry Senior Compliance Officer and the Office of the Attorney General (OAG).	
Waste Minimization Plan – Improving Shed and Welding. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG4]	Number of Shed Improved and Welded	1	<ul style="list-style-type: none"> Develop TORs and contract for the local expert. Local Composting Expert sign contract with DEPC. Local composting expert advice through documentation on improving composting shed. 	Q1 – Q4	Seaside market shed improved and welded	
Contract Local Contractor for Shed Improvement and Welding. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG4]	Number of contracts	1	<ul style="list-style-type: none"> Develop TORs and contract for the local composting expert to design compost shed for pilot compost study. Consultant sign the contract with DEPC. Consultant design compost shed for pilot compost study. Design is made available to EP team and Director. 	Q1 – Q4	TOR developed Consultant signed contract and completed the activity	
Procurement of necessary equipment. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG3]	Number of procurement documents	2	<ul style="list-style-type: none"> Procurement of two (2) shredders to shred large amounts organic waste into small particle in preparation for the mixing process. 	Q1 – Q4	Three shredders procured one by the Waste Minimization Project and the other two by the EDF (EU) Project.	
Laboratory test for compost fertiliser content. [NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG4]	Number of laboratory tests	1	<ul style="list-style-type: none"> Send compost product to certified laboratory in New Zealand to test and verify the composition of the compost product. 	Q1 – Q4	Product was tested and verified	

	<p>Packaging of compost product for sale.</p> <p>[NSDP Env 2.4; NEPIP PO 3.1; NWMPCS SG4]</p>	Number of compost products for sale	10	<ul style="list-style-type: none"> Package the verified compost products. 	Q1 – Q4	<p>Over 10 composting products were packaged</p> <p>Another useful product has also been generated from organic waste - the charcoal brickette</p> <p>These products will create revenue initiatives for the Government.</p> <p>For 2023 the compost product will be sold, furthermore DEPC will implement a pilot activity jointly with the Department of Agriculture & Rural Development (DARD) to trial the effectiveness of the compost product at a pilot site.</p>
Provincial Outreach, Information and Communication	<p>Issue CITES permits</p> <p>[NSDP Env 2.5.2, Eco 1.2; NEPIP PO 1.1, 1.5, PO 2.1, PO 5.1, 5.2, 5.4]</p>	Number of CITES permits issued.	2	<ul style="list-style-type: none"> Prepare CITES export permits following applications/request by clients. Amend CITES Act and its subsidiary regulations. Minister to sign the regulation. 	Q1 – Q4	<p>30 CITES permits issued</p> <p>CITES Act and regulation amendment in progress</p> <p>This activity will continue in 2023</p>
	<p>Implement national obligations for MEAs through improved information management systems (by implementing the inform project and the development of the SOE report)</p> <p>[NSDP Env 2.5.2, NEPIP PO 5.1, 5.3, 5.4, 5.5, 5.6]</p>	Number of National Obligations for MEA's implemented.	1	<ul style="list-style-type: none"> Collect relevant information. Analyse information for reporting. Prepare indicators for the report. Draft SOE report. Present Draft SOE report to the project steering committee. Finalise SOE report. Endorse and launch the report. 	Q1 – Q2	<ul style="list-style-type: none"> Consultant hired by SPREP In-country coordinators identified Thematic areas and indicators identified Information collected from different sectors Information analysed and provided to consultant Currently finalising State of Environment Report for Vanuatu Report will be printed and launched in early 2023
	<p>World Environment Day (WED) and National Environment Week (NEW) celebrated in Penama Province</p> <p>[NSDP Env 4.7.1, NEPIP PO 5.1]</p>	Environment Day and Environment Week celebrated.	1	<ul style="list-style-type: none"> Create NEW committee. Organizing logistics. Celebrating the event. Prepare Report of the NEW. 	Q2	<ul style="list-style-type: none"> Environment Day and Environment week celebrated from May 31 to 6 June 2022 in Port Vila Activities undertaken as planned Awareness undertaken on DEPC activities through media 1 report provided

<p>Conduct DEPC Awareness activities in Sanma, Malampa and Tafea Provinces through radio program and other media outlet.</p> <p>[NSDP Env 4.7.1, NEPIP PO 5.1]</p>	Number of Awareness conducted.	3	<ul style="list-style-type: none"> • Run talkback show about environment work. • Prepare news articles. • Conduct Radio programs. • Frequently updates the DEPC face book page. 	Q2 - Q4	<ul style="list-style-type: none"> • 1 TV awareness during Environment week June 2022 by Tafea Environment Extension Officer • 1 Radio and 1 TV awareness during Covid response (March 2022) and Environment week (June 2022) by Sanma Environment Extension Officer
<p>EEOs training and adjustment to the use of reporting tool and database, for the purpose of monitoring EEOs works performances and progress.</p> <p>[NSDP Env 4.7.1, NEPIP PO 5.1, 5.3]</p>	Number of refresher training report on performance undertaken.	3	<ul style="list-style-type: none"> • Organise with each Environment Extension Officers for refresher trainings. • Organise travel to the provinces for the training. • Conduct the training. • Prepare Training reports. 	Q1-Q3	Due to COVID-19, 1 virtual training conducted by Senior Officer Provincial Coordination for environment extension officers on use of reporting tool and database
<p>Produce education and awareness materials.</p> <p>[NSDP Env 4.7.1, NEPIP PO 5.1]</p>	Number of Awareness materials produced.	1	<ul style="list-style-type: none"> • Developing materials. • Printing new materials. • Re-printing of existing resource materials. 	Q1 – Q4	1 draft waste management booklet developed for Malampa Province 2 awareness materials produced by SOPEC
<p>Strengthen the traditional practices for conservation and protection of significant flora and fauna on Ambae.</p> <p>[NSDP Env 5.3.1, NEPIP PO 1.1, 1.2, 1.4, 1.5, 1.6, PO 5.2, 5.3, 5.4]</p>	Number of Traditional practices strengthen.	1	<ul style="list-style-type: none"> • Organise for consultation with AAs. • Carry out consultations around the island. • Discuss and develop the conservation area management plans. • Write reports for the consultations. 	Q3	<ul style="list-style-type: none"> • 1 conservation site identified: Manaro Forest Reserve Area • 1 consultation meeting undertaken with the Penama province on the Manaro Forest Reserve Area project • 1 consultation meeting undertaken in a few communities in the 4 area councils on the project • Management plan is yet to be consulted on in the future <p>1 report produced on the consultations</p>
<p>Conduct trainings in specific areas for PO staff including EEOs.</p> <p>[NEPIP PO 5.1, 5.2]</p>	Number of trainings conducted.	3	<ul style="list-style-type: none"> • Organise compliance trainings for EEOs at their specific locations. • Prepare and conduct training for Inform database portal with EEOs. 	Q4	1 training conducted on model school programme on ecosystem restoration at Malua Bay school, N.W Malekula

				<ul style="list-style-type: none"> Organise and conduct finance and filing system training for The EEOs. Write reports for all trainings. 		<ul style="list-style-type: none"> 3 trainings undertaken with the Malampa Extension Officer on EIA, CCA management plans and waste management 1 training provided to Malampa Extension Officer on ODS programme with (RAC) 1 management plan awareness and training with Nusumetu Conservation Area and community with Tafea Extension Officer 1 inform project training with environment data portal 1 training on finance, filing and administration matters provided to Sanma Extension Officer 1 training on finance, filing and administration matters provided to Malampa Extension Officer 2 reports provided on finance and filing trainings
Conduct Community Clean up Campaigns in Sanma Province. [NSDP Env 4.7.1, NEPIP PO 3.1, 3.2]	Number of clean-up campaigns conducted.	3	<ul style="list-style-type: none"> Organize clean-up campaign with specific communities and stakeholders. Write report of the clean-up campaigns. 	Q2, Q4	Due to COVID-19, 1 clean-up campaign conducted during environment week in June 2022	
Conduct awareness about DEPC functions in Sanma Province. [NSDP Env 4.7.1, NEPIP PO 5.1]	Conduct DEPC work awareness in Sanma Province.	1	<ul style="list-style-type: none"> Conduct awareness in specific communities. Write up report of the awareness 	Q3-Q4	1 PSC day celebrated at Sanma province including DEPC awareness activity 1 report provided	
Assist Senior Compliance Officer in enforcement and compliance at Sanma Province.	Number of Enforcement and compliance work assisted.	1	<ul style="list-style-type: none"> Prepare a schedule for Enforcement and Compliance at Sanma Province. Carry out the Enforcement and compliance activities following the schedule. 	Q1 – Q4	2 Compliance visits made by Sanma Extension Officer 1 report produced	

[NSDP Env 4.7.1, NEPIP PO 2.1]			<ul style="list-style-type: none"> • Inform SCO in Port Vila about the outcome of the enforcement and compliance activities. • Prepare report of the Sanma Enforcement and Compliance activities. 		
Attend trainings in specific areas for PO staff including sanma EEO. [NEPIP PO 5.1, 5.2]	Number of trainings attended.	1	<ul style="list-style-type: none"> • SOPEC identify the training and organise for the Extension Officer to attend it. • Prepare report for the training. 	Q1 – Q4	1 community clean up at Lakatoro during the PSC day celebration 1 report provided
Community Clean up Campaigns in Malampa Province. [NSDP Env 4.7.1, NEPIP PO 3.1, 3.2]	Number of clean-up campaigns carried out in Malampa Province.	1	<ul style="list-style-type: none"> • Organize and conduct clean-up campaigns • Write report of the clean-up campaigns. 	Q1 – Q4	4 awareness undertaken in Malampa province 1 PSC day celebrated at Malampa province including DEPC awareness activity <ul style="list-style-type: none"> • 2 reports provided
Conduct DEPC work awareness in Malampa Province [NSDP Env 4.7.1, NEPIP PO 5.1]	Number of Awareness work conducted.	1	<ul style="list-style-type: none"> • Organize and conduct awareness. • Write report of the awareness conducted. • 	Q1 – Q4	1 radio programme produced by Malampa Extension Officer 1 news article provided
Conduct DEPC awareness activities in Malampa Province through radio program and other media outlet. [NSDP Env 4.7.1, NEPIP PO 5.1]	Number of awareness activities conducted.	4	<ul style="list-style-type: none"> • Carry out awareness program through radio and news media outlets. • Prepare report for the awareness. 	Q1 – Q4	1 compliance visit undertaken by Malampa Extension Officer 1 report produced
Assist Compliance Officer in enforcement and compliance Work of DEPC on Malampa province. [NSDP Env 4.7.1, NEPIP PO 2.1].	Number of enforcement and compliance work assisted.	1	<ul style="list-style-type: none"> • Prepare a schedule for Enforcement and Compliance at Sanma Province. • Carry out the Enforcement and compliance activities following the schedule. • Inform SCO in Port Vila about the outcome of the enforcement and compliance activities. 	Q1 – Q4	1 community clean up at Lenakel, Tanna coordinated by the Tafea Extension officer to celebrate the Environment Week 1 report produced

				<ul style="list-style-type: none"> • Prepare report of the Malampa Enforcement and Compliance activities. 		
Monitor plus training and adjustment to the use of the reporting database for Malampa, Tafea & Sanma EEO. [NSDP Env 4.7.1, NEPIP PO 5.1, 5.3]	Number of refresher training report on database system monitor.	3	<ul style="list-style-type: none"> • Conduct monitoring training. • Adjustment made to reporting tool. • Training undertaken on adjustment. 	Q1 – Q4	1 DEPC awareness work conducted during Environmental week (June 2022) 1 PSC day celebrated at Tafea province including DEPC awareness activity 2 reports produced on the above	
Attend trainings in specific areas for PO staff including Malampa EEO [NEPIP PO 5.1, 5.2]	Number of trainings attended.	1	<ul style="list-style-type: none"> • SOPEC identify the training and organise for the Extension Officer to attend it. • Prepare report for the training. 	Q1 – Q4	1 DEPC awareness work conducted at Lelualu community, middle bush Tanna (Jan 2022) 1 report produced	
Conduct Community Clean up Campaigns in Tafea Province. [NSDP Env 4.7.1, NEPIP PO 3.1, 3.2]	Number of community clean-up campaign conducted.	1	<ul style="list-style-type: none"> • Organize and conduct clean-up campaigns. • Write report of the clean-up campaigns. 	Q1 – Q4	1 compliance visit undertaken 1 report produced	
Conduct DEPC awareness work in Tafea Province. [NSDP Env 4.7.1, NEPIP PO 5.1]	Number of Awareness work conducted.	1	<ul style="list-style-type: none"> • Organize and conduct awareness. • Write report of the awareness 	Q1 – Q4	1 Radio awareness carried out during the Environment week celebration on Tanna (June 2022)	
Conduct DEPC awareness work in the communities at TAFEA Province. [NSDP Env 4.7.1, NEPIP PO 5.1]	Number of awareness work conducted in community.	1	<ul style="list-style-type: none"> • Organize and conduct awareness with Communities. • Write report of the awareness 	Q1 – Q4	1 consultation undertaken with Tafea Province on the dump site	
Assist Compliance Officer in enforcement and compliance Work of DEPC on Tafea province.	Number of Enforcement and compliance work assisted.	18	<ul style="list-style-type: none"> • Prepare a schedule for Enforcement and Compliance at Sanma Province. • Carry out the Enforcement and compliance activities following the schedule. 	Q1 – Q4	1 model school programme undertaken with Malua Bay School, N.W Malekula 1 report produced	

[NSDP Env 4.7.1, NEPIP PO 2.1]			<ul style="list-style-type: none"> • Inform SCO in Port Vila about the outcome of the enforcement and compliance activities. • Prepare report of the Tafea Enforcement and Compliance activities. 		
Carry out awareness activities on Tafea Province through radio program and other media outlet. [NSDP Env 4.7.1, NEPIP PO 5.1]	Number of awareness conducted in Tafea.	1	<ul style="list-style-type: none"> • Carry out awareness program through radio and news media outlets. • Write reports of the awareness. 	Q1 – Q4	<ul style="list-style-type: none"> • Because of COVID, several emails communicated on this project between POPOIC, POBC and University of NSW • Engaged a local consultant to undertake a legislative review on the EPC Act relating to ABS
Attending trainings in specific areas for PO staff including Tafea EEO. [NEPIP PO 5.1, 5.2]	Number of trainings attended.	1	<ul style="list-style-type: none"> • SOPEC to identify trainings for the Extension Officers. • Organise for the Officers to attend. • Participate in the specific trainings. • SOPEC prepare the report of the trainings. 	Q1 – Q4	<ul style="list-style-type: none"> • Some research undertaken through google for similar strategic reports • Some initial discussions amongst PO staff on this matter • However, the Ministry of CC has developed a similar communication strategy so DEPC might just adopt the Ministry's one
Set up landfill for Tafea province. [NSDP Env 2.4; NEPIP PO 3.1]	Number of landfill/ dumpsites established.	1	<ul style="list-style-type: none"> • Carry out consultations with province & landowners. • Write reports or minutes of the consultations. 	Q1-Q2	<ul style="list-style-type: none"> • Some discussions between PO and BC Divisions on this matter • 1 consultation undertaken in Penama Province • 1 draft list of specified species in place • This activity will be moved for continuation in 2023
Establish environment model schools at Malampa province. [NSDP Env 5.5]	Number of model schools established at Malampa province.	2	<ul style="list-style-type: none"> • Carry out consultation with Identified schools and discuss the idea of making them a model school. • Develop specific environment activities that the school should work with and discuss with them. • Carry out agreed specific activities with schools. 	Q2-Q4	<ul style="list-style-type: none"> • 2 sites each were involved with by Tafea and Malampa Extension officers in the Tafea and Malampa Provinces • Management control applied especially with Little Red Fire Ants • Reports produced

				<ul style="list-style-type: none"> • Write reports of the model schools. 		
Finalise the ABS community protocols, launch and raise awareness on its implementation with SWBay, Aneitym and Tanna communities. [NSDP Env 5.3, NEPIP PO 1.1, 1.2, 1.4, 1.5, 1.6, PO 5.2, 5.3, 5.4]	3 ABS community protocols finalized (SW bay, Analghawat, Nusumetu).	3	<ul style="list-style-type: none"> • Liaise with international ABS experts overseas in organising ABS activities in Vanuatu • Number of emails communicated. • Find out status of the protocol's development • Reports provided 	Q1-4	<ul style="list-style-type: none"> • Some discussions around this activity by Malampa Extension Officer • This activity will be moved to 2023 	
Develop the communication strategy for DEPC [NSDP Env 5.5; NEPIP PO 5.1]	Draft communication strategy. Final strategy produced.	2	<ul style="list-style-type: none"> • Discussion and research undertaken on the subject • Stakeholders' consultation undertaken • Draft communication strategy produced • Finalise communication strategy 	Q1-4	<ul style="list-style-type: none"> • Some discussions around this activity by Malampa Extension Officer and EPIA staff • This activity will be moved to 2023 for improvement 	
Assist the Biodiversity and Conservation Division to develop Specified Species Regulations. [NSDP 5.3 & 5.4; NEPIP PO 1.2, PO 2.1]	Draft Specified Species Regulation produced. Final strategy produced.	2	<ul style="list-style-type: none"> • Discussions and consultations undertaken • Reports produced • Draft SPR produced • Final SPR produced 	Q1-4	2 BIORAPs undertaken by Malampa Extension Officer 2s reports produced	
Assist Biosafety & Invasive Species Officer in carrying out the invasive programe in the province. [NSDP Env 4.7, 5.1; NEPIP PO 1.3, 1.5]	Sites identified. Eradication carried out.	2	<ul style="list-style-type: none"> • Visit to the identified sites • Undertake awareness with communities • Train communities in eradication actions • Write reports 	Q1-4	<ul style="list-style-type: none"> • 1 laptop purchased for Senior Officer Provincial Environment Coordination • 1 office desk and chair for Principle Provincial Outreach Officer • 2 routers for Malampa extension officer and SOPEC 	
Assist B&C Division to collect GPS coordinates for CCA/MPAs boundaries.	GPS coordinates taken. Number of CCAs included.	2	<ul style="list-style-type: none"> • Visit to the CCAs • Take coordinates of the CCAs • Mapping of the coordinates • Write reports 		2 appraisal forms each completed for all 5 PO Divisional staff every 6 months	

	[Env 5.2, 5.3; NEPIP PO 1.2, 1.6]					
	Assist EPA Division in the identification of plant species within the relevant development sites [NEPIP PO 1.2; 5.3]	Number of development sites with identified plant species.	2	<ul style="list-style-type: none"> • Visit to the development sites • Undertake plant assessment in the development sites. • Write reports 	Q1-4	<ul style="list-style-type: none"> • 30 CITES permits issued • CITES Act and regulation amendment in progress • This activity will continue in 2023
	Undertake Biodiversity assessment in specific CCAs in Malampa Province. [Env 5.2, 5.6, NSDP NEPIP PO 1.1, 5.3]	1) Number of CCAs included. 2) Biodiversity assessment undertaken. 3) Reports produced.	2	<ul style="list-style-type: none"> • Visit to the CCAs • Undertake flora and fauna assessment • Write reports 	Q1-4	<ul style="list-style-type: none"> • Consultant hired by SPREP • In-country coordinators identified • Thematic areas and indicators identified • Information collected from different sectors • Information analysed and provided to consultant • Currently finalising State of Environment Report for Vanuatu • Report will be printed and launched in early 2023
	Purchasing appropriate office equipment [NSDP Soc 6.4]	Number of Equipment purchased.	1	<ul style="list-style-type: none"> • Equipment identified and purchased 	Q1-4	<ul style="list-style-type: none"> • Environment Day and Environment week celebrated from May 31 to 6 June 2022 in Port Vila • Activities undertaken as planned • Awareness undertaken on DEPC activities through media • 1 report provided
	Fill out 6 Monthly appraisals form. [NSDP Soc 6.4]	Number of staff appraised.	1	<ul style="list-style-type: none"> • Appraisals undertaken 	Q2, Q4	
Enforcement and Compliance	Review and amend the EPC Act Part 4, Division 2: Community Conservation Areas.	Number of Regulations signed.	2	<ul style="list-style-type: none"> • Review EPC Act, CCA. • Draft DI. • Undertake consultation with relevant stakeholders. • Review and update DI. 	Q2	EPC Act review – ABS regulation is in drafting stage. DIs for other regulations are finalise and ready for submission.

	[NSDP Env 4.7, Soc 1.4; NEPIP PO1.1, 2.1; NBSAP CA 2.8]			<ul style="list-style-type: none"> • SLO for drafting. • Draft regulation. • Meetings with SLO to go through draft regulation. • Finalise regulation. • Minister signs the regulation. 		Waste Management Act amendment and Chemical Safety Act are in the final stage awaiting COM endorsement
	Produce reports on national environmental crimes (non-compliance activity). [NSDP Env 2.2, 2.4, 5.1; NEPIP PO 2.1]	Number of reports produce	4	<ul style="list-style-type: none"> • Collect and analyse quarterly compliance reports. • Draft NEC. • Send for review. • Send for translation. • Publish for public view. • Prepare and file court case for prosecution. 	Q4	6 inspection report produce National environmental crime report not yet started. Two case have end up in court which one has been closed while the other is still in progress.
	Abatement notices issued under the Pollution Control Act and Waste Management Act. [NSDP Env 2.4; NEPIP PO 2.1]	Number of abatement notices issue. Database updated.	4	<ul style="list-style-type: none"> • Receives Compliance report and NWWT. • Analyse the report. • Issue abatement notice if necessary. • Update compliance database. 	Q1 – Q4	Move to 2023 BP
	Penalty notices for Ozone compliance. [NSDP Env 2.4; NEPIP PO 2.1]	No. of penalty notices issue. Databases updated.	10	<ul style="list-style-type: none"> • Receives Compliance report. • Analyse the report. • Issue relevant penalty notice based on the nature of the case. • Update compliance database. 	Q1-Q4	Move to 2023 BP
	Penalty notices for Waste Management compliance. [NSDP Env 2.4; NEPIP PO 2.1]	Number of penalty notices issue. Databases updated.	5	<ul style="list-style-type: none"> • Receives Compliance report. • Analyse the report. • Issue relevant penalty notice based on the nature of the case. • Update compliance database. 	Q1-Q4	Move to 2023 BP
	Stop work notices issued. [NSDP Env 2.2, 2.4; NEPIP PO 2.1]	No. of Stop notices issue. Databases updated.	10	<ul style="list-style-type: none"> • Receives Compliance report. • Analyse the report. • Issue stoppe notice based on the nature of the case. • Update compliance database. 	Q1-Q4	5 stop notice issued Compliance database regularly updated.

	Penalty notices for environmental permits. [NSDP Env 2.2, 2.4; NEPIP PO 2.1]	Number of penalty notices issued. Databases updated.	10	<ul style="list-style-type: none"> • Receives Compliance report. • Analyse the report. • Issue stop notice based on the nature of the case. • Update compliance database. 	Q1-Q4	4 penalty issued.
	Regular monitoring and enforcement of EIA Terms and conditions of all Environmental permit projects. [NSDP Env 2.2; NEPIP PO2.1, PO5.3]	Inspection reports. Database updated.	10	<ul style="list-style-type: none"> • Publish Inspection Report. • Update Compliance Database. 	Q4	Inspection report published and compliance database updated.
	Enforcement actions taken to non-compliance of EIA terms and conditions. [NSDP Env 2.2; NEPIP PO2.1, PO5.3]	Inspection reports. Database updated.	10	<ul style="list-style-type: none"> • Publish Inspection Report. • Update Compliance Database. 	Q1-Q4	Move to 2023 BP
	Monitoring and inspection of CCAs. [NSDP Env 5.1; NEPIP PO2.1, PO5.3]	Number of CCAs Visited.	4	<ul style="list-style-type: none"> • Monitoring and inspection of CCAs. • Update Compliance Database. 	Q1-Q4	Move to 2023 BP
	Work with UNODC on combating Wild life traffic. [NEPIP PO 5.4; 5.5]	Combating Wildlife Crime /trafficking	7	<ul style="list-style-type: none"> • Work with UNODC on combating Wild life traffic • Implement UODC Activities as per their work plan. 	Q4	Undertake Wild Life Crime Rapid Assessment during the first quarter Undertake first national stakeholders workshop third quarter.
Support Services	Finalise BP 2022 [NSDP Soc 6.4]	Number of Business Plan finalised.	1	<ul style="list-style-type: none"> • Collate the divisional business plans into the newly introduced template. • Divisional Heads go through their final M&E Matrices. • Procurement matrices sit through by FAO and Divisional Heads. • Finalise the BP 2022. • Submit to MOCC CSU 	Q1	2022 DEPC Business Plan finalized and submitted to CSU/MOCC

Prepare the individual work plans for 2022. [NSDP Soc 6.4]	Number of 2022 individual work plans completed and approved.	18	<ul style="list-style-type: none"> • Follow up reminder for staff to complete their 2022 work plans. • Review and approve. • Submit to MOCC HRO 	Q1	All 18 staff provided their approved workplans
Hold Planning Meeting for 2023 BP. [NSDP Soc 6.4.1]	Minutes of the planning meeting with draft BP	1	<ul style="list-style-type: none"> • Organise logistics for the meeting. • Commit LPOs for associated costs (venue, catering, transport and DSAs). • Develop program for the 2023 BP meeting. • Hold 3 days planning meeting. • Prepare minutes and draft BP. 	Q3 – Q4	Planning meeting for 2023 BP undertaken
Develop NPPs for ongoing and one-off activities. [NSDP Soc 6.5]	Number of NPPs developed.	3	<ul style="list-style-type: none"> • Develop NPPs • Director and Finance Officer present the NPPs to MOCC Executive. • DG and Director present the NPPs to the MBC. • MBC make decisions on the NPPs 	Q2 – Q4	5 NPPs developed; Ranger's toolkit to support CCAs, New Building, DEPC restructure, Environmental Protection Governance Framework and vehicles for Provinces Presentations were made to MBC; awaiting results from MBC deliberations.
Carry out mid-year appraisals for department staff. [NSDP Soc 6.4]	Number of mid-year appraisals completed.	18	<ul style="list-style-type: none"> • Staff do self-assessment of their work plan appraisals of staff. • Heads of Divisions appraise the work plan appraisals for their staff. • Director review the appraisals, make comments and sign them off. 	Q2	Mid-year appraisal for all 18 staff undertaken
Carry out end of year 2022 appraisals for department staff. [NSDP Soc 6.4]	Number of end of year appraisals completed.	18	<ul style="list-style-type: none"> • Staff do self-assessment of their work plan appraisals of staff. • Heads of Divisions appraise the work plan appraisals for their staff. • Director review the appraisals, make comments and sign them off. 	Q4-Q1 2023	End of year appraisal for all 18 staff undertaken
Staff to complete 2021 end of year appraisals. [NSDP Soc 6.4]	Number of appraisals completed.	16	<ul style="list-style-type: none"> • Follow up with staff who have yet to submit their appraisals. • Review appraisals. • Sign off appraisals. • Submit to MOCC HRO. 	Q1	16/18 appraisals completed

Prepare Department Annual Report. [NSDP Soc 6.4.1]	Number of reports completed.	1	<ul style="list-style-type: none"> • Go through the 2021 Business Plan and record the activities implemented. • Collate the information into the provided matrix. • Check information with officers' concern to provide additional information. • Check the salmon for reports to include as part of the report. • Collect photos for the reports. • Collate information into the reporting template. • Submit to MOCC CSU EO. 	Q1	Annual report for 2021 submitted to CSU
Have the DEPC restructure approved by PSC. [NSDP Soc 6.4; NEPIP PO 5.4]	Restructured is approved.	1	<ul style="list-style-type: none"> • Follow up with OPSC PIU on the submission and organise with them a date for presentation of the restructure. • Present the restructure submission. • OPSC PIU and Acting Secretary to submit the restructure to PSC. • PSC make decision on the restructure submission. 	Q1-Q2	1st Review by PSC commission in June 2022 Activity shifted to 2023 due to change of leadership of Director DEPC
Develop NPP for new positions in the approved restructure. [NSDP Soc 6.4; NEPIP PO 7.1; NBSAP RM 2.6]	NPP developed and approved.	1	<ul style="list-style-type: none"> • Develop new NPP for salary alignments for existing positions and new positions for recruitment. • Review of NPP by principal officers, MOCC FM and HRO. • Present NPP to MOCC Executive. • Present the NPP to MBC. • Enter NPP details in the finance system. • MBC make decision on the submission. 	Q1-Q3	NPP developed and submitted for MBC deliberations in 2022
Ensure DEPC revenues are collected and paid to the Finance System.	Total amount of revenue collected by end of year.	1	<ul style="list-style-type: none"> • Issue invoices for the permits and licences applications. • Fees are paid before permits and licences are issued. 	Q1-Q4	Revenue collected was over the targeted 15 million vatu for DEPC.

[NSDP Eco 2.1.1; NEPIP PO 7.1]			<ul style="list-style-type: none"> • Collect revenue through non-compliance as well. 		
Follow up on the status of the DEPC new building proposal. [NSDP Soc 6.4]	New Building proposal got funded.	1	<ul style="list-style-type: none"> • Follow up with Vanuatu Ambassador on the status of the building proposal submitted to him toward end of 2021. • Prepare NPP for co-financing for the new building proposal. 	Q1-Q4	Meeting with Chinese Embassy on 17/6/22. NPP done NPP prepared and submitted for MBC deliberations in 2022.
Establish Sapereon Electronic Filing system. [NSDP Soc 6.4]	Number of filing electronic system set up.	1	<ul style="list-style-type: none"> • Resume follow with Department of Finance team to have the system established. 	Q1-Q4	Activity shifted to 2023 due to the hack on the Government's system
Have Finance System training for Principal Officers to access the system. [NSDP Soc 6.1.2]	Number of trainings for the Finance System.	1	<ul style="list-style-type: none"> • Consult the department of Finance Director for the possibility for this training to happen. • Principal Officers participate in the training. 	Q1-Q3	Activity shifted to 2023
Extend the project house. [NSDP Soc 6.4]	Project house extended.	1	<ul style="list-style-type: none"> • Develop TOR for the constructor. • Develop contract and have the constructor signs it. • Buy materials and start constructing. • Complete the extension. • Dedicate the extension. 	Q1 - Q2	Currently underway Activity shifted to 2023 due to the availability of funds to complete the extension
Complete the Department Farea. [NSDP Soc 6.4]	Farea construction completed.	1	<ul style="list-style-type: none"> • Commit LPO for the final thatch roofs. • Sew the thatch roof. • Dedicate the farea. 	Q1 – Q2	Currently underway Activity shifted to 2023 due to the availability of funds to complete the farea
Do the VBMS entries [NSDP Soc 6.5]	Number of entries made.	1	<ul style="list-style-type: none"> • Enter the budget entries with budget narratives and means of service delivery. 	Q3	VBMS entries completed (June 2022) The Senior Finance & Administration Officer was suspended in December 2022
Partitioning of storage container for proper storage. [NSDP Soc 6.4]	Number of storage area partitioned.	1	<ul style="list-style-type: none"> • Develop TOR for the constructor. • Develop contract and have the constructor signs it. • Constructor work on the partitioning. 	Q1- Q3	Activity shifted to 2023 due to the availability of funds to complete the farea

Make purchasing of day-to-day admin operation items or assets.	Number of purchases done over the year.	4	<ul style="list-style-type: none"> • Collect quotations for the purchasing of items. • Commit LPOs for the payments. • Pay out the items from relevant stores or super markets. 	Q1 - Q4	Activity is ongoing for each year shifted but depends on the availability of funds for each Department priority activity
Make payment for termination for Director	Termination pays made	1	<ul style="list-style-type: none"> • Liaise with Depart of Finance and MOCC FM about Director's termination pay. • Ensure by following up with the Finance team for the payment to be made. 	Q1	Termination pays for Director completed
Manage annual leaves for staff [NSDP Soc 6.4]	Updated annual leave is reduced by 40%.	1	<ul style="list-style-type: none"> • Make staff sign their annual leave applications in advance. • Enter new leave applications. • Regularly update the staff on their leave days 	Q1	Relevant staff outstanding leaves were paid; staff have been continually encouraged to take leave to avoid accumulation of leave days.
Oversee preparation of the State of Environment Report. [NSDP Soc 6.9; NEPIP PO 5.5]	SOE report produced.	1	<ul style="list-style-type: none"> • Correspond with SPREP for resumption of the SOE report for completion. • Contract new consultant or find alternate approach to complete the SOE report. • Complete the SOE indicators and finalise report. 	Q1-Q2	The State of the Environment Report (SOE) has been completed by the consultant and is awaiting COM endorsement prior to printing and launching.
Have the GEF 6 ECARE Project formalised nationally and commenced implementation. [NSDP Soc 6.8; NEPIP PO 5.2; NBSAP FIW2.2, NBSAP CA1b, CA 2a, CA2b;]	Number of formal documents signed.	2	<ul style="list-style-type: none"> • Follow SLO to give their comments in the IUCN-Vanuatu Implementing Agreement. • Sign the IA by Vanuatu government and IUCN Fiji Office • Prepare GIP form for submission to DSSPAC. • Endorse the GIP • Advertise project positions. 	Q1	SLO assessment completed for Implementation Agreement Activity shifted to 2023 given the delay receipt of funding.
Review and Amend the EPC Act Part 4: Division 1-Bioprospecting.	Number of areas for amendment in EPC Act. Number of areas for amendment in other relevant Acts.	1	<ul style="list-style-type: none"> • Develop contract for the consultant. • Sign contract with consultant. • Prepare COM paper for approval of the review. 	Q1 - Q2	Activity extended to Q3 due to covid lockdown in Q1 and Q2 Activity shifted to 2023

	[NSDP Env 5.6, Soc 1.2; NBSAP SM2.1,]	Amended Act.		<ul style="list-style-type: none"> • Do the review of EPC Act and relevant existing legislations. • Undertake workshop to present the review findings. • Prepare drafting instructions. • Submit drafting instructions to SLO • Amend the EPC Act • Meet with SLO to go through amendments made. • Table at Parliament for passage. 		
Manage department assets.	[NSDP Soc 6.4]	Number of assets guideline for MOCC	1	<ul style="list-style-type: none"> • Work with CSU through AO to work on the guideline for asset management. • Update the asset management. • Final asset policy developed. 	Q1 - Q3	MOCC Asset Guideline finalized Old Department Assets were put up for sale All Department Assets were tagged by the Ministry Asset Officer.
Manage vehicle runs	[NSDP Soc 6.4]	Number of records of the vehicles runs.	1	<ul style="list-style-type: none"> • Record each time the vehicle is used for runs. • Return vehicles before sunset. • Record where to go and when you arrived back in the office. 	Q1 – Q4	Vehicle registry well managed by the driver and as per the instruction of the Department driver to other drivers within the Department.

Vanuatu Meteorology and Geo-hazard Department

Performance by Division

Administration Division

Division Purpose and Key Outcomes

The Administration Division provides the VMGD leadership and management structures for the operations of the VMGD. Given the relatively rapid development of the VMGD in the past decade, the Directorship and Corporate Division have sought the appropriate and relevant capacity building and resource support for the increasingly wide array of services the Administration Division provides, as well as building the resources to support related services to better deliver the best service possible at the administration and management level.

The Administration Division continues to ensure that it has the necessary and appropriately skilled staff in relevant fields (finance, administrative and human resources) to have an effective administrative component which assures effective and efficiently service deliverables by the Division. The Division also strives to equip the VMGD with the highest possible degree of all resources allocated to it for its operations. The Division, in close consultation, continues to develop appropriate policy documentation to cover the management and operation of the VMGD.

Projects are extension arms of the department. They enhance the department to achieved its objectives and goals on finances and implementation of activities which could not have achieved by the department in terms of finance and human resources. The Division ensure that projects are implemented to their fullest capacity to complement priorities for the department business plan and ministry cooperate plan to achieving the Peoples Plan 2016-2030 called the National Sustainable Development Plan (NSDP).

2022 Priority Activities and Results – Administration Division

Programs and Objectives required by the 2022 Business Plan are summarized in the table below with results and commentary provided.

Table: Programs, Objectives and Results – Administration Division (Business Plan)			
Programs	Objective (Targets)	Result ✓ x	Result Summary
Amalgamation	Continue the amalgamation process Implement approved structure	✓	More than 80% of vacant positions have been filled
Amalgamation	Build Hydrology Human Resource capacity within Weather Forecasting	✓	One officer completed his Hydro-Meteorology course in Japan
Quality Management System	Quality Management system for all services	✓	Two surveillances report (on site/off site) completed. Response to recommendations in progress leading to certification of VMGD QMS Part 174 on Aviation Safety Services
Strengthening Operations	Deliver services more effectively and efficiently	✓	Directives are reviewed yearly to be in line with all changes as necessary.

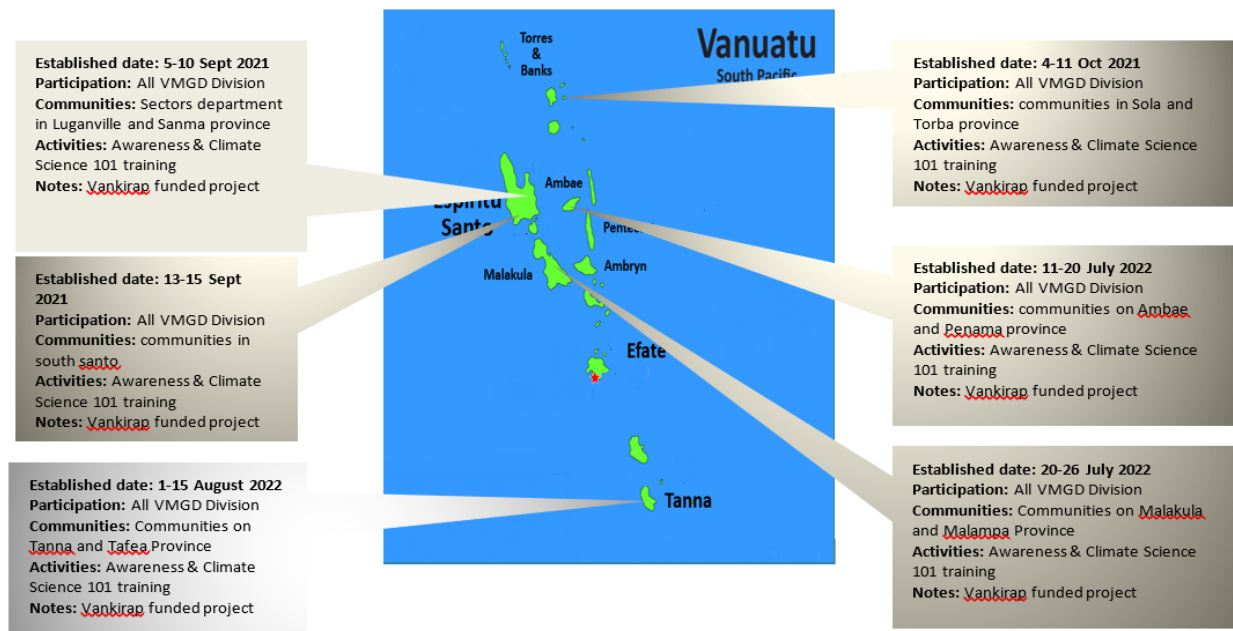
Policies and Directive	Review implications for all VMGD Units	✓	The operational procedures for the Forecasting Division, the Climate Division and the Observations Division were completed, and are continuously reviewed each year. Procedures for the ICT Division have been completed. Geo-Hazards Division procedures have been completed. All of which are reviewed and modified consistently to suit the needs on the ground.
Policy and Legislation	Develop policy and legislation for organizational operations and decision making	✓	<p>VMGD and Department of Climate Change have initiated consultation on the separation of ACT 25 of 2016.</p> <p>MoU was signed between Lamap Met Station land dispute parties and VMGD assisted by State Law Office.</p> <p>MoU was signed between Yasur and VMGD assisted by State Law Office</p> <p>Contracts for AWS and Rainfall collectors was signed between the parties and VMGD</p>
Operational Procedures	Review and Develop new operational Procedures if the need arises	✓	All division review their standard operating procedures for covid-19 pandemic and submarine volcano for tsunami early warning information and dissemination. Contingency plan completed.
VMGD Strategic Plan	Develop MOUs	✓	<p>MoU agreements have been signed with the following organizations:</p> <ol style="list-style-type: none"> 1. Public Works Dept 2. APCC 3. SPRED 4. VCAP2 5. JICA
Quarterly, Bi-Annual and Annual Reports	Develop appropriate monitoring and reporting systems to meet the required public service standard	✓	The VMGD continues to prepare Annual reports as per the requirements of the PSC.
Business Plans and Budgeting	Complete all reports, plans and budgeting	✓	Business plans and budget for 2023 was completed
Building of office for outer island stations	Maintain VMGD's presence at provincial level	✓	The department was able to repair Sola Met Stations through NPP 2022. Unfortunately, the repair work

			on Anietyum Met Station was not completed. CSU authorize to take the responsibility to implement VMGD 2022 NPP for this purpose. The activity and financial progress report are yet to submitted by CSU to VMGD.
New Back Up Center in Luganville, Santo	Decentralization of services	✓	Consultation on building and design is under way by VCAP2 and VMGD management team
Research Team	Strengthening Research and development	✓	The research committee was set up within VMGD
Human Resource Capacity	Strengthening Human resource	✓	Each division manage their staff performance and training capacity

Establishment of Community Climate Centres

After the launching of the initial Community Climate Center under the Vankirap project in Luganville, Santo, Climate Science 101 training was contacted to community lead focal points. This ensures that climate related science knowledge is passed on to local community in a lay man’s language where they can relate to the traditional local knowledge and articulate relevancy of science theory into practical daily livelihoods experiences. VMGD used its communication channels and those established by other Government Departments, NGOs and Civil Society to share and receive information, knowledge and actions on meteorological and geo-hazard issues.

Below is an image of the coverage area including the dates and details of the Community Climate Centers that were established:



Achievements Comment

There were many developments within the VMGD in 2022. More than 80% of activities stipulated in the Division Business Plans were implemented across all Divisions, funded either through the recurrent budget or through regional funding and/or bilateral aid.

Number of trainings were conducted over the course of the year through virtual mood. Thanks to donor funding for their support. Most trainings and seminars were short term. Two staff members from the Forecasting Division will complete their studies by end of the year while one staff member from the observation division undertaking masters training on atmospheric science.

The VMGD action to implement decentralization plan is under way. An action plan is to build a backup center in Luganville under the Vanuatu Climate Adaptation Project phase 2. The component of the project on improving 'Information and early warning systems on coastal hazards' was on its initial stage. Discussion with Sanma Province authorities were completed awaiting the implementation of the project. At the national level, the creation of the Backup Center is seen an important avenue for the VMGD to better serve the people on the issues of weather, climate variability, climate change, disaster risk reduction, mitigation and early warning systems. Vanuatu is an island nation that is very vulnerable to natural hazards¹ and decentralizing this aspect of avenue will better serve its purpose.

In general, 2022 saw many achievements from each Division, each reflected in this annual report. At the Directorship level, the implementation of 80% of the current approved structure, the continuous weather watches 24 hours a day/7 day a week, and the continued modernization of VMGD through various projects are years of coordinated team work.

The success of a government organization is measured on the services it provides to Vanuatu's population; importantly the number of services provided by the VMGD continues to grow. The VMGD continues to find ways to deliver these services to the 'the last mile', and this includes building partnerships with various organizations, both government and non-government organizations.

Challenges Comment

The VMGD faced many challenges when trying to implement its plan in 2022. One primary challenge is the recurrent budget, which at times proves insufficient to assist Divisions in implementing all of their activities described in the business plan. The overtime budget that become a big issue for the department which cause the administration and forecast division to agree on a decision to put on hold the 24/7 shift for forecasters in particular. There was deficit in the forecast and observation payroll budget also which delay recruitment process for observation division.

Communicating products and services, particularly warnings, to remote communities in Vanuatu is also a challenge. This report below will detail each of the unique challenges specific to each Division in greater detail.

¹ Highest World Risk Index to Natural disasters; http://en.wikipedia.org/wiki/List_of_countries_by_natural_disaster_risk

Weather Forecasting & Services Division (WFSD)

Background Information

The Weather Forecasting & Services Division (WFSD) is one of the seven divisions within the Vanuatu Meteorology & Geo-Hazards Department (VMGD). WFSD has a total of twelve weather forecasters which includes a Divisional Manager, three Principal Scientific Officers (PSOs) and eight weather forecasters. Out of the twelve forecasters, there are five WMO Class I Meteorologists (certified weather forecasters) and four additional forecasters taken onboard through recruitment to finally complete the required number of forecasters in the current approved (2014) structure.

WFSD has three main programs: (i) Marine weather services (ii) Aviation weather services and (iv) Public/Commercial weather services. There are two other important programs which are: (v) Tropical cyclone warning services and (vi) Tsunami advisory services. The tropical cyclone warning services is more of a seasonally active program from November till end of April the following year, while the tsunami advisory services become active only during an earthquake-triggering potential tsunami either locally or regionally.

Since 2020, there have not been any WMO Fellowship study opportunities granted to any of the five newly recruited forecasters. WFSD plans to try and arrange for one or two junior forecasters to obtain WMO Fellowship training in 2023. Due to COVID-19 closure of borders and lock-down, the forecast division had engaged in several online trainings and workshops that were held virtually online.

Although 2022 was a challenging year due to COVID-19 for every division within the Department, forecast division staff were able to maintain 24/7 shift work either from home or from the forecast operations center. One of the highlights in 2022, was for the very first time that the tropical cyclone warning services program was virtually manned and operationalized simultaneously from two separate homes during COVID-19 lock-down. With the tremendous work-from-home ICT/Engineering support service set-ups from two separate homes, WFSD was able to remotely track TC Gina [Cat1] by carrying out Dvorak analysis, produce warnings and disseminate them on time by the Manager Forecast and PSO Aviation.

For tropical cyclone warning services, the Vanuatu Tropical Cyclone National Warning Center (VTCNWC) is only responsible for any cyclonic activity or any significant weather phenomena that occurs within Vanuatu's Area of Responsibility (AoR). The VTCNWC has a geographical boundary that it looks after during the events of tropical cyclones. The AoR is geographically bounded by 10.0°S 160.0°E, 23.0°S 160.0°E, 10.0°S 175.0°E and 23.0°S 175.0°E. Any significant weather phenomena that is outside of the AoR, it will not be the Vanuatu National Warning Center's concern.

Division's Purpose and Key Outcomes

The WFSD contributes significantly to the VMGD's purpose by providing timely and quality weather services and products to the general public, mariners and commercial end-users via qualified meteorologists utilizing every available resource and state-of-the-art weather forecasting systems.

The WFSD continuously monitors and ensures that all Division products and services are delivered in a timely manner. To further ensure quality services and products by way of recruiting qualified science graduates who have had completed years on-the-bench forecasting and helped carry out 24/7 shift work as qualified meteorologists. As well as that, the Division regularly assesses and evaluates its weather forecasting systems to ensure the state-of-the-art and most appropriate technologies are deployed to be able to produce quality forecast products and services. Finally, the Division is also responsible for the implementation of the Quality Management System (QMS) to monitor, evaluate and improve the aviation products and services.

The key Strategic Outcomes of the WFSD are as follow:

- Improve aviation weather forecasts products and services and warnings for air navigation and improve on the methods of dissemination.
- Improve marine weather forecast products and services including warnings for mariners as well as improve on the methods of dissemination. Also improve on the high seas forecast and warnings for high seas and swells during cyclone events.
- Improve public and commercial weather forecast products and services including warnings for the public and communities and the methods of dissemination.
- Improve the tropical cyclone warning products and services and methods of dissemination system.
- Develop, establish and operate an early warning system for flash flooding

Priority Activists and Results 2022

Weather Forecasting & Services Division (Business Plan)			
Programs	Objective (Targets)	Result ✓ or ✗	Result Summary
24-hours Operations	Provide weather forecast 24-hour watch	✓	24/7 operations sustained
Weather on TV	Provide weather presentation on TV	VCAP2 project activity for 2023	VCAP2 inception expected first quarter of 2023
Daily Radio Weather Update	Pre-record and send daily weather to Radio Vanuatu	✓	With current Short-wave upgraded and operational, pre-recorded weather updates are done on a daily basis
TOLL Free Number 116	Pre-recorded daily weather update	✓	Toll free number which can be reached through Vodafone & Digicel network services
Services from the National Forecasting Center	Maintain all current forecast services, strive for improvement as	✓	Maintenance of the current forecasting services, continuous improvement and integration of additional services

	well as add additional services		
Aviation Weather Services	Maintained all current Aviation forecasts products and services	✓	<ul style="list-style-type: none"> • TAF for NVSC, NVSG, NVSS, NVSL, NVVV, NVVW AND NVVA been completed • ARFOR for whole Vanuatu area been completed ROFOR for Air Vanuatu International flights been completed
QMS document properly documented according to part 174 of CAAV and ICAO standards	Complete QMS and Attain ISO 9001:2008 Certification	70 to 80% completed. Other 30 to 20 %	Completed three external Audits. Identified nonconformities expected to be completed by mid-year of 2023
All Forecasters to be University Graduates	Upgrade Human Resources	✓	Additional three Science Graduates recruited as weather forecasters which had completed the number of forecasters required by the approved structure of 2014
Improve forecast preparation and dissemination	Installation of the Free-toll number with four options for uploading updated weather, cyclone, tsunami and volcano products	✓	A Free-Toll number 116 was finally installed with 4 options made available: (i) Normal weather/ cyclone (ii) Climate (iii) Volcano and earthquake (iv) Tsunami
Prepare Annual Report	Monitor and evaluate the overall work of the division	✓	Annual Report draft
Annual Internal TC Training	Conduct annual in-house TC training	✓	Annual TC Training conducted in last week of Oct till first week of November 2022
Annual External Training	Attend annual regional or international short-term trainings	✓	Trainings were contacted via virtual mood
Tropical Cyclone Services	Maintained all current TC warnings and dissemination modes	✓	TC Dovi from 9-12 Feb 2022. Issued 2 Information, 7 Advisories, 44 Warnings, 53 Forecast Tracks, 52 SMS including updating Facebook & twitter.

			TC Gina from 19-20 May 2022, Tropical Storm Gina (category 1) Issued 3 Information, 10 Advisories, 54 Warnings, 63 Forecast Tracks, 62 SMS including updating Facebook & twitter.
TC Module French text warning version	Develop French text warning version on TC Module	✓	Recruitment of permanent French graduates did the translation
Forecasting Technology & Equipment	A new high tech Dell Computer to improve warning preparation & dissemination capabilities during TC events	✓	A new high tech Dell Computer ordered and purchased for TC operation. ICT currently working to complete its required accessories then installation for 2020-2021 TC season
Tsunami Advisory Services	Maintained all Tsunami Information & Advisory products and services	✓	Tsunami event on 15 January 2022 from Tonga submarine volcano. Issued 7 Advisories and 3 SMS
Prepare Annual Report	Monitored and evaluated the overall work of the division	✓	Annual Report completed

Achievements Comments

The 24/7 shift continued to be well managed throughout the year. The WFSD maintained the service delivery in terms of its quality weather forecasting products and continued to improve on all the current products, whilst endeavoring to meet the needs of the end users. As far as the human resources capacity is concerned, WFSD is manned with 5 WMO class I Forecasters, including one female staff. Nonetheless, there are always areas for improvement which include: Weather TV production, hydrometeorology (flood forecasting), Meteo-factory needs to be urgently upgraded and this will financially be supported by the VCAP2 project in 2023, improvement of the website and most importantly QMS/ICAO part 174 to be completed in order for all weather forecasters to attain the ISO certification in order to be able to provide quality Aviation weather forecasting for aviation end users.

Challenges Comments

One of the most challenging tasks for the WFSD was to get all the staff to remote from home. Fortunately, it was a success and break through as all monitoring of weather forecast was remote from home. It was a real practical test for the entire operation using the Information technology

system to perform their task in a real time. A real test for our human capacity, a test for the TC SOP's and Directives, a test in the Scientific know-how, a test in the network connectivity, communication and the backup system.

The other challenge for the division is the delay of overtime payment and budget. In fact, there was no allocated budget for the overtime hours performed during the 24/7 shift. Then there was also deficit on the division budget payroll which delays operational activities for the division.

The World Meteorological Organization (WMO) usual provides fellowship training for the Weather Forecasters annually. Unfortunately, this was not done in 2022. Weather Forecasters need refresher training to upgrade their knowledge, skills and experience to improve their work performances.

Products & Services Provided by WFSD

There are no additional forecast products introduced this year, 2022. The usual products and services are Public weather services, Marine weather services, Aviation weather services. The seasonal products and services include Tropical cyclone warnings and Tsunami Information/Advisories and they are as follow:

- 1) **Public Weather Services** Forecast Policy is prepared and uploaded on website and accessible on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/public-forecast/forecast-policy>
- 2) 7-Day forecast for six provincial centres, issued twice a day via client email list and uploaded on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/public-forecast/7-day>
- 3) Public or Radio Forecast is prepared and sent to the national Radio, FM stations every four to five hours a day, and uploaded on website which is accessible on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/public-forecast/media>
- 4) Media forecast prepared daily and issued to Dailypost Newspaper which is accessible on:
<http://www.meteo.gov.vu/Forecasts/MediaForecast/tabid/283/Default.aspx>
- 5) Severe weather outlook is a 3-day forecast that is prepared and sent to the clients and uploaded on VMGD's website twice a day. It can be accessed through:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/public-forecast/severe-weather-outlook>
- 6) Hourly images are automatically uploaded on the VMGD's website:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/maps-and-charts/latest-satellite-image>
- 7) Vanuatu Cities forecast is prepared and sent via email to the World Cities Forecast in the WMO every 24 hours.

Marine Weather Services

- 1) 4-Day coastal Marine forecast including wave and swell heights, issued twice a day. The marine forecast covers six boundaries: The Northern, Central, Channel between Efate and Erromango and the Southern waters including Port Vila and Luganville Harbours is uploaded on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/marine-forecast>
- 2) High Seas forecast for Vanuatu Area (from 10.0°S to 23.0°S and from 160.0°E to 175.0°E) is prepared and uploaded on website every twelve hours. This can be accessed on: <https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/marine-forecast/high-seas>

Aviation Weather Services

- 1) Terminal Aerodrome Forecast (TAF) for all seven aerodromes (Sola NVSC, Pekoa NVSS, Saratamata NVSG, Lamap NVSL, Bauerfield NVVV, Whitegrass NVVW and Aneityum NVVA) are prepared and sent six hourly through GTS, to pilots' email group and also uploaded on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/aviation-forecast/terminal-aerodrome-forecast-taf>
- 2) Area Forecast (ARFOR) for the whole Vanuatu group is prepared and sent through GTS, to pilots email group and also uploaded on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/aviation-forecast/area-forecast-arfor>
- 3) Terminal Trend Forecasts (TTF) are prepared and issued only for international aerodromes (NVSS, NVVV and NVVW) or the three busiest airports when weather warranted. This is also uploaded in website and can be access on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/aviation-forecast/metar>
- 4) Route Forecast (ROFOR) is prepared and issued to Air Vanuatu for its international flights as per its weekly international flight schedules. This is prepared and sent through Air Vanuatu ground Operation but not uploaded on VMGD's website.

Meteorological and hydrological hazards Weather Warnings

- 1) Marine wind warning or strong wind warning issued six hourly only when weather warranted. This product is also uploaded on website and can be accessed on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/warnings/marine-warning>
- 2) High Seas Warning for the geographical boundary (from 10°S to 23°S and from 160°E to 175°E). This product is prepared only when there is a tropical cyclone enters Vanuatu's area of responsibility. It can be accessed when issued on:

<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/warnings/hight-seas-warning>

- 3) Tropical Cyclone five-day outlook is prepared and uploaded on website twice a day only during cyclone season beginning from November till end of April during each cyclone season. It can be accessed on:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/public-forecast/tc-outlook>
- 4) Tropical Cyclone Information are prepared and sent to tropical cyclone subscribers for any system which may be formed within Vanuatu area of responsibility from November till end of April during each cyclone season. During cyclone events, you can access the tropical cyclone information bulletins on VMGD's website:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/tropical-cyclone/information>
- 5) Tropical Cyclone Advisories are prepared and sent to tropical cyclone subscribers for any system which may be formed within Vanuatu area of responsibility from November till end of April during each cyclone season. During cyclone events, you can access the tropical cyclone advisory bulletins on VMGD's website:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/tropical-cyclone/advisory>
- 6) Tropical Cyclone Warnings are prepared and sent to tropical cyclone subscribers for any system which may be formed within Vanuatu area of responsibility from November till end of April during each cyclone season. During cyclone events, you can access the tropical cyclone warning bulletins on VMGD's website:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/tropical-cyclone/warning>
- 7) Tropical Cyclone Forecast Track Map is prepared and sent to tropical cyclone subscribers only during a cyclone event affecting Vanuatu. This map indicates the past track and the next 72 hours forecast track during each cyclone season. During cyclone events, you can access the cyclone information on VMGD's website:
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/tropical-cyclone/track>
- 8) Severe weather warnings issued for heavy rainfalls $\geq 100\text{mm}/24\text{hr}$ and inland winds of $\geq 40\text{km/hr}$. this product is prepared and issued only when weather warranted and can be accessed whenever issued on :
<https://www.vmgd.gov.vu/vmgd/index.php/forecast-division/warnings/severe-weather-warning>
- 9) Tsunami Information are prepared and issued with three hours validity only when there is an earthquake but has no potential threat of tsunami to Vanuatu. It can be accessed whenever issued on:
<https://www.vmgd.gov.vu/vmgd/index.php/tsunami/tsunami-information>

10) Tsunami Advisory bulletins are prepared and issued with three to six hours validity only when there is an earthquake triggering a tsunami and posing an imminent threat to Vanuatu. It can be accessed whenever issued on:

<https://www.vmgd.gov.vu/vmgd/index.php/tsunami/tsunami-advisory>

Tsunami Information & Advisory

The Tsunami Information or Tsunami Advisory will be prepared and issued only during the events when earthquakes occurred and triggered potential tsunami threat to Vanuatu. There are basically two thresholds: (1) one for local or regional tsunami and (2) the other is for the Pacific wide or international tsunami. The Tsunami operation are stipulated under the Tsunami Directive or SOP. In any tsunami instances, the Tsunami Information or Tsunami Advisory will be issued with three hours validity only when there is an earthquake triggering a tsunami and posing a threat to Vanuatu. VMGD had experience tsunami records from Tonga submarine volcano eruption on January 15 2022.

TC 2021 to 2022 Season

Following the release of the TC Seasonal forecast for 2021-2022 for Vanuatu's Area (10.0°S to 23.0°S and 160.0°E to 175.0°E), the Vanuatu Meteorology & Geo-Hazards Department through the Climate & Services Division (CSD), indicated that Vanuatu will experience the greatest cyclonic activity with at least 2 to 4 cyclones to pass close or make landfall on Vanuatu.

Vanuatu is located in the hotspot of tropical cyclone activities in the SW Pacific TC basin. Each year, Vanuatu experiences the greatest cyclone activities with on average of about 2 to 4 cyclones passing close or make landfall on Vanuatu. The SW Pacific TC basin usually on average has between 9 to 11 tropical cyclones in the region from November to April.

During 2022, Vanuatu continued to experience La Niña conditions throughout the year and likely to extend till 2023. In the past, with similar conditions, there was a higher probability of getting a Category 3 cyclone with reduced likelihood of category 4 or 5 system based on the selected analogs. Communities were advised well in advance to make sure that they are well prepared and take appropriate action to stay away from low-lying areas prone to flooding during cyclones and heavy rainfalls.

From the Forecast Operational record at the end of the 2021-2022 cyclone season, WFSD was able to have in its record the following tropical cyclones:

Number of TC products issued during the passage of TC RUBY

TC Product and modes of dissemination	Number of products disseminated
TC Information	3
TC Advisory	4
TC Warning	None
Forecast Tracks	7
SMS (TVL & Digicel)	7

Website (VMGD)	7
Email TC Subscribers	7
Media (Radio/TV/FM/Newspaper)	7
Social Media (Facebook)	7

Table 1: The number of TC products disseminated through various different modes.

VMGD’s Forecast Track Map Number 01 for TC RUBY

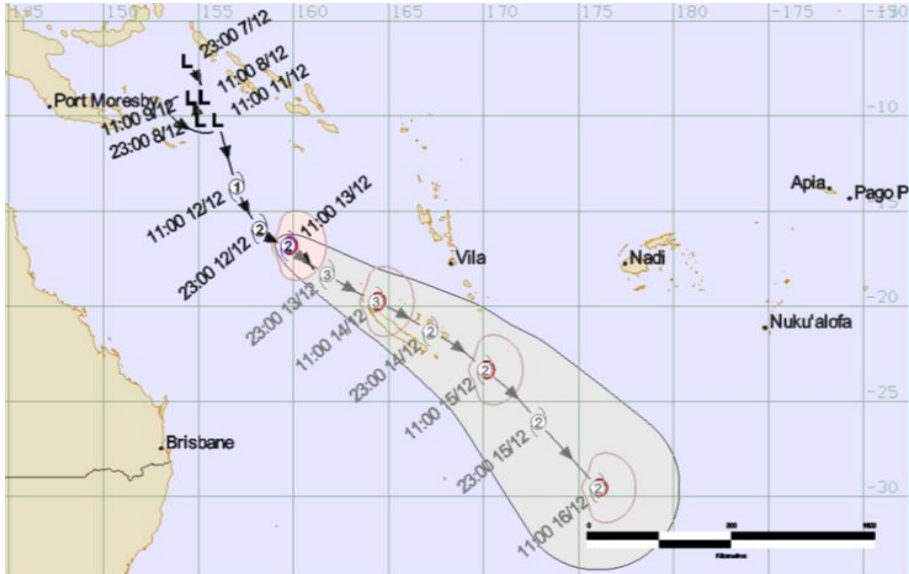


Fig 1 TC RUBY Cat2 at 1:35pm VUT 13 December 2021.

Satellite Imagery for TC RUBY

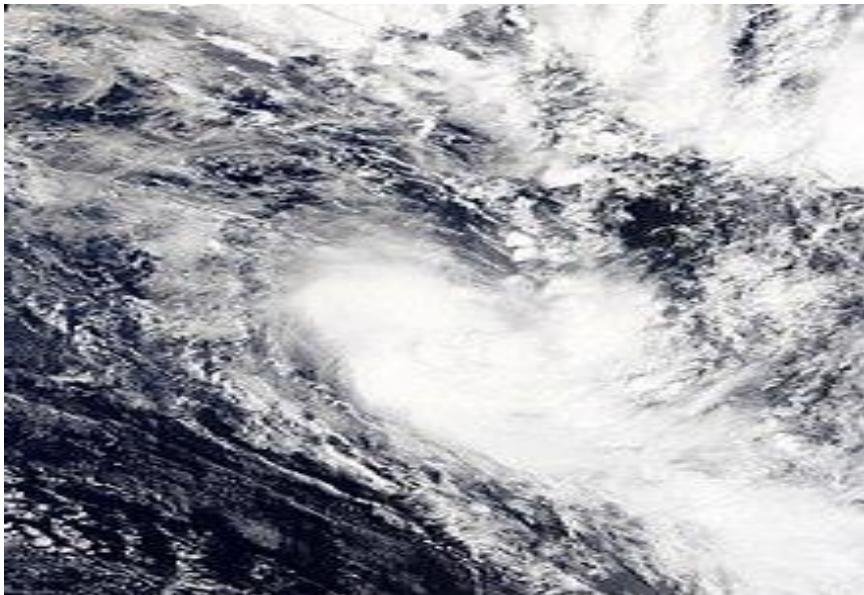


Fig 2 Satellite imagery of TC RUBY Cat2 traversing New Caledonia on the 14th December 2021.

VAN2021/2022: TC CODY (7 to 12 January 2022)

TC CODY formed over warm ocean surface to the north of Fiji Islands as a Tropical Low and travelled south-westward toward Vanuatu. It entered Vanuatu's AoR on the 7th of December 2021 as TL system at 17.2°S 173.3°E. Once crossed 175.0°E, it travelled a little west southwest then, after a day, it travelled southward. Later, it travelled south-eastward tending south and southwest again after it had exited 23.0°S nears 22.8°S and 173.8°E at 11:00am on the 12th of January 2022.

Number of TC products issued during the passage of TC CODY

TC Product and modes of dissemination	Number of products disseminated
TC Information	9
TC Advisory	None
TC Warning	None
Forecast Tracks	9
SMS (TVL & Digicel)	9
Website (VMGD)	9
Email TC Subscribers	9
Media (Radio/TV/FM/Newspaper)	9
Social Media (FB/Twitter)	9

Table 1: Number of products produced during TC Cody and disseminated through different modes.

VMGD's Forecast Track Map Number 01 for TC CODY

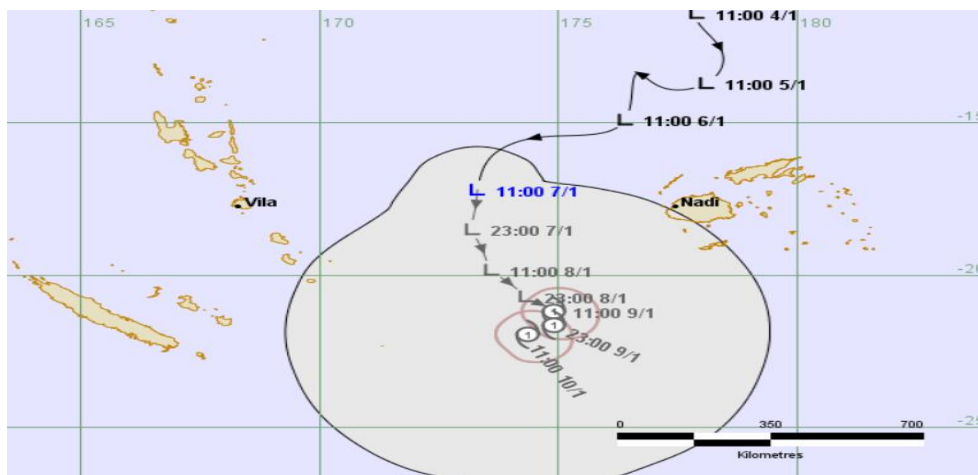
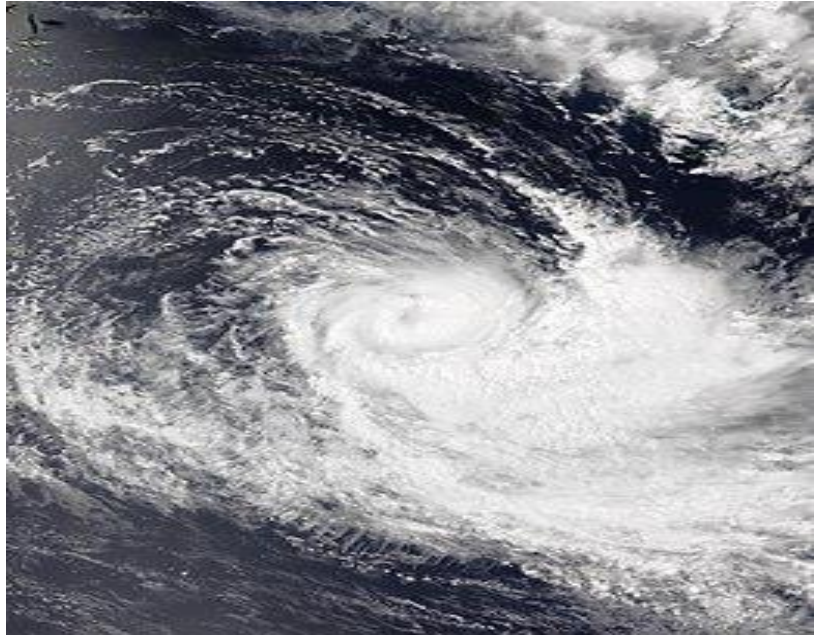


Fig 3 TC CODY Cat3 at 5:15pm VUT 7 January 2022. VMGD's Forecast Track map number 01

Satellite Imagery for TC CODY

*Fig 4 Satellite imagery of Severe
TC CODY Cat3 on the 12th January
2022.*



Other Notable Development

- WFSO fully filled its last positions under the current VMGD organizational structure.
- Three Principal Scientific Officers Position were filled in. These are PSO Marine, PSO Aviation and PSO Public and Commercial Service.
- JICA through Vanredi project has installed an alert light to detect tsunami thresholds and improved Tsunami Early Warning SOP and include submarine volcano which may trigger potential tsunami threats.
- Each division continues to update weather forecast information through Facebook and Toll-Free number 116.

Climate Division Services

The climate division is a division within the Vanuatu Meteorology and Geo-Hazards Department under the Ministry of Climate Change and Natural Disaster. The division consist of five main areas and they are namely the Seasonal forecast, Vanuatu Rainfall Network, Data Management, Traditional knowledge, Request and awareness. These activities work together to ensure the core functions are carried out as indicated in the 2022 annual business plans and in the 2014-2023 Strategy Development Plan.

Performance Overview

The climate division's performance in 2022 has been above average, as more than eighty percent of the planned activities were carried out.

COVID 19 Business Continuity Plan (BCP)

2022 began with its own challenges as COVID-19 pandemic hit Vanuatu especially Port Vila, Efate resulting in the total shut down of most of the government operations especially those with less essential services. Vanuatu Meteorology & Geo-Hazards Department Services are regarded as

essential especially the services on early warning which are vital to the general population of Vanuatu. Apart from the normal standard operational procedures used to issue information for early action, a COVID-19 standard operational procedure was developed for each division withing VMGD. Climate Services Division developed an ENSO standard operational procedure for staff to monitor states of ENSO from home - based work station set up should there be a potential for an ENSO event developing during the total lock down.

Below is the Service Target Report under each activity as per Climate Services Division 2022 Business Plan. COVID-19 situation during the first quarter of 2022 may have contributed to some of the short falls to achieve 100% of the activities under 2022 business plan

2022 Priority Activities and Results

Programs	Objective (Targets)	Result ✓ x	Result Summary
National Climate Centre Monthly Bulletins	To produce, issue and circulate monthly bulletins to all government and relevant agencies 1. Teleconference preparation 2. Participate in monthly/quarterly teleconference 3. Publish rainfall outlook 4. Publish monthly VCU 5. Stakeholders meeting 6. Monthly briefing 7. Update provincial boards 8. Produce agro-met bulletins 9. Include Bislama language into SCOPIC	✓ x ✓ ✓ ✓ ✓ x x ✓	12 VCU bulletins were produced and circulated NO NCOF due to limited funding Outlook upload on webpage VCU produce Stakeholder meeting 6 monthly briefings Update of provincial boards NO agro-met bulletin Will be included in the new version of SCOPIC
Policy and Planning	Policies, Plans and Strategies Developed Under Climate/ VanKIRAP 1. Data Management Policy _in progress 2. Climate Gender Action Plan 3. Environmental Social Management Plan 4. Climate and Agriculture Information Services Policy Review Action and Communication Plan 5. Climate and Fisheries Information Services Policy Review Action and Communication Plan 6. Climate and Tourism Information Services Policy Review Action and Communication Plan 7. Climate and Infrastructure Information Services Policy Review Action and Communication Plan 8. Climate and Water Information Services Policy Review Action and Communication Plan 9. Climate Information Services Communication Strategy 10. Community Climate Centre Strategy	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	All these activities were successfully done and completed in 2022 These activities are coordinated between climate division, Vankirap project team and sector coordinators Three more Community Climate Centers were established

		<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<p>Social media platform was utilized to inform general public on climate information</p>
Climate Data Management	<p>All program under Data Management Coordinated Data backlog reduced Climate Database and Equipment Operationalized</p>	<ul style="list-style-type: none"> ✓ ✓ ✓ 	<p>All these activities were successfully done and completed in 2022</p> <p>Data management and governance policy under discussion for documentation</p>
Data Archive and GIS support	<p>All historical and real time data archived for 30 years periods Data Storage Facility Maintained Number of Data base established Number of Baseline Maps developed for VMGD Climate Division</p>	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<p>100% data have been archived</p> <p>All these activities were successfully done and completed in 2022</p>
Data Quality Control and Homogenization	<p>Quality Control of Data is performed and report provided. Number of Data analysis provided based on customers request All Climate Data are homogenized Number of Clients' Data Requests compiled and submitted</p>	<ul style="list-style-type: none"> ✓ ✗ ✗ ✗ 	<p>Vankirap project assist to improve data quality monitoring and reporting</p> <p>In progress</p> <p>In progress</p> <p>In progress</p>
Vanuatu Rainfall Network	<p>Number of new manual rain gauges installed Rainfall Sites are maintained Number Rainfall Collectors payment are prepared on time and submitted to Finance All VRN collector are update with latest climate outlook report</p>	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ 	<p>All 84 rain sites throughout Vanuatu have been revived. 47 rainfall collectors were approved by Public Service Commission (PSC) to be placed on contract as daily rated VMGD employee with an on-going budget of 6 million vatu</p>
Traditional and Local Indigenous Knowledge	<p>National TK Indicator booklet completed TK Forecasting system is updated TK Glossary TK Notice Boards Seasonal Calendar</p>	<ul style="list-style-type: none"> ✓ ✓ ✓ ✓ ✓ 	<p>Traditional knowledge has been updated with data collected from around Vanuatu</p>

Climate Early Warning System	Climate and Agriculture – OSCAR portal Climate and Water – River Gauge Display Portal Climate and Ocean – Ocean Buoy Display Community Climate Centre Operational Website Customized and Operational AWS and ARG	✓ ✓ ✓ ✓ ✗ ✗	Procurement of ocean buoy through Vankirap project. Funding approved. Activities will be included in the project activities to be implemented In progress Shipping was delayed due to covid-19 pandemic arriving from India and New Zealand.
Community Engagement and Outreach Activities	Number of Climate Products Disseminated on different platforms and Report Provided Number of Awareness Activities conducted with support from other government agencies Number of Material printed (Brochures)		+1000 +10 1,500
Climate Early Warning System	1. 1 st Draft of Climate Division Business & Budget Plan for 2023 completed	✓ ✓ ✓	

One of the ongoing activities carried out within the climate division is the monthly seasonal forecasting. This requires the climate division to produce SCOPIC outlook table and send it to the Bureau of Meteorology. Once finalized a briefing is organized to update the officers of VMGD on the ENSO status and situation.

The department's partnership with the Bureau of Meteorology Australia in the Climate and Oceans Monitoring and Prediction (COMP) project helps strengthen and facilitate the production of information that we provide to our stakeholders and the public.

TABLE BELOW SHOWS THE NUMBER OF COVID-19 BUSINESS CONTINUITY PLAN DEVELOPED BY CLIMATE SERVICES DIVISION BASED ON THE DIFFERENT COVID -19 SCENARIO:

Scenario	Officers Responsible	Location of Work
Lockdown Scenario	Manager, PSOs, SMO	Access Office PC from Home
COVID-19 Level 2 Scenario	All Climate Officers based on Staff Office Schedule per day	Main Office
COVID -19 Level 1 Scenario	All Climate Officers	Main Office

Climate Services Standard Operational Procedures

Climate Services Division operates its functions based on several standard operational procedures which also allows for consistency and high-quality products and services delivered to the sectors, stakeholders and general population of Vanuatu.

TABLE BELOW SHOWS THE NUMBER OF STANDARD OPERATIONAL PROCEDURES USED BY CLIMATE SERVICES DIVISION.

	Standard Operational Procedures (SOPs)	Scope	Purpose
1	Climate Procedural Manual	CSD	This manual covers all Climate Services Division procedures and set a clear strategy to follow to maintain climate services to the population of Vanuatu. It is a master manual containing all the procedures as one stop shop for climate staff to refer back to should there are challenge in operations.
2	ENSO Monitoring and Alert Standard Operational Procedures	CSD	Use to monitor and prepare alert bulletin in cases when an ENSO event is predicted in the Tropical Equatorial Pacific and its expected impact may be experience in Vanuatu.
3	Climate Report and Summary Update Procedures on Website	CSD & ICT	This procedure is used to update Climate Service Products on VMGD website.
4	El Nino Southern Oscillation Directive (ENSO)	CSD & Media	This is an overall directive on the ENSO from Issuing of ENSO bulletins to ceasing bulletins. It also outlines the reporting channel of information to authorities and media outlets. Furthermore, it clearly defines the procedures of releasing an information that concerns with ENSO event.
5	Early Action Rainfall (EAR) Watch Methodology	CSD	To provide Vanuatu disaster managers with a concise and simple monthly bulletin which presents the status of ENSO, status of Vanuatu rainfall in the last 12 months and seasonal rainfall outlook for the upcoming three months.
6	Vanuatu Rainfall Collector Agreement of Services	VMGD and Rainfall Collector	Outlines the engagement of a Rainfall and Traditional Knowledge collector to assist in the capacity of collecting Rainfall and Traditional Knowledge Indicator for issuing of climate products and services.
7	Vanuatu Climate Update Methodology		
8	Vanuatu Ocean Outlook Methodology		
9	Vanuatu		
10	Agro Met Bulletin Methodology		
11	Climate and Fisheries Bulletin Methodology		
12	Climate -Water Bulletin Methodology		
13	Climate -Tourism Bulletin Methodology		
14	Monthly Climate Summary		
15	Online Climate Outlook Forum (OCOF)	CSD	Methodology for filling up the table using excel and work templates and also to present during the Monthly Pacific Online Climate Outlook Forum.
16	Monthly Community Climate Centre Briefing procedures	CSD & CCCs	
17	Procedures of Preparing and Updating Climate Outlook on 116 Toll Free.	CSD	

18	Media Release Procedures	CSD	This document outlines the procedures in preparing a media release on extreme climate events such as ENSO and Tropical Cyclone Outlook.
19	Annual & Seasonal Climate Summary for Vanuatu	CSD	Procedures preparing Annual Climate Summary for Vanuatu. This document includes the main climate features that occurred during the year.
20	Data Quality Control Procedures	CSD	Quality Control process on all Climate Data in the Climate Data Base - CliDE
21	Standard Operational Procedure on Aerodrome Climatological Summary	CSD	Outline the procedures to prepare climate variables for aerodrome climate summary

Data Management and Archive

Digital Scanning

BELOW IS THE CURRENT STATUS AS OF JULY 11, 2022. THE MAJORITY OF THE STATIONS HAVE COMPLETED 10YRS OF DIGITAL SCANNING INTO OUR DATABASE.

Station	Number of Years of Data availability	Station Open	2022						
			Start Year of Digitisation	End Year for Digitisation	Number of years to be completed	Current year of digitisation	Number of years digitised	Number of years still to be digitised	Completion per station(%)
Sola	65	1953	2020	1990	30	2010	10	20	33
Bauerfield	46	1972	2020	1990	30	2011	9	21	30
Pekoa	58	1960	2020	1990	30	2010	10	20	33
Whitegrass	60	1958	2020	1990	30	2011	9	21	30
Lamap	58	1960	2020	1990	30	2010	10	20	33
Anelghuat	65	1953	2020	1990	30	2010	10	20	33

Data Entry

On the 23rd of May 2022, we added four more new members to the Digitization Team. The plan was to get more people to Digitize Bauerfield station to enhance the pace to meet our target in November 2022. The new interns were given a one-week training to build capacity on weather codes and systems in the field books plus hands training on the CliDE database.

PICTURES SHOWS NEW INTERNS FOR CLIMATE DATA ENTRY DURING ORIENTATION AND TRAINING



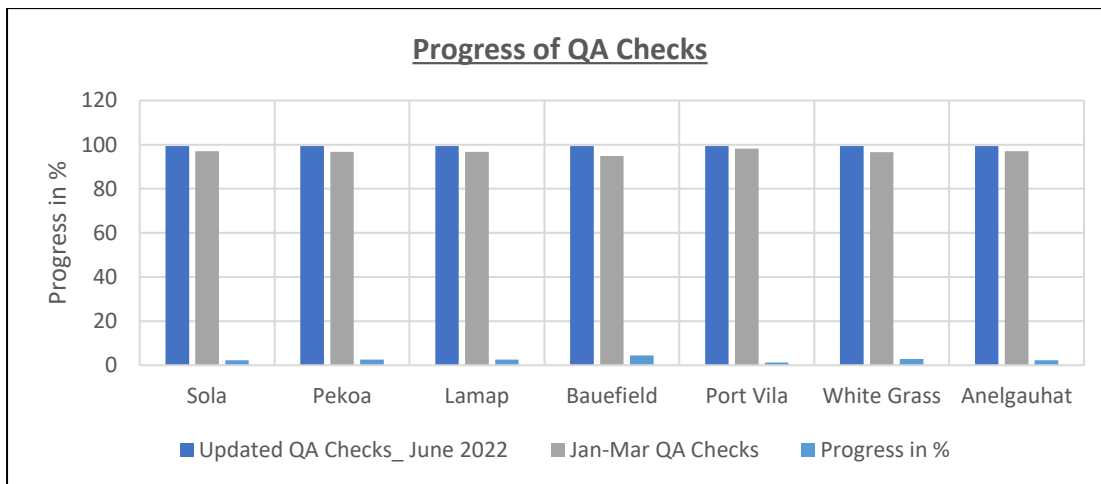
Data Analysis & Homogenization

SUMMARIES THE ACTIVITIES ON QUALITY ASSURANCE (QUALITY CONTROL AND VALIDATION) CHECKS THAT WERE DONE ON THE CLIMATE DATA FOR ALL STATIONS DURING THE COURSE OF THE SECOND QUARTER.



Station Name	Progress checks (%) in years of overall dataset
Sola Meteo	99.4% (68.6 out of 69yrs)
Pekoa Meteo	99.4% (61.6 out of 62 years)
Lamap (+AWS)	99.4% (61.6 out of 62 yrs.)
Bauerfield Meteo	99.4% (38.6 out of 39yrs)
Port Vila AWS	99.4% (Rainfall only)
White Grass Meteo	99.4% (58.6 out of 59yrs)
Analgauhat Meteo	99.4% (68.6 out of 69yrs)

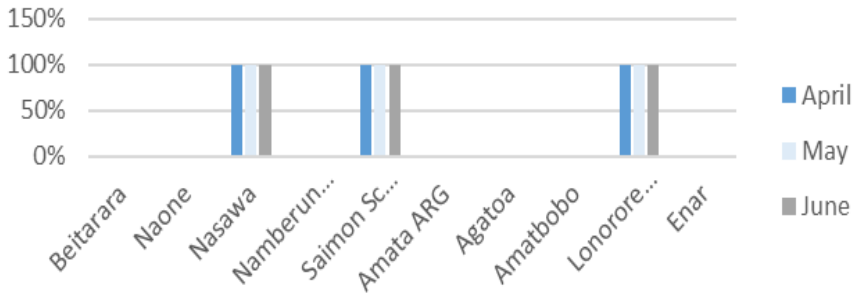
THE GRAPH BELOW SHOWS THE PROGRESS OF DATA CHECKS THAT HAVE BEEN THROUGH QUALITY ASSURANCE (QA) CHECKS IN THE SECOND QUARTER OF 2022.



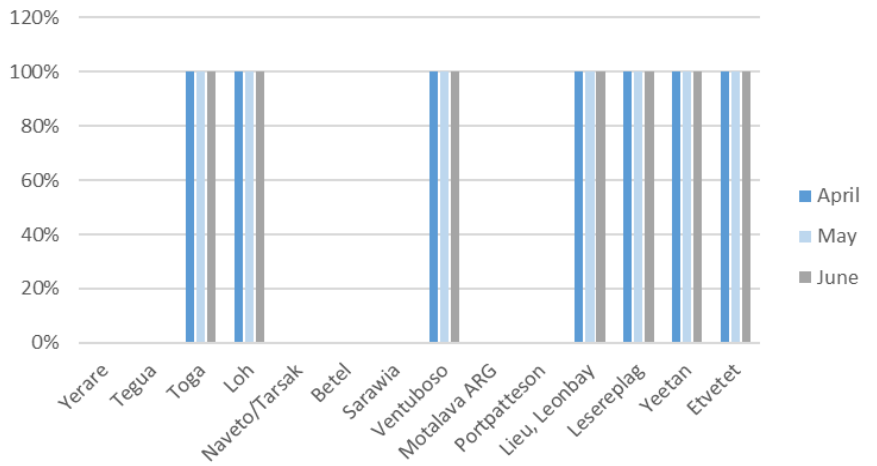
Vanuatu Rainfall Network Data Performance for 2022

BELOW IS THE CHARTS SHOWS THE PERFORMANCE OF VANUATU RAINFALL NETWORK SITES THROUGH THE PROVINCES OF VANUATU FOR 2022

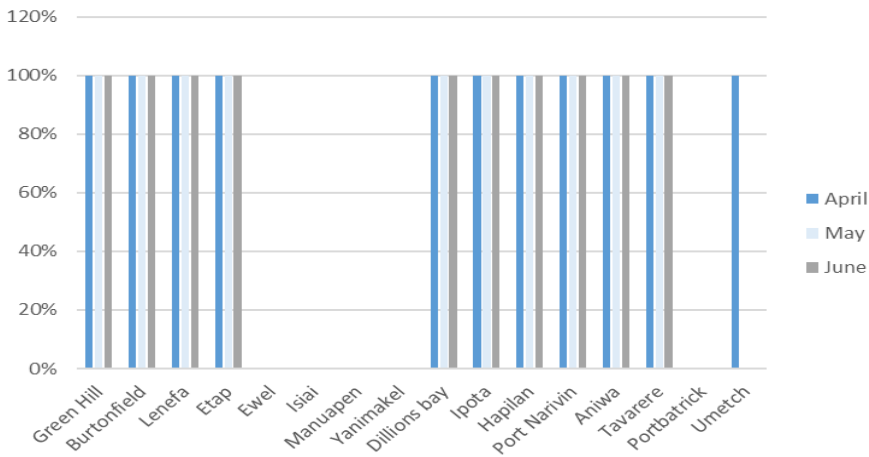
Penama 2nd Quarter VRN Performance 2022

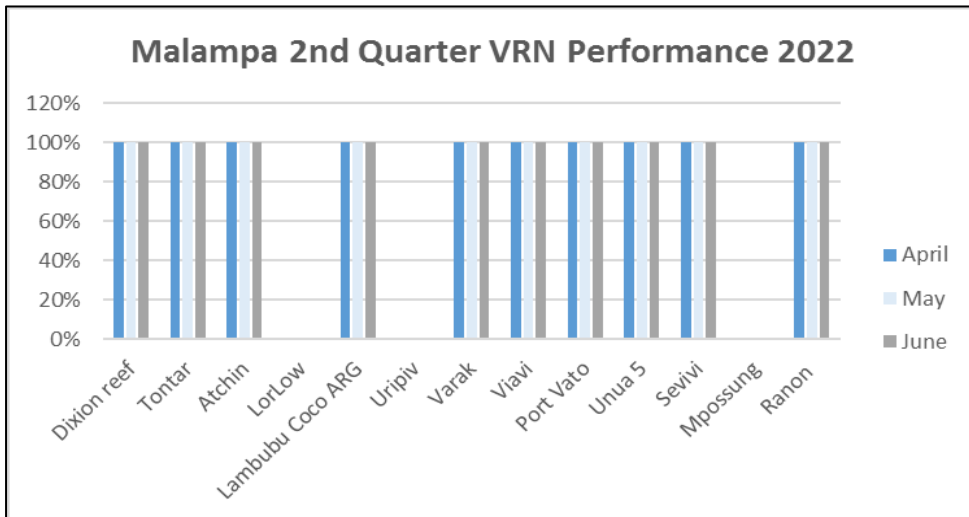
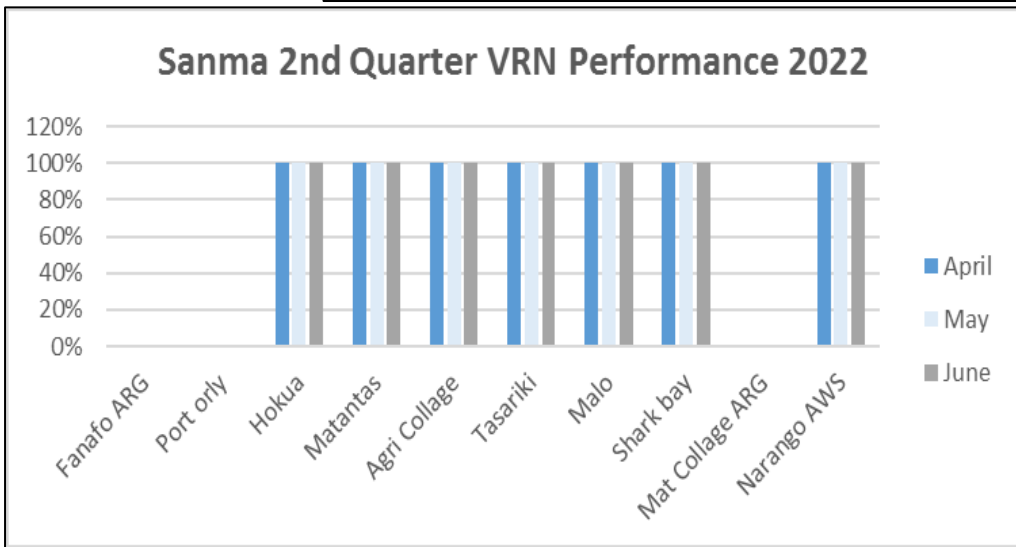
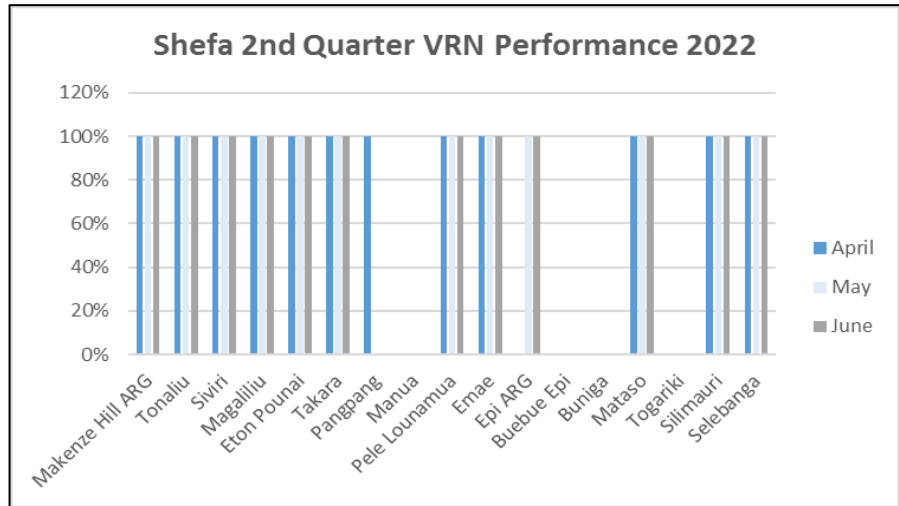


Torba 2nd Quarter VRN Performance 2022



Tafea 2nd Quarter VRN Performance 2022





Installation of New Rain Gauges to Strengthen Vanuatu Rainfall Data Collection Capacity

In Quarter 2 of 2022, New Rain gauges were installed and standardizing of Rain gauges in Penama covering up all three islands of Ambae, Pentecost and Maewo. A total of 8 rain gauges were installed in Penama between 26th June to 4th July 2022.

BELOW ARE EXISTING VANUATU RAINFALL NETWORK SITES IN PENAMA

Rainfall Site Location	Revived Rainfall Site Upgrade	New Rainfall Site Install
Asanvari Rainfall Site (South Maewo)	✓	
Red Cliff Rainfall Site (South Ambae)	✓	
Beitarara Rainfall Site (Central Maewo)	✓	
Naone Rainfall Site (North Maewo)		✓
Agatoa Rainfall Site (North Pentecost)		✓
Enar Rainfall Site (Central Pentecost)		✓
Ranwas Rainfall Site (South Pentecost)		✓
Nataluhgele (West Ambae)		✓

NEW RAIN GAUGES AND RAINFALL COLLECTORS IN PENAMA PROVINCE

Ranwas, South Pentecost & Agatoa, North Pentecost



Naone, North Maewo & Natalangele, West Ambae



Climate Data usage for Climate Resilience Development in Vanuatu

Type of Climate Data Requested	Duration of Data Requestion	Resolution of Climate Data Requested	Organization Requesting Data	Development Project /Research
Rainfall (Bauerfield)	Jan 2020 – Dec 2020	Monthly Average	RAN Vodafone	Support Fuel usage for Vodafone Tower during rainy days
Rainfall Data (Pekoa)	1981 -2010	Monthly Average	VanKIRAP project	Installation of Sarakata River Gauge for Flood Early warning System
Rainfall Data (Pekoa)	2017 -2022	Monthly	Department of Energy	Facilitating Design of Construction of Sarakata Hydro project

Products and Services (Seasonal Forecasting)

Seasonal Forecasting Desks provides accurate and timely climate advisories, warnings, forecasts and assist in climate research in Vanuatu.

Products or bulletins issue by the Seasonal Forecasting Desk are require to be done monthly and upload on the VMGD website and other platforms. Other performance indicator to be carry out under other objectives depends a lot on plan out activities the climate division is carrying out.

TABLE BELOW SHOWS THE QUANTITY OF VMGD CLIMATE PRODUCTS ISSUED IN 2022

	Climate Products	Quantity of Products Produced
1	Vanuatu Climate Update (VCU)	11
2	Early Action Rainfall Watch (EAR Watch)	9
3	Agro Met Bulletin	8
4	Fisheries Climate Bulletin	3
5	Water Climate Bulletin	0
6	Tourism Climate Bulletin	3
7	Vanuatu Ocean Outlook	11
8	Monthly Climate Summary	0
9	Seasonal Climate Summary	0
10	Vanuatu State of Climate (Annual Climate Summary)	0
11	Online Climate Outlook Forum (OCOF)	7
12	Community Climate Centre Briefing	6
13	116 Monthly Climate Update	11
14	Number Media Release on Extreme Climate Events	5
15	Southwest Pacific State of Climate Report	1
16	Aerodrome Climatological Summaries Product	72
17	Climate Science 101 Training	1
18	Climate Awareness conducted	2
19	Quarterly Reports	2
20	Climate Services Division Annual Report	1
21	Raw Climate Data provided to Customers	3
22	Traditional Yearly Calendar for Malau Village, Santo	500
23	Traditional Yearly Calendar for Niku Village, Epi	500

Climate Early Warning Systems

VANUATU CLIMATE UPDATE

Vanuatu Meteorology and Geo-Hazard Department

ISSUE 02
AUGUST 2022

DI HAGAART

DECO AKAIB: La Niña Kiert

Ranking no 11 niwa: Ni 1000 (July 2022)

Alert Level: 1
Alert Level 2

KLAMMET AOTUK: SEPTENBRA KASERN NOVEMBRA 2022

RENFOI FOMAKT

Overall Vanuatu: Vani ekspoten akai renfoi renfoi long niwa blong September kaseren Novembra 2022.

Long Notes: Fijer, haka kasu kaseren akai renfoi renfoi, Korikora blong kaseren niwa.

3 NIMIS RENFOI AOTUK: SEPTENBRA 2022 — NOVEMBRA 2022

Region	Normal	Actual	Deviation
Malekula	100%	110%	+10%
Tafea	100%	110%	+10%
Pentecost	100%	110%	+10%
Erromango	100%	110%	+10%
Aniwa	100%	110%	+10%
Tanna	100%	110%	+10%

GENERAL NOTE: Southern Oscillation Index: 0.1 on 12th August 2022. This is a weak La Niña event. The Niño 3.4 index is -1.0. The Niño 3.4 index is -1.0. The Niño 3.4 index is -1.0.

DECO AKAIB: DECO here refers to a Niña event.

Early Action Rainfall (EAR) Watch

Vanuatu Meteorology and Geo-Hazard Department

PH: 051 23946 Fax: (478) 23310 Email: vanuatu@met.gov.vu

ISSUE: JULY 2022

The Early Action Rainfall Watch provides a summary of recent rainfall patterns, particularly the status of the rainfall and the outlook for the coming months. This product is issued on a monthly basis. For more detailed climate information, contact the Vanuatu Meteorology and Geo-Hazard Department.

Summary

Rainfall Status: The status shows 30 meteorological drought over Vanuatu in the past 1 to 12 months. 70% of rainfall stations are recorded as for Sub and Part Vanuatu have experienced no rain in the past 6 months and insufficient rainfall in the past 12 months. Normal or better than normal is recorded elsewhere in the past 1 to 12 months.

Rainfall Outlook: With the rainfall outlook for August and August to October, above normal forecasting, high chances of water than average conditions for the whole country.

The El Niño Southern Oscillation (ENSO) Status is in the La Niña state.

The Niño event has reached its maximum as indicated by the Niño 3.4 index.

Rainfall Status

The table below provides information on rainfall status for Vanuatu. The status refers to rainfall received over the last 1, 3, 6 and 12 months, highlighting any areas of dry and/or wet conditions.

Period	3-month period		6-month period		12-month period	
	Start	End	Start	End	Start	End
Sub Vanuatu	1st July 2022	31st Aug 2022	1st July 2022	31st Aug 2022	1st July 2021	31st Aug 2022
Part Vanuatu	1st July 2022	31st Aug 2022	1st July 2022	31st Aug 2022	1st July 2021	31st Aug 2022

VANUATU CLIMATE OUTLOOK FOR FISHERIES

A monthly outlook based on the monthly temperature and precipitation outlook for the whole country.

ISSUE 1
AUGUST 2022

Highlights in this bulletin:

- Sea Level
- Sea Surface Temperature
- Day-time Temperature
- Night-time Temperature

Rainfall Outlook for September 2022:

Overall, rainfall is expected to be above normal for the whole country. There is an 80% chance of rain for the whole country.

Day-time Temperature Outlook for September 2022:

Overall, day-time temperatures are expected to be above normal for the whole country. There is an 80% chance of rain for the whole country.

Night-time Temperature Outlook for September 2022:

Overall, night-time temperatures are expected to be above normal for the whole country. There is an 80% chance of rain for the whole country.

VANUATU CLIMATE OUTLOOK FOR TOURISM

A monthly outlook based on the monthly temperature and precipitation outlook for the whole country.

ISSUE 1
AUGUST 2022

Highlights in this bulletin:

- Sea Level
- Sea Surface Temperature
- Day-time Temperature
- Night-time Temperature

Rainfall Outlook for September 2022:

Overall, rainfall is expected to be above normal for the whole country. There is an 80% chance of rain for the whole country.

Day-time Temperature Outlook for September 2022:

Overall, day-time temperatures are expected to be above normal for the whole country. There is an 80% chance of rain for the whole country.

Night-time Temperature Outlook for September 2022:

Overall, night-time temperatures are expected to be above normal for the whole country. There is an 80% chance of rain for the whole country.

VANUATU AgroMet Bulletin

Vanuatu Meteorology & Geo-Hazard Department
Department of Agriculture & Rural Development

ISSUE 02
AUGUST 2022

CURRENT ENSO STATUS

Overall, the Niño 3.4 index is -1.0, indicating a weak La Niña event.

Temperatures and Rainfall Outlook for September 2022:

Overall, temperatures are expected to be above normal and rainfall is expected to be above normal for the whole country.

Outlook for Rainfall from September to November 2022:

Overall, rainfall is expected to be above normal for the whole country.

Harvesting Dates for September to November 2022:

Region	Start Date	End Date
Malekula	1st Sept	31st Oct
Tafea	1st Sept	31st Oct
Pentecost	1st Sept	31st Oct
Erromango	1st Sept	31st Oct
Aniwa	1st Sept	31st Oct
Tanna	1st Sept	31st Oct

Traditional Knowledge

Local Yearly Calendar for Malau Village, Santo Island

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
CYCLONE SEASON / WET SISEN				DRY SEASON / DRAE SISEN						CYCLONE	
-Mekem coprah/Fishing long solwota											
-Buluk/Goat/Pig/Faol											
-Planem Manioc/Island Cabij/Sugar cane/Kava											
-Taem blong Tropikal Saeklon				-Narara tri i mekem flowa				-Taem blong planem Yam		-Priper blong Krimas	-Family kam Krimas
-Brasem karen	-Planem wota taro		-Planem Kumala		-Preperesen blong Independens	-Childrens Dei	-Jey camp aktiviti	-Planem wota melon	-Planem korn	-Ren i stat kam	-Family day
-Planem Aelan kakae	-skul i start	-Redi blo planem yam	-Easter Holy Wik	-Fis i kris mo kam show -Taem blong kasem Black Mallet			-skul holiday	-Mekem fund raising	-planem cucumba	-skul closing	-Singsing Bonane
-Planem Fiji taro	-Wokem karen	-Jif's Day	-Taem blong Fis	-Skul holiday	-Ples i drai olbaot/mo kolkol			-Preper Saeklon	-Ples i hot long day/naet		
-Plante ren mo ol ples i grin gud			-Niu Via selebresen	-Taem blong mekem Mat						-Mango i raep	
-Ples i hot	-Ol gruit tris oli redy (Naus/Nakavika/Nandau/Nakatambol)				-Indipendens selebresen						-Wota melon
-Solwota i raf							-Solwota i kolkol			-Solwota i hot	

Blong mo infomesen plis kontaktem:
 Vanuatu Meteorology mo Geo-Hazards long:

- Phone: +(678) 7389384 | 24688 | Free Line: 116
- Email: Climate@meteo.gov.vu
- Facebook: www.facebook.com/VanKIRAP
- Address: PMB 9054, Vanuatu Meteorology & Geo-Hazards Department, Nambatu Area, Lini Highway, Port Vila.

Community Engagement and Outreach

Table Below showed number of people directly accessing climate products in 2nd Quarter of 2022

Climate Products & Services	Number of People reach
Climate Services Products (<i>Vanuatu Climate Update, Agro Met Bulletin, Early Action Rainfall (EAR) Watch, Vanuatu Ocean Outlook, Climate – Fisheries Bulletin</i>)	789 (528 Male & 258 Female)
ENSO Brochures (<i>El- Nino / La Nina</i>)	1000 Brochures Distributed
Awareness on ENSO and Traditional Knowledge	94 (45 Male & 49 Female)
Community Climate Centre Monthly Briefing (Nakere CCCs, Luganville CCCs & Sola CCCs)	21 Participants



Community Engagement on the Demonstration on the Use and Interpretations of Tidal Calendar and La Nina & El-Nino Brochures with Malweta Community in Big-Bay area, North Santo. During the 2nd Quarter of 2022, Climate Division has conducted Monthly Climate Briefing.

Climate division managed to revived rainfall network of 84 throughout Vanuatu. Fourth Seven (47) were approved by Public Service Commission (PSC) to be paid on daily rated basis as contract employee of VMGD. Thirty-Seven are yet to be approved by PSC which will make a total of 84 approved contract employees of VMGD as rainfall collectors throughout Vanuatu. In 2022, process of first payment to their

accounts has been implemented for their payment from 6 million vatu allocated for this on a yearly budget.

This year the COPIWG Team conducted a survey/awareness program that took us through many of the main islands in each province in the second half of the year. There were two teams that carried out the assessments and conducted the survey. The main purpose of the survey is to find out how much the last mile is using VMGD services and products that is put out through the different divisions within the Department.

Achievements Comment

The overall report for year 2022 shows most activities were not done as planned. Those which can be done were completed successfully. This is because of the good team work amongst officers within the Climate Division, other VMGD divisions, stakeholders (Vanuatu Government and NGOs) and donor partners.

Challenges Comment

Despite of covid-19 pandemic, the climate division has done well though there were many challenges and one in particular is lack face to face participation on the ground.

Some activities were delayed or not carried out during timeframe indicated in the 2022 annual business plan due to Covid-19 pandemic as well as funding availability, weather related issues, sickness and the unavailability of officers.

Geo-Hazards Division

Division Purpose and Key Outcomes

The Geo-Hazards Division contributes to the Department's purpose by way of qualified, skilled and motivated staff using modern science and technology to mitigate against potential impacts of geological hazards (earthquakes, tsunamis and volcanic eruptions). The division is tasked to monitor Geological hazards such as Seismic and volcanic activity. The division has achieved most of its objectives for the year 2022 and has also gone through some challenges. Both of which will be presented in this report.

Programs and Objectives required by the 2022 Business Plan and results are summarized in the table below and commentary provided in the following text.

2022 Priority Activities and Results

Geo-Hazards Division (Business Plan)			
Programs	Objective (Targets)	Result ✓✘	Result Summary
Research and scientific collaborations	Research activities with local and international scientists on earthquakes, tsunamis and volcanoes in Vanuatu	✓ ✓ ✓	1.Facilitate research agreement 2.Involve in research fieldwork. 3.Research Synthetic summary report and publication
	Carry out scientific assessment on Volcanic, Earthquake and Tsunami activity	✓	1.Logistic for field assessment 2. Field work assessment 3. Assessment reports
	Provide and undertake on the job training in earthquake and volcano-seismic data processing & analysis	✓ ✓ ✓ ✓ ✓ ✓ ✓	1. Organize training dates 2. Provide training procedures 3. Carry out Workshop and training 4. Training Report Provided Ongoing – In-house training 2 In-house training (Intensity meter & Tsunami SOP) Ongoing online lectures
	Coordinate & facilitate training workshops and attachment with other counterparts in Geo-Hazards field	✓ ✓ ✓ ✓ ✓ ✓	1.Seek attachment-training opportunities from IRD, GNS, JICA, ORSNET and UNESCO. 2. Confirmation from partners 3. Logistic 4. Attachment and training undertaken 5. Mission Report Ongoing – Van-REDI project 2 staff confirmed to attend training in 2023
	Participate in regional and international conferences and seminars	✓	1.Receive invitation. 2. Confirmation of attendance 3. Logistic Ongoing through Zoom meetings ORSNET Meeting in Tonga
	Provide training in strong Motion Sensor data processing and analysis and earthquake shake mapping for Geo-Hazards staffs	✓ ✓ ✓ ✓	4. Attend seminars and conferences 5. Mission Reports 1.Organise training dates with JICA (VAN-REDI team) 2. Provide training procedures 3. Carry out Workshop and training (Zoom/F2F) 4. Training Report Provided
			Ongoing

	Access to Intensity and tide gauge data for processing and analysis	✓ ✓ ✓ ✓ ✓	1 training provided
		✓	<ol style="list-style-type: none"> 1. Send request to ICT team 2. Facilitate procurement for 4 display monitors. 3. Submit to finance office
	Volcano HD photos for safe zone in the volcano alert bulletin	✓ ✓ ✓	<p>for payment.</p> <ol style="list-style-type: none"> 4. Installation. <p>Yet to be done. Under discussion</p> <p>Access to tide gauge data Intensity meter works are underway (to complete installation)</p>
		✗	<ol style="list-style-type: none"> 1. Discuss plans for photo shootings 2. Find company or individual who can shoot and prepare required photos
	Maintain and strengthen trilateral and multilateral agreements to address Geo-Hazards Observations and data sharing	✓ ✗ ✗ ✗ ✗ ✗ ✗	<ol style="list-style-type: none"> 3. Quote received from company or individual 4. Request to admin with quote 5. Approval confirm by admin 6. Fieldwork carried out. 7. Produce report
		✗ ✗ ✗ ✗	<ol style="list-style-type: none"> 1. Organize meeting dates via email. 2. Discussions on agreement terms and conditions. 3. Draft multi-lateral agreements. 4. Agree and finalize agreements.
			<p>Ongoing – pending projects and research</p> <p>Victoria University of Wellington ORSNET Network (data sharing ongoing) GEOSCOPE (need to strengthen agreement)</p>

<p>Scientific collaborations and partnership for data sharing</p>	<p>Enhance collaboration with regional institutes to promote the regional geophysical network</p>	<p>✓ ✓ ✓ ✓</p>	<p>Establish Trilateral and multilateral agreements with ORSNET communities, DASE, GEOSCOPE, MVN/MSG, to address Geo-Hazards Observations and data sharing among ORSNET members</p> <p>Share seismic data with other Earthquake Information centers to encourage research and to re-enforce monitoring system in Vanuatu</p> <p>Collaborate with Regional Partners in strengthening the Regional seismic network Vanuatu/New Caledonia with other observatories in the region</p>
<p>Crisis response</p>	<p>Undertake responses to volcanism, Seismicity and Tsunami</p> <p>Acquire a vehicle dedicated for the Warning Centre operations for quick response services</p>	<p>✓ ✓ ✓ ✓</p>	<p>Liaise with NDMO, and other stake holders for disaster response plan and action in times of volcanic eruptions, earthquake and tsunami</p> <p>Carry out earthquake intensity survey and hazards assessment in response to major earthquake events</p> <p>Carry out tsunami run up and hazards assessment in response to a major tsunami event. Organize tsunami drill on at Eton with other stakeholders and partners</p> <p>Vehicle used to take officers on call to warning center</p>

	<p>Tsunami warning system check (Siren, Tide tool, Information boards and signage's)</p> <p>Tsunami roles and responsibilities transition back from Forecast Division</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✗</p> <p>✓</p> <p>✗</p> <p>✗</p>	<p>Upgrade the Litzlitz tide gauge</p> <p>Maintain the Efate seismic network</p> <p>Maintain the Geoscope station for global earthquake monitoring network</p> <p>Continue Installation of Real-time seismic monitoring system on Tanna, Lopevi, Paama, and Vanua lava</p> <p>Volcanic hazards Assessment on Ambrym and Ambae</p> <p>Finalized implementation plan</p>
<p>Geo-hazards data/products and services</p>	<p>Organise Geo-hazards information into the hazards database and issue the corresponding hazards information to reduce Geohazards risks to local communities, the general public and the tourism industry</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>Issue earthquake occurrence bulletins for local communities</p> <p>Issue monthly and annual earthquake bulletins for scientific communities</p> <p>Issue volcano Alert Bulletins for tourism industry, local communities and general public</p> <p>Issue monthly and annual volcano activity bulletins for scientific communities</p> <p>Issue monthly volcano activity update bulletins for general public 13 for Gaua and Ambrym while 12 for the other volcanoes</p> <p>Issue weekly report of Geo-hazards monitoring systems and operations</p> <p>Review and develop specific education and awareness materials for specific audience using specific software</p> <p>Participate in education and outreach missions in schools and during global events as</p>

			WMO/WW day, sciences week, environment week
	Back up data in databases	✓	Prepare outreach/awareness materials for Epi and Aneityum after the experience of Tonga submarine volcano eruption on 15 th January 2022. Installed 2 extra external drive (2x4TB)
	Improve Geo-Hazards advisories and/or information dissemination	✗	Consultation throughout the country
	Review and update education and awareness materials	✓	Ongoing progress
	Participate in COP activities	✓	Ongoing progress
Geo-Hazards Standard operating procedures and management	Update SOPs/instructions/templates Geo-hazards response, emergency response, Issuance of Geo-Hazards products	✓	Under review
Project Management	To ensure that all Geo-Hazards operations are well managed.	✓	Engage in the VMGD Business/corporate planning and annual budgeting for 2022/2023
		✓	Report annually and bi-annually on the Geo-hazard's operations and achievements 2021
		✓	Assess staffs through staff appraisal
		✓	Control the Geo-Hazards assets
		✓	Ensure the Geo-Hazards business plan is well implemented within means and timeframe
	Ensure the Geo-Hazards business plan is implemented	✓	1. Go through the business plan with the Geo-Hazards team
		✓	2. Set date lines according to activities set out in the business plan
		✓	3. Regular run activity checks during division meetings
		✓	4. Update time frame if necessary
		✓	5. Ensure all Geo-Hazards activities is implemented by 2022 physical year

One major key factor that affects the overall performance of the division is human resources. The Geo-hazard division is divided into two sections, volcanology and seismology and is composed of 15 positions, seven of which were vacant for several years. Fortunately, the division managed to fill in three positions this year; including the Manager, data analysts and the assistant technician (volcanology). The two senior posts, principal Scientific officers of both Volcanology and Seismology are still yet to be filled, as well as the tsunami officer and assistant technician (seismology).

Below is the list of Human Resource Capacity that the division has in 2022

Position	Name	Status/year employed
Manager	John Junior Niroa	2022
PSO Seismology	-	Vacant
PSO Volcanology	-	Vacant
SO Seismology	Dan Tari	2016
SO Volcanology	Sandrine Cevuard	2009: on a 3-year study leave ending 2024.
SO Geo-Chemistry	Ricardo William	2019
Data analysts	Estonia Meltetake	2019
Data analysts	Rerena Vatu	2022
Data analysts	Melinda Aru	2015
Data analysts	Juanita Andrew	2012
Senior Technician Volcanology	Javion Cevuard	2010
Tsunami Officer	-	Vacant
Senior Volcanology	Athanase Worwor	2010
Assistant Technician (volcanology)	Kaltang Taiwia	2022
Assistant Technician (Seismology)	-	Vacant

Blue color indicates posts that have been recently filled while orange show vacant positions.

This year 2022 was a tragic year for the department, firstly because of the Covid 19 pandemic and secondly because we lost our tsunami officer early this year. Late Mr. Glen Siba was someone with an open and unique personality that greatly benefited and influenced the division and the department, he is greatly missed but will be remembered as a member of the Geo-hazards' division.

Overview of products and services

The nature of work within the Geo-hazard's division is comprised of two scenarios, normal period and crisis period. Tasks performed during the two periods are different. Generally, during the normal period, officers monitor volcanic and seismic activities which is then interpreted and stored as daily, weekly, monthly and annually products. During normal times volcanic Alert Bulletins (VAB) are issued at the end of every month to inform the public about the status of the six volcanoes. Normally 12 VAB's are expected to be issued each year for each volcano, however; when there is a volcano crisis then the division issues VAB's based on the activity of the volcano. VAB's are sent through email (email contact list), VMGD web page and face book.

When a crisis occurs (crisis period) there are SOPs for each section and officer to do which is mainly based on early warning systems. Basically, how to inform the public about the crisis as soon as possible. Below is a tabulated summary of how many disseminations made by the Geo-hazard's division regarding volcanic and seismic crisis.

Bulletins issued, technician deployment, filed assessment reports made	Issued #	Date	Event (Seismic/Volcanic)
Email, Face book,			
Monthly Volcano Alert Bulletin	13 for Gaua and Ambrym while 12 for the other volcanoes	Monthly	Volcanic
Earthquake Bulletins	2		Seismic
Tsunami drill	1	4/11/22	Tsunami
Station Maintenance	9	2022	Seismology and volcanology

Volcano Crisis Summary

The Ambae volcano aerial survey and volcano activity assessment was carried out on the 3rd of January 2022 since the increased of activity on late November 2021. Financial constraints delay an assessment of the volcano activity.

Then on the 15th January 2022, the Hunga Tonga Hunga Ha'apai volcano erupted sending tsunami waves that reached the shores of Vanuatu. An assessment was carried out on Efate map the inundation of the tsunami waves.

On 25th January 2022, the Benbow crater at Ambrym volcano emitted a thick plume of ash, steam and SO₂ gas captured by our monitoring system. Its Volcanic Alert Level was raised from VAL 1 to VAL 2. The event lasted for only a few days then the volcano activity decreased again to its low level of volcanic unrest. Due to financial constraints, Geo-hazards division did not carry out an assessment until around September.

Projects and Research

There were a several projects which worked with the Geo-hazards this year. They include;

Van Redi

One common one that greatly benefited the division is the Van-Redi project. Their main objectives were to assist the division in providing early warning system in the Seismic and tsunami field. Upgrading our tsunami warning software, providing inhouse training (by Experts), purchasing equipment's are some of the major tasks done through the Van-Redi project. One tasks that stands out is assisting VMGD to carry out a tsunami drill at Eton village this year. There contract has been extended until December 2023, the division will work closely with Van-Redi team this year to further strengthen our early warning systems.

Victoria University

This year a group of researchers from Victoria University visited Mt Yasur with the purpose to try and understand the seismic activity of Yasur and also the composition of the sulfur gas. Ricardo William, the Geo-chemist officer had the privilege to follow and carry out field work with them. They were amazed

with their results and notified to share the interpreted data once it was further modified in the lab. The Geo-chemist field is a slow developing field within the division, research like this helps boost development in the Geo-chemist field and also provides experience to the Geo-Chemist officer which he greatly needs. This research team is planning to do the same exercise in all Vanuatu volcanoes; thus, we are expected to see them again soon.

VOLNAS

This project was created by Dr Phillipson Bani purposely to fill in some gaps that the division currently has. One of which is mentioned above, the Geo-chemist field. This project has plans to purchase an Ion Chromatography; a device used to help analyze sulfur gas. The idea is basically to build a lab specially to analyze volcano chemistry data. The project will also provide training in New Caledonia for two months. This will happen in mid-year 2023.

Trainings

Unfortunately, this year there were no refresher training regarding volcano or earthquake crisis. Something the division will address next year. Apart from, the division did take part in the in-house training offered by JICA experts.

Achievement Comments

- Recruiting of three new officers into the division. Looking forward to filling all vacant positions early next year.
- Mutual understanding between the Forecast and Geo-hazard division to implement a new tsunami SOP.
- Installing of six new intensity meters in Vanuatu (yet to be completed).
- MoU signed with Shefa province to install seismicity meter at their compound.

Challenges Comments

- To maintain VMGD seismic stations is one great challenge. Most stations are old and need constant visits for it to work. Financial constraints. Currently, out of the 20 seismic stations VMGD has, several are down while the rest need constant visits.
- Tower climbing: another challenge that limits the maintenance of the seismic stations is tower climbing. After the Memo was released earlier this year to stop tower climbing, some stations including MKV station (Efate main station) cannot be fixed. A clear memo has to come out from authorities regarding this issue.
- Vacant positions of both senior positions: Both PSO volcanology and seismology are vacant thus the team has to adjust and ensure all work required to do is done.
- Damage of the seismic stations. Some of our stations have been damaged by locals, again resulting in financial constraint in the division.

The division is looking forward to filling in the gaps that need immediate attention. For instance, the recruitment of both the PSO's and other vacant position. The division is not functioning to its full capacity due to these vacant positions. The division is grateful and acknowledges project listed above and also divisions within the Department for the assistance and support throughout this year.

Observations Division

Division Purpose and Key Outcomes

The vision of the weather observation division is to be an effective division maintaining optimal observational networks in meeting the data and information needs of the VMGD divisions and other national, regional, and international users and networks.

The Observation Division contributes to the Department's purpose by maintaining optimal observational Networks to meet the data and information needs of the VMGD Divisions and other national, regional, and international users and networks.

The Observation Division realizes its vision by deploying skilled and motivated staff, using modern and sound technology and techniques, to install, maintain and update observational networks that provide adequate coverage, real-time, accurate and high-quality observation data for weather, climate and water. The Division also works closely with regional and international technical partners to meet VMGD's network data and information reporting obligations.

The key strategic outcomes for the Observations Division are as follows:

- Restore, expand and sustain observation data networks, stations, systems, sensors and equipment;
- Effectively maintain the quality of real-time observations from all observing networks of VMGD Divisions;
- Ensure that the VMGD headquarters and Divisions have consistent and reliable access to real time observation data; and;
- Increase the number of observation data for existing, new and additional networks, stations, systems, sensors and equipment

2022 Priority Activities and Results

The Weather observation division's core program is for the Provision of Weather & Climate Monitoring. It is a 24/7 and ongoing program of collection of weather and climate data. The division also has other programs to improve and strengthened its capacity to meets its goals.

Programs and Objectives required by the 2022 Business Plan are summarized in the table below with results and commentary provided.

Weather Observation (Business Plan)			
Program	Objective (Targets)	Result ✓ x	Result Summary
Weather & climate Monitoring	365 days & 24/7 recording and measurement of land and Atmospheric conditions	✓	19,040 Climate/Synoptic Data Reports 6,064 Synoptic Report (b/field) 8,760 Aviation Report 365 Climate Reports (all station) 5475 Aviation Report (santo) 4015 Aviation Report (W/Grass). 16320 Aviation Report for 6 outer stations
Data Quality	Meet national & International data requirements	✓	Need improvements on monthly reports
Training and Development	Enhance the knowledge & Skills of staff to assist provincial customers & partnerships	✓	Planning in progress to have this training with the assistant of Fiji Met
Strengthen outstations Infra structure & Communications systems.	Improve Provincial weather Offices to be more responsive to Rural User	✓	In Progress. Sola smart cable was installed. Anietyum will follow suit
Transfer of Staff	Strengthen work experience	✓	Two staff were relocated between Whitegrass and Sola
Upper air Observations	Monitor, Measure Profile of Atmosphere	✓	Bureau of Meteorology Australia intends to fund. Discussion in progress
Student Attachment	Introduce Meteorological Science to students	✓	15 students attached for achieving data
Digitize Data at Bauerfield	Climate data bank & Other related divisions access the data faster	✓	Upgrade data system
Installation of AWS on all Sites	Improve on real -time data	✓	5 AWS installed

Provision of Weather and Climate Monitoring

As it has been mentioned above that the provision of Weather Observation is to measure and collect weather and climate related data on a 24/7 basis for 365 days.

Table 1.1 illustrates the total number of various reports that has been produced and disseminated this year.

The table shows the total number of reports produced this year.

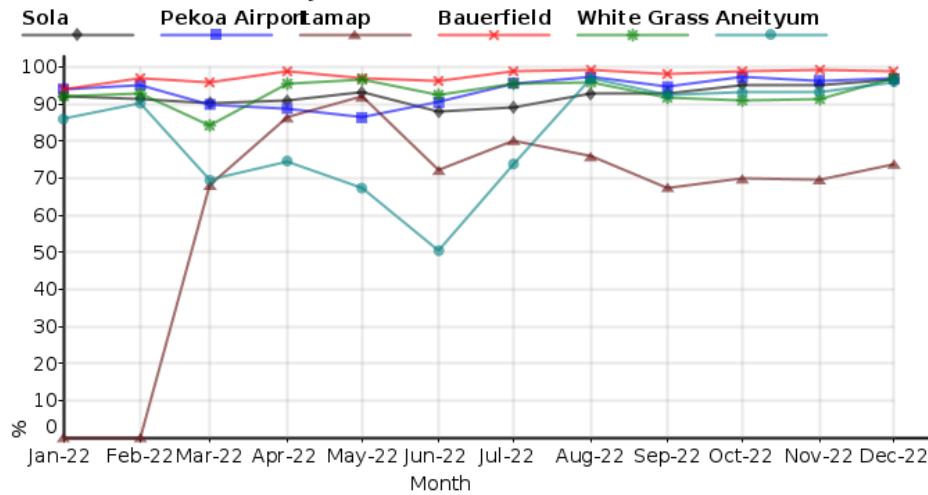
Reports	Total
SYNOP	10,930
METAR	17,927
SPECI	248
TTF	210

The graph below displays 12 months' graphical synoptic data which is created by New Zealand Meteorological services illustrating the performances of the Vanuatu Meteorology and Geo Hazards Department weather monitoring station. Those synoptic data are also decoded to aviation report which are send to the aviation industries. Each respective stations SYNOP and METAR reports were also produced on monthly and quarterly basis.

Performances from Observation stations for the last twelve months

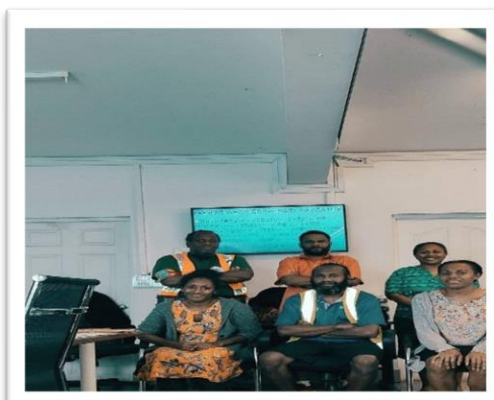
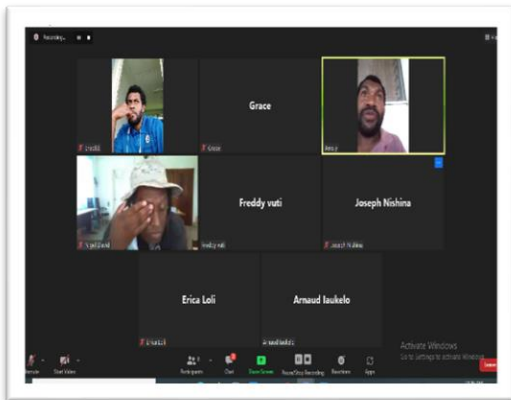
Percentage received RBSN synops, last 12 months (Vanuatu)

Generated at: 03:35 UTC 03 Jan 2023



Staff Training and Development

This year the division organize few refresher trainings with the assistance of Mr. Kumar. The training covers various topics such as; Procedure in meteorological observation, Visibility Observation, Recent Weather, Present Weather, Coding of Wind Direction and Speed and SPECI criteria. The Training was conducted via Zoom. Next year they will be more opportunities for training since borders are now open.



Bauerfield refresher training
WOD refresher training with Mr.Kumar

Achievements Comments

Observation division has five additional automatic weather stations installed on Lamap, Saratamata, Sola White grass and Anietyum stations including the previous ones installed on Bauerfield international airport and the other one on Pekoa international airport.

Smart Cable has been installed in Sola Met Station which enables good network services for weather monitoring. Similar improvement is aimed for Anietyum Met Stations in the future.

This year, Pekoa team was fortunate to engage with Van-KIRAP project team on the deployment of wave buoys. The division have also been part of the two-aviation audit which was conducted by an inspector from PASO. Based on the audit report, few Standard operating procedures were developed and also a performance trend analysis on weather observation division products was implemented to ensure quality of data is maintained.

Observation division has archived one of its long-time plans to renovate Bauer field weather office. A budget was allocated for the building to repair roof top leakage to be worked on in early 2023.

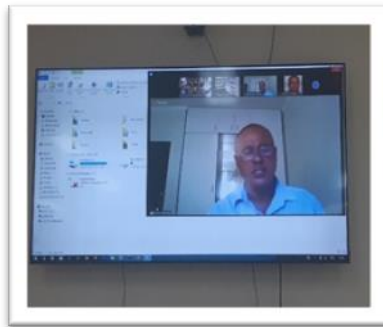
The division has challenges with communication system and most of the time data cannot be transmitted on time as a result. In October, ICT and Engineering team successfully install internet fiber cable at Sola Met Office and this resolve the issue.

Furthermore, in July a team from Bureau of Meteorology (BoM) visited Bauerfield met office to have a look on the weather instruments that has been used. After their assessment they install a micro AWOS to assist team at Bauerfield to verify their observations. It is a useful device since it has few sensors that is crucial for aviation.

Below pictures on the deployment of wave buoys, installation of internet fiber cable and installation of micro AWOS.



Below is Aviation Audit



Micro AWOS installed at Bauerfield Met Office



Challenges Comment

Communication Network

There are times when outer observation stations face difficulties in transmitting data to the head office due to communication network breakdown, particularly with the HF radio and telecommunication network.

Staff House

The repair of Anietyum Met station staff house was not completed. Cooperate Service Unit (CSU) implement the project through NPP fund and never completed the repair and maintenance work. The staff appointed to man the station is not living in Anietyum because of this unfinished task. He remains in Tanna until the house is completely renovated before he returns to resume his duty on Anietyum. This gives burden to only one staff who now man the station in Anietyum. Lamap staff house needs urgent repair only then a staff will be station there. Otherwise, this is still a challenge to allocate fund for this repair work. This will affect the data collected from that station. Public Service Commission (Housing Management) have authorized staff from Bio-security to occupy the Observation Managers house at the airport. This will create challenges in communication and attunement to urgent matters that concerns aviation that may occur in unexpected circumstances.

Human Resource

There still a number of positions to be filled to task in outer island stations such as Lamap and Saratamata. The recruitment process was delayed due to deficit in the payroll budget. No recruitment can be made until this budget is healthy. This also prolong the recruitment of a new Manager. Joe Mala has taken his early retirement at the end of 2021.

AWS Sensors

Vanuatu Meteorology and Geo Hazards Department AWSs do not have spare sensors to replace faulty ones. Next year the Department will be acquiring several more and we need spares to maintain the consistency of data flow and quality.

Office equipment

Need to replace all PC and improve internet access in outer stations.

Data quality

Need to replace faulty thermometer.

ICT and Engineering Division

Division Purpose and Key Outcomes

The ICT and Engineering Division contributes to the VMGD purpose by having qualified, skilled and motivated staff to enable VMGD adapt to technology changes and use up-to-date, modern and sound infrastructure and ICT to support all of VMGD's services.

Highly resilient and reliable information and communications technology (ICT) underpin all aspects of VMGD's operations. These systems must operate continuously to support 24/7 operations and Vanuatu's leading weather, climate science, climate change and Geo-Hazards research.

The key strategic outcomes for the ICT and Engineering Division are as follows:

- Transmitting amounts and diverse types of meteorological and Geo-Hazards related data from the weather, volcanic and seismic network the VMGD's data center and regional centers within tight time frames
- Promptly communicating forecasts and warnings accurately and reliably to users, including through various mediums in particularly VMGD's website and social media
- Observation data networks, stations, systems, sensors and equipment are automated and providing VMGD Divisions with updated data and information for various products and services.
- Verification schemes for aviation weather forecasts and tropical cyclone products services and warnings are established and automated where possible.
- Automated and centralized points for in-coming weather, climate, water, volcano, seismic and other related environment and Geo-Hazards observation data and information are developed.
- Automated access to and use of Vanuatu real-time observations data and information by each VMGD Division.
- Databases of climate, volcano, seismic/earthquake data and information and other related databases, including historical tropical cyclone data, forecasting systems, platforms and applications, are updated and maintained.
- Providing a stable, efficient, resilient and a central computing infrastructure that supports forecasting, climate and Geo-Hazards activities.
- Systematic inspections and maintenance of observing systems infrastructure

- Near to rapid response and return-to-service for damaged or faulty equipment
- VMGD communication network throughout the country is improved.
- Automated delivery of VMGD's weather, climate, flood, volcano, seismic/earthquake and related environment and Geo-Hazards information, forecasts, services and warnings.
- Electronic infrastructure is supported and expanded accordingly.
- Automated redundancy/back-up systems are active and in place for all VMGD Divisions.

These were delivered through 6 different programs:

1. Data and Computing Services
2. Telecommunication
3. Equipment Infrastructure Maintenance & Management
4. Multi-hazard early warning & monitoring systems
5. ICT & Engineering Management & Operations
6. Disaster Responses

The performance of each of these programs for the year 2022 are discussed below.

2022 Priority Activities and Results

Programs and Objectives required by the 2022 Business Plan and results are summarized in the table below and commentary provided in the following text. The table only summarizes the achieved activities.

ICT and Engineering Division (Business Plan)			
Programs	Objective (Targets)	Result ✓ x	Result Summary
Data & Computing Services	To provide computing and data storage services to support all VMGD operations and housed departments and projects.	✓	<p>ICT team continues to provide daily support services to the department’s divisions making sure the server systems are securely available and accessible 24/7.</p> <p>This year, the ICT team with financial support from the VanKIRAP Project complete setting up three (3) Climate Community Centres within the country – Saratamata (Ambae), Lakatoro (Malekula) and Lenakel (Tanna). The ICT team have setup in each centre a computer desktop and connected it to VMGD domain network. The Centre is to be fully equipped with Climate information for everyone and anyone who desire to get updated climate and or weather and Geohazards information.</p> <p>The ICT team again with financial support from the VanKIRAP project assist and facilitate a team of contracted digitization staffs in setting up an NComputing hardware and software for them to digitize data from the Archive into the Clide Database.</p> <p>The ICT team have also provide ICT services and support to other gov’t departments within the Ministry of Climate Change. During the COVID Lockdown, ICT team have worked tirelessly in assisting VMGD Forecast, Geohazards and Observation team to work remotely, virtually from home</p>

			to keep the department's service delivery ongoing. This assistance was also offered the CSU staff members as well as to the other staff members of the other MOCCA departments.
Tele-communications	To provide and maintain a telecommunications network to transmit weather, seismic and volcanic observations from instrumentation located throughout Vanuatu to VMGD operations, and to distribute weather forecasts, climate and geo-hazards bulletins and data nationally and to WMO members worldwide together with Geosciences regional partners	✓	Sola Met Office is now online over fiber to the Provincial HQ and over GBN to VMGD HQ. All services are accessible: Email, Network Share, Internet and VoIP services. This one-month work was financially supported by the Dept. of VMGD hiring a fibre technician to work with the VMGD Technicians to complete fibre cabling installations and configuring the office to be connected to the VMGD network over the Government Broadband Network
Equipment Infrastructure Management	To maintain a robust and sustainable national observations infrastructure and capability to meet VMGD and regional partners' needs	✓	<p>Weather instruments complete servicing and calibrating in Pekoa, Bauerfield, Saratamata. Norsup, Whitegrass and Aneityum.</p> <p>Unfortunately, 3 stations not done: Sola, Lonorore and Lamap.</p> <p>Wave buoys provisioned by VanKIRAP and installation for 5 sites successfully done and completed: Aneityum, Tanna, Santo (2 sites). Pending site is Malekula – 2023.</p> <p>Automatic River Gauge (ARiG) provisioned by VanKIRAP. Installed in September 2022. Data is transmitted onto the satellite and is accessible via an online app ☑ Eagle I/O.</p> <p>Temporarily install a mini or micro weather station at the Bauerfield Airport. Quite useful to Observation and Forecast. Gives Wind Variation data.</p> <p>Litzlitz Tide-gauge Rehabilitation provisioned by</p>

			<p>VanREDI. Installation completed in October 2022. Additionally, Tsunami Camera Watch was also installed.</p> <p>Climate Automatic Weather Station (AWS) and Automatic Rain Gauges (ARG) provisioned by VanKIRAP Project. Installed in Nov – Dec 2022, for three (3) sites in Santo. Two (2) ARGs installed in Vunasbev and Sarakata Hydro site and one (1) AWS installed in VARTC.</p> <p>Tsunami sirens maintenance Sirens maintenance for Vila and Santo. Two trips to Santo this year for maintenance</p> <p>Standby generator is well serviced and maintained. Its record book is up-to-date. UPS is working with new batteries installed.</p> <p>Currently having an issue. Switching over from Mains to UPS is faulty. Supplier looking at it. New Engineering workshop completed uplift and all set ready for use. This work is provisioned by VanKIRAP project in uplifting the workshop space to cater for a working bench and some storage space for spare equipment.</p>
Multi-hazard Early Warning & Monitoring Systems	To ensure a high standard operation of VMGD Multi-Hazards Early Warning & Monitoring system	✓	<p>Routine tasks for supporting and maintaining the VMGD Database systems and network resources are up to date and well carried out and responsive.</p> <p>Forecast Early Warning Systems are well serviced and maintained.</p> <p>Early warning system: Mobile Applications funded by VanKIRAP project: AgroMet, Climate App and the Weather App. These Applications were developed by VanKIRAP project partners and will be</p>

			installed in the VMGD data center server systems.
ICT/Engr Management & Operations	To ensure a high standard operation of the ICT/Engineering Division and a proper management of ICT/Engineering Staff and assets	✓	<p>Completion and continuous updates of the SOPs documentations. Participate in business/corporate planning and submit annual reporting and budget. Submit appraisals. Acting Manager ICT/Eng successfully carried out staff appraisals for the ICT and Engineering staff members.</p> <p>Keeping a good management of ICT equipment paid by the dept. The data is stored in an Inventory Asset Database. Managed to complete and signed four (4) maintenance contracts: Epau, Norsup and Lamap. These are unmanned observatory sites. SLA created and signed for Airports Vanuatu Limited (AVL). There is another SLA currently in review for OGCIO. Recruited new ICT Technician for Meteorology and Geohazards: Helory Samuel.</p>
Disaster Responses	To undertake equipment responses to volcanic eruption, earthquakes and tsunami	✓	<p>Preparedness for any upcoming disaster. Duty shift roster is created and followed to provide support to dept. divisions</p> <p>Preparedness for backup/standby communication devices/cables etc for deploying for any post disaster event.</p>
VanKIRAP – GCF Project	Weather Radar works - Securing land, utilities and communications for the Radar installations	✓	<p>Working with Lands Dept, URA, TRBR and OGCIO for achieving these needs. Priority here is to secure the Land. Continue working in 2022.</p>

Staffing

The following tables provide information about staffing of the ICT & Engineering Division in 2022.

Staffing	Details
Numbers:	Total staff [9] – Permanent [9], Contract [0]
Performance Appraisals Conducted	Annual for 9 staff
Study Leave:	[NIL]
Secondment:	[NIL]
Annual Administration Leave:	Total number of staff taking Administration Leave [2]
Other Leave/Resignation/Retirement:	[NIL]

Achievements Comments

Above in the table mentioned are the achievements for the year 2022. There is a good working team that works together and corporate to achieve goals at hand, encouraged to keep this team working spirit continues to next year and the coming years.

Program	Highlights
Data and Computing Services	ICT support Services for: <ul style="list-style-type: none"> - Setting up virtual offices for each individuals to work from home during covid19 lockdown (Forecast, Observation and Geo-hazard) - Provide assistance to CSU and other MoCC departments in setting up virtual office to work from home during the covid19 lock down. - Website was well administered and managed with all updates - Recent upload was climate outlook, TC outlook and Aviation survey
Telecommunication	Data communication for Sola Meteo Observation is complete <ul style="list-style-type: none"> - Sola Met office is now online over fiber to the provincial HQ and over GBN to VMGD HQ - All services are accessible: Email, network share, internet, VOIP
Equipment Infrastructure and Management	<ul style="list-style-type: none"> - Installation of two automatic rain gauges at Vunasbev & Sarakata hydro and one Automatic weather station at VARTC procured by VANKIRAP project - Wave Buoys provisioned by VANKIRAP. Installation completed for 5 sites (Anietyum, Tanna, Efate and 2 site in

	<p>Santo. Pending installation for Malekula site</p> <ul style="list-style-type: none"> - Litzlitz tide-gauge rehabilitation. Data is now streaming in. Additionally, Tsunami camera watch was also installed - Automatic River gauge (ARiG) provisioned by VANKIRAP. Installed in September 2022 at the Sarakata River in Santo. Automatic River Gauge (ARiG) data is transmitted onto the satellite and is accessible in Eagle I/O: https://vmgd4.eagle.io/ - Temporarily install a mini or micro weather station at the Bauerfield airport. Quite useful to observation and Forecast. <p>Link: https://portal.quantimet.com/</p> <ul style="list-style-type: none"> - This weather station gives visibility data that the current AWS doesn't give and the observers manually collect its data.
Multi-hazard early warning and monitoring system	<ul style="list-style-type: none"> - Early warning system: Mobile application funded by VanKIRAP project: AgroMet, Climate App and the Weather App. These apps were completed and will be installed on VMGD servers in the following year 2023
Disaster Response	<ul style="list-style-type: none"> - ICT & Engineering services successfully respond to covid19 locked down during the state of emergency. That is in providing support services to all divisions in the VMGD department as well as to the CSU and the other department within the Ministry. Virtual office was setup for staffs to work remotely from home during the state of emergency, covid19 locked down.
ICT/Eng Management and Operations	<p>SLA</p> <ul style="list-style-type: none"> - VMGD and Airports Vanuatu Maintenance contracts for unmanned AWS stations - Epau, Norsup and Lamap <p>MOA</p> <ul style="list-style-type: none"> - Sarakata River Gauge land agreement between VGD, DoW and Landlords (Van-KIRAP project) - Recruitment of ICT/Eng Technician Meteorology and Geo-hazards, Helory Samuel who joined in just before covid19 lock down.

Challenges Comment

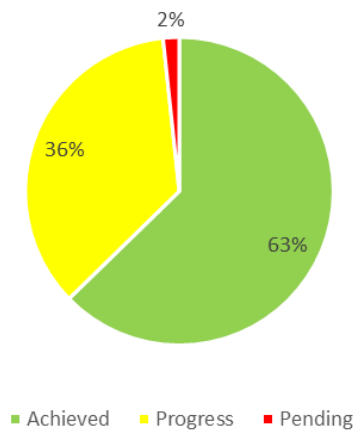
There are challenges faced this year and this is explained further in this table along with its way forward for each challenge faced:

Challenges	Way Forward
Workloads. JD works/Dept works and project works Hight's safety not available	<ul style="list-style-type: none">- New structure may cater for this- SLA is in progress. Hiring tower-riggers is a good option but the cost is sometimes to be mindful of
Field frequency interference Project works involving permanent staff	<ul style="list-style-type: none">- Work with TRBR for dedicated VMGD frequencies- Project works meeting datelines for unforeseen reasons, working overtime need to be covered by project funds and not operations funds. E.g allocating 2% of project funds for OT
Network communication link support from OGCIO	<ul style="list-style-type: none">- OGCIO be conscious of VMGD's network and provide necessary assistance and support. A corporation of working together- SLA currently in progress with the assistance from the MoCCA compliance officer.
Support/Service Agreement for Systems Application example. Synergy, Meteo Factory, FMI	<ul style="list-style-type: none">- Contract support needs to be renewed. This will be done at the PR level. Director to push for this to happen.
ICT & Eng Manager still vacant	<ul style="list-style-type: none">- Fast track the recruitment process if possible to have someone at the beginning of the new year
Spare parts of AWS sensors and tsunami sirens are urgently in need. No available funds to financially support this need	<ul style="list-style-type: none">- NPP 2023 or acquire small project funs from DSPPAC or from other funding agencies.

Report Against Departments Budget Narrative

Corporate Service Unit

CSU Budget Narrative 2022



Status	# of activities	%
Achieved	37	63%
Progress	21	36%
Pending	1	2%

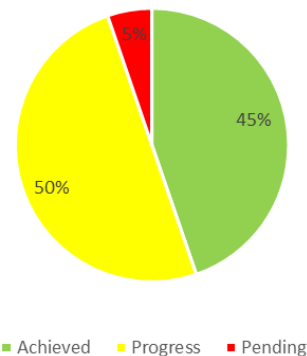
All activities in the budget narrative appear in the Business Plan and an additional 13 activities added to the 2022 Business Plan.

Out of the 59 activities in the budget narrative, 37 (63%) activities reported achieved, 21 (36%) reported progress and 1 (2%) pending planned for next year and a few reported to be progress will be an ongoing activity in 2023.

Department of Climate Change

DoCC progress against 2022 Budget Narrative

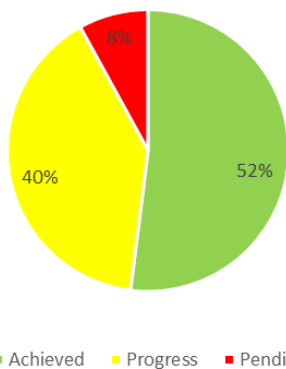
Status	# of activities	%
Achieved	17	45%
Progress	19	50%
Pending	2	5%



During the reporting period, DoCC report against budget narrative 17 (45%) activities achieved, 19(50%) progress and 2 (5%) still pending which will be carried over to 2023 Business Plan.

Department of Energy

DoE Progress Against 2022 Budget Narrative

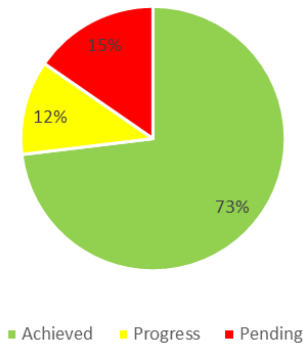


Status	# of activities	%
Achieved	13	52%
Progress	10	40%
Pending	2	8%

DoE planned to implement 25 activities in 2022, DoE report 2 (8%) activities pending, 10(40%) activities reported on progress and 13(52%) activities achieved.

National Disaster Management Office

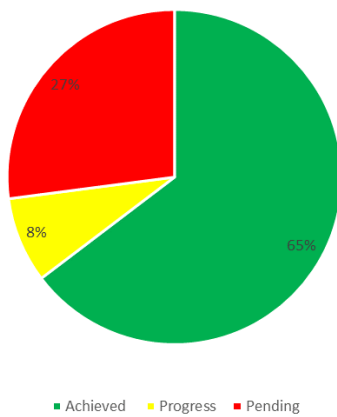
NDMO Progress against 2022 Budget Narrative



Status	# of activities	%
Achieved	38	73%
Progress	6	12%
Pending	8	15%

NDMO report shows that only 8 (15%) activities in the budget narrative pending due to budget constraint whereas 6 (12%) activities progress and 38 (73%) of activities in the budget narrative reported achieved in 2022.

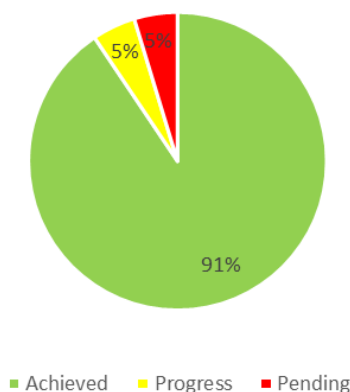
Department of Environment, Protection and Conservation



Status	# of activities	%
Achieved	86	65%
Progress	11	8%
Pending	36	27%

DEPC report shows that only 36 (27%) activities in the 2022 business plan pending due to covid19 lockdown whereas 11 (6%) activities progress and 86 (65%) of activities in the business plan reported achieved in 2022.

Vanuatu Meteorology and Geo-hazard Department



Status	# of activities	%
Achieved	77	91%
Progress	4	5%
Pending	4	5%

VMGD report shows 4 (5%) activities in the 2022 business plan pending due to covid19 lockdown whereas approximately 4 (5%) activities shown as progress and 77 (91%) of activities in the business plan reported achieved in 2022.

Policy Development

Vanuatu's CCDRR Policy was first launched in 2016, and back then it was regarded as the Principal version, having held supreme as the overarching climate change and disaster risk reduction policy across all government sectors. Even though the existing policy had no implementation plan to efficiently guide its implementation, the DOCC in 2021 commissioned its first ever Vanuatu CCDRR Implementation Plan (IP).

In its completion, the implementation plan 2022-2026 captures up-to-date emerging issues and priorities. Given the time difference, a policy review was required to be conducted on the principal version of the CCDRR Policy which was overseen by the NAB Sec Office. The outcome of this review informs us on the 2nd Edition of Vanuatu CCDRR Policy 2022-2030.

Adequately the 2nd Edition was launched on the 31st of August for implementation. A series of stakeholder awareness consultation workshops was convened at both national and provincial level. Interestingly the consultation workshop was organized to walk through with CCDRR stakeholders on the recently launched policy, more so to mainstream the policy directives as to inspire stakeholders to incorporate CCDRR priorities into their respective sectoral policies and plans.

Furthermore, both non-government and government stakeholders were engaged in this national stakeholder consultation which was held on 31st August and 1st of September. Similarly the provincial consultation conducted via provincial technical advisory committee (PTAC) for both Tafea and Sanma Provincial Government on the first week of September.

Portfolio Legislative Framework

No new legislative framework developed; however, all legislative framework and arrangements remain as it is;

MoCC departments are mandated to administer legislative acts and regulations solely, while in some cases a legislation provides for more than one administrative agency. VMGD and DOCC are separate agencies under MoCC which are both legally bound by Meteorology, Geological Hazards and Climate Change Act, while also considering the establishment of Geological Hazard Department.

Acts in Force: Environmental Management and Conservation Act [CAP 283]; Ozone Layer Protection Act No.27 of 2010; International Trade and Fauna [CAP 210]; Pollution Control Act No.10 of 2013; Waste Management Act No. 10 of 2014; Energy Efficiency of Electrical Appliances, Equipment and Lighting Products Act No.24 of 2016, National Green Energy Fund Act 2018; Electricity Supply [CAP 65] Consolidated Edition 2021; Geothermal Energy Act 6 of 1986; Disaster Risk Management Act No.23 of 2019; National Disaster Act [CAP 267]; Meteorology, Geological Hazards and Climate Change Act No. 25 of 2016; National Park Act of 1993.

Legislation in Force: Environmental Impact Assessment Regulations Order No.175 of 2011; Waste Management Regulations Order No.15; Waste Management Regulations No.16; Waste Management Regulations No.17; Environmental Impact Assessment Regulations

(Amendment) Order No.102; CITES Regulation; Ozone Layer Protection Regulation Order No.20.

Conventions

During this reporting period, no new conventions was signed, the same conventions remain the same.

Table 7: shows the current treaty under the Ministry of Climate Change

Treaty	Signatures	Ratification	Status
Basel Convention		16 Oct 2018	Accession
Convention on Biological Diversity	9 Jun 1992	25 Mar 1993	Ratification
Convention on International Trade in Endangered Species of Wild Fauna and Flora	17 Jun 1989	15 Oct 1989	Accession
Kyoto Protocol		17 Jul 2001	Accession
Minamata Convention on Mercury		16 Oct 2018	Accession
Montreal Protocol		21 Nov 1994	Accession
Nagoya Protocol	18 Nov 2011	1 Jul 2014	Ratification
Paris Agreement	22 Apr 2016	21 Sep 2016	Ratification
Rotterdam Convention		16 Oct 2018	Accession
Stockholm, Convention	21 May 2002	16 Sep 2005	Ratification
The Kigali Amendment (2016)	20 Apr 2018		Signatory
United National Convention to Combat Desertification	28 Sep 1995	10 Aug 1999	Ratification
United National Framework Convention on Climate Change	9 Jun 1992	25 Mar 1993	Ratification
United National Convention on the Law of the Sea	10 Dec 1982	10 Aug 1999	Ratification
International Commission for the Conservation of Atlantic Tunas		25 Oct 2002	Accession
Vienna Convention		21 Nov 1994	Accession

Risks/challenges

During this reporting period, MoCC has planned activity that was indirectly achieving the National Sustainable Development Plan. It was planned that 2022 Business Plan will work to achieved expected outcome in the Corporate Plan. Nevertheless, a number of challenges in 2022 have significantly delayed this plan. This has been communicated with the head of the agency and some of the pending activities will be therefore carry forward in 2023 Business Plan.

COVID19 Lockdown: In March 2022, the Government of Vanuatu through the Ministry of Health Impose Lockdown after first COVID-19 Detected in the Community which forced the Head of Public Service to close doors of Ministry's but allowing essential services to operate under strict protocols and initially included travel restrictions, curfews, school closures, and social distancing measures. MoCC has a contingency plan and has adapted their working approach including working from home and utilizing video conferencing and emails until some restrictions were eased. This has also cause the departments to redirect funds for covid19 equipment's which was cause a budget constraint to pending 2022 activities.

As per the COVID-19 Health Sector Preparedness and Response Plan (available at www.covid19.gov.vu/index.php/know-do/vangov-plan)

Tropical Cyclone: In parallel to the pandemic crisis, Vanuatu has also faced four (4) different cyclone named Cody: January 8-15, 2022, Dovi: February 9-12, 2022, Fili: April 4-9, 2022, Gina: May 18-22, 2022. These cyclones have intensified to affect mostly parts of Tafea and Shefa whereas TC Dovi changes to Category 2 and hit mostly Tafea province. This has occupied national, provincial government staff to focus on response and delay normal business plan activities.

The Operations of Malekula and Tanna electricity concessions: Operations of the Malekula and Tanna electricity concessions was a challenge for Ministry especially Department of Energy. Financially, MoCC has to divert funds from other Business Plan activities towards the daily operations including spare parts while advertising the tender. Humans resource was affected where staff have to leave their work and directly involved.

The Government Network Interrupted: On November 2022, the government network was attached causing the government officials to use commercial email systems and manual systems to keep government operations continuing. It also affects the registration of appliance and approval of EE permits including financial processes. MoCC manage the issue by setup Gmail account and communicate on Facebook (FB) and continue service delivery in Vanuatu.

Political Instability: In 2022, MoCC has three (3) Ministers. Hon. Bruno Leignkone TAO was re-elected in 2020 as the Minister of Climate Change. In March 2022 PM Loughman made a reshuffle for the Health minister Hon Silas Bule is now minister of Climate Change. In November 2022 after a snap election, Hon. Ralph Regenvanu was appointed as the Minister of Climate Change. During this period government offices and schools were often closed and/or key stakeholders were unavailable to participate in activities

These events have presented an opportunity for MoCC to expand relationships with key partners and stakeholders in the country including the Provincial government, Private sector, and communities to addresses these challenges.

Human Resource

In 2022, the Ministry has a total of 138 staffs which are currently paid under the finance payroll system. The table below details the number of staffs each department has and the type of employment they are in.

Table 8: shows statistical information on the Ministry's staffing by each Department

Department/Unit	Total staff	Permanent staff	Probation	Contract/Project/Intern/Technical Advisors	Vacant position	Gender analysis
Corporate Services Unit (CSU)	20	19	0	1	1	Male: 8 Female: 10
Vanuatu Meteorology and Geo-hazards Department (VMGD)	119	58	0	61	22	Male: 83 Female: 36
Department of Environmental Protection and Conservation (DEPC)	17	17	0	0	2	Male: 9 Female: 8
Department of Energy (DoE)	36	18	0	18	7	Male: 26 Female: 10
Department of Climate Change (DoCC)	11	8	0	4	0	Male: 8 Female: 3
National Disaster Management Office (NDMO)	19	17	1	4	4	Male: 16 Female: 5

Information on Compliance Report (Discipline Cases).

There were a total of 5 staffs who face serious disciplinary actions and were suspended on half pay following the Public service Commission disciplinary Process. The Commission has reinstated 3 officers, one officer has been terminated and another officer is still on disciplinary process.

Table 9: Shows Leave Accrual Analysis;

Note that staff accrual leave analysis will still be update once access is given.

Leave Accumulation Type	% of Workforce
Current MCCA Staff with 10 days and below accumulated leave	21= 17.6%
Current MCCA Staff with 10 days and over accumulated leave	27 = 22.6%
Current MCCA Staff with 20 days and over accumulated leave	17 = 14%
Current MCCA Staff with 30 days and over accumulated leave	14 = 11.9%
Current MCCA Staff with 40 days and over accumulated leave	36 = 30%
Current MCCA Staff with 50 days and over accumulated leave	2 = 1.6%
Current MCCA Staff with 60 days and over accumulated leave	2 = 1.6%
Total	119 staffs

Table 10: Shows total number of employees on Scholarships;

Name	Allowances	Area of scholarship
Sandrine Cevuard	50% salary cut	Bachelors in Environmental Science
Joseph Worwor	50% salary cut base on recent PSC decision if he further his studies as of 2021	Bachelors in Earth Atmospheric Science
Levu Boaz	100% salary base on previous contract (2 years)	Masters in Science
Julie Vatu	Receiving full salary	Masters training in Climate Science
Brenda Williams	50% salary cut	Bachelor of Environmental Management

Table 11: Shows trainings delivered, equity and inclusivity

MCCA has identified training and 54 staff in MoCCA attend training. The Short-term training details are outlined below.

Training	Number of staff attended
First Aid training	30
VIPAM training Basic administration training	24
Refresher Training on Managing staff discipline	20
Asset Management training	1
Logistics Management Training	2

Trainee	Title of training	Location of training	Date
Levu Antfalo	Meteorology	New Zealand	2019-2022
Iuma Bani	Hydro-Meteorology	Japan	2022

Jerry Timothy & Levu	Aviation	Online	2022
Ellen Luke Solomon	Marine training	Online	2022
2022 ACTING positions			
Name	Acting		Date
Fred Jockley	Acting Director	Port Vila	2022/2023 (2 weeks)
Tom Natick	Acting PSO Public Commercial	Port Vila	2022/2023 (2 months)

Training and Workshops Attended by VMGD Climate Staff in 2022

	Name of Training & Workshops	Mode of Training Delivery		Duration	Training Provider
		Virtual (Online)	Face to Face		
1	IPCC WGII Summary Workshop			2 days	IPCC
2	First AID Training			2 days	
3	PSC Yearly Workshop on PSSM (Chapter 5&6)			2 days	PSC
4	ClIDE Refresher Training			4 days	COSPPac-BoM
5	Ocean Acidification Training			4 days	
6	Annual Global Forum on Climate Science Information			2 days	
7	Disaster Risk Knowledge Series			4 days	
8	Pre COP-Negotiation Trainings			3 days	NAB
9	Pacific ACCESS-S Climate and Ocean Workshop			4 days	COSPPac - BoM
10	Tropical Cyclone Portal Training			4 days	BoM
11	Climate Youth Negotiation Program			5 Months	
12	Vanuatu Early Action Rainfall Watch National Meteorological Services Workshop			1 day	COSPPac – BoM
13	Vanuatu Early Action Rainfall Watch Stakeholder Workshop			2 days	COSPPac – Bom
14	Health Systems and Climate Change			39 days	PCCC
15	Validation Workshop of “Strengthening capacity in the Energy, Agriculture, Forestry, and other Land-use Sectors for Enhanced Transparency in the Implementation and Monitoring of Vanuatu’s Nationally Determined Contribution”			1 day	FAO
16	Ecosystems-Inception Workshop			3 days	ActionAid
17	CLIK-P & PICASO			4 days	COSPPac-BoM
18	VaCSA Training Webinar III			1 day	APCC
19	Codes of Conduct Guidelines			1 day	MOCC CSU

❖ **Retirements in this period;**

For this year 2022 there are no retirement for MoCC staffs

❖ **Redundancies (if any) in this period**

For this year 2022 there are no redundancies for MoCC staffs

❖ **Leave Accrual Analysis;**

The table below is showing the staff leave accrual. As per the Public Service staff Manual all PSC Officers shall be entitled to 21 working days leave annually in accordance with the Employment Act (Cap 160). Those with 20 years of unbroken service – 48 working days and those with 30 years of unbroken service - 72 working days leave per annum. Ministry also have some staffs on service for more than 20 years and these officers accrued more leaves than officers that are on service for less than 20 years.

Leave Accumulation Type	No. of Workforce
Current MCCA Staff with 20 days below	52
Current MCCA Staff with 21 days above	34
Current MCCA Staff with 30 above	17
Current MCCA Staff with 40 above	18
Current MCCA Staff with 50 above	21
Current MCCA Staff with 60 above	2
Current MCCA Staff with 70	4
Total	148 staffs

Financial Statements

STATEMENT OF REPRESENTATION

FINANCIAL STATEMENTS FOR THE YEAR ENDED 2022

STATEMENT OF REPRESENTATION FOR *Ministry of Climate Change & Adaptation*

We have reviewed the Statement of Financial Performance and the Statement of Appropriations for my Ministry for the year ended 31st December 2022 and provided the required schedules as outlined in Financial Circular 7 of 2009. We verify that:

1. The Statement of Financial Performance and Statement of Appropriations fairly reflect the ***Ministry of Climate Change & Adaptation*** financial activities for the period 1st January – 31st December 2022;
2. All LPOs were verified as being valid as at 31st December 2022 and any duplicate, invalid or erroneous LPOs have been cancelled;
3. All Standing and Accountable imprest due before 31st December 2022 have been retired and fully accounted for;
4. The asset register has been updated to the best of our ability and includes all known assets with a value of more than Vt100, 000 as at 31st December 2022 ;
5. Employee leave transactions have been updated and the list of outstanding annual leave balances provided is valid and complete;
6. All known commitments, contingent liabilities and contingent assets have been identified and information submitted;
7. All adjustment journals have been made and passed onto the Department of Finance for approval.

Signed


(Director General)
Ministry of Climate Change




(Finance Manager)
Ministry of Climate Change

Statement of Appropriation

Table 1 shows the 2022 statement of Appropriation

Code	Description	Original Appropriation	Supplementary Appropriations	Virements	Final Budget	Actual Expenditure	Commitments	Total Expenditure	Under/ (Over)
M20	Ministry of Climate Change Adaptation, Geohazards, Meteorology and Energy								
MGA	Cabinet Support								
86AA	Cabinet Operations	71,962,234	-	(3,363,632)	68,598,602	64,744,105	-	64,744,105	3,854,497
MGAA	Portfolio Coordination	71,962,234	-	(3,363,632)	68,598,602	64,744,105	-	64,744,105	3,854,497
MGA	Cabinet Support	71,962,234	-	(3,363,632)	68,598,602	64,744,105	-	64,744,105	3,854,497
MGB	Executive Management & Corporate Services								
86AA	Cabinet Operations	-	-	-	-	414,615	-	414,615	(414,615)
87AA	Office of the Director General	86,941,576	-	13,914,797	100,856,373	97,055,254	-	97,055,254	3,801,119
87BB	National Advisory Board	18,527,151	-	1,883,560	20,410,711	20,194,704	-	20,194,704	216,007
MGBA	Corporate Services	105,468,727	-	15,798,357	121,267,084	117,664,573	-	117,664,573	3,602,511
MGB	Executive Management & Corporate Services	105,468,727	-	15,798,357	121,267,084	117,664,573	-	117,664,573	3,602,511
MGC	Vanuatu Meteorological Services								
75DA	Meteo Department Corporate Service Section	10,000,000	-	-	10,000,000	9,905,548	-	9,905,548	94,452
75DA	Meteo Department Corporate Service Section	32,253,592	-	(2,575,151)	29,678,441	26,723,656	-	26,723,656	2,954,785
75DC	Weather Forecasting & Monitoring	26,027,328	-	(199,356)	25,827,972	26,964,321	-	26,964,321	(1,136,349)
75DE	ICT-Engineering	29,752,608	-	(4,591,146)	25,161,462	24,999,763	-	24,999,763	161,699
75DF	Climate Section	20,405,864	-	(3,287,205)	17,118,659	18,015,031	-	18,015,031	(896,372)
75DG	Observation Section	32,898,360	-	-	32,898,360	33,408,837	-	33,408,837	(510,477)
MGCA	Weather Forecasting, Monitoring and Research	151,337,752	-	(10,652,858)	140,684,894	140,017,156	-	140,017,156	667,738
75DD	Geo-hazard	24,627,072	-	(6,986,048)	17,641,024	17,284,777	-	17,284,777	356,247
MGCD	Geo-hazard	24,627,072	-	(6,986,048)	17,641,024	17,284,777	-	17,284,777	356,247
MGC	Vanuatu Meteorological Services	175,964,824	-	(17,638,906)	158,325,918	157,301,933	-	157,301,933	1,023,985
MGD	Energy								
6301	DoE Finance & Admin	60,556,890	-	15,167,241	75,724,131	76,658,693	-	76,658,693	(934,562)
6302	DoE Electrification Unit	5,000,000	-	-	5,000,000	4,726,831	-	4,726,831	273,169
MGDA	Energy Management and assessment	65,556,890	-	15,167,241	80,724,131	81,385,524	-	81,385,524	(661,393)
6301	DoE Finance & Admin	100,000,000	-	-	100,000,000	100,000,000	-	100,000,000	-
MGDC	Green Energy	100,000,000	-	-	100,000,000	100,000,000	-	100,000,000	-
MGD	Energy	165,556,890	-	15,167,241	180,724,131	181,385,524	-	181,385,524	(661,393)

MGE	Environment								
6401	Environment Department	80,154,598	-	(3,852,847)	76,301,751	73,897,687	-	73,897,687	2,404,064
6402	Sanma Extension Office	1,000,000	-	-	1,000,000	931,305	-	931,305	68,695
6403	Malampa Extension Office	1,000,000	-	-	1,000,000	941,596	-	941,596	58,404
6404	TAFEA Extension Office	1,000,000	-	-	1,000,000	851,897	-	851,897	148,103
MGEA	Environmental management, research and extension Services	83,154,598	-	(3,852,847)	79,301,751	76,622,485	-	76,622,485	2,679,266
MGE	Environment	83,154,598	-	(3,852,847)	79,301,751	76,622,485	-	76,622,485	2,679,266
MGF	National Disaster Management								
1701	National Disaster Management Office	50,267,814	-	(1,340,352)	48,927,462	48,890,164	-	48,890,164	37,298
1702	PDO SHEFA	2,448,024	-	(158,513)	2,289,511	2,262,123	-	2,262,123	27,388
1703	PDO TAFEA	2,448,024	-	(1,168,966)	1,279,058	917,910	-	917,910	361,148
1704	PDO PENAMA	2,448,024	-	(121,770)	2,326,254	2,325,612	-	2,325,612	642
1705	PDO MALAMPA	2,448,024	-	(60,023)	2,388,001	2,388,282	-	2,388,282	(281)
1706	PDO SANMA	3,006,887	-	(60,023)	2,946,864	2,963,875	-	2,963,875	(17,011)
1707	PDO TORBA	2,448,024	-	(72,289)	2,375,735	2,345,157	-	2,345,157	30,578
MGFA	National Disaster Management	65,514,821	-	(2,981,936)	62,532,885	62,093,123	-	62,093,123	439,762
MGF	National Disaster Management	65,514,821	-	(2,981,936)	62,532,885	62,093,123	-	62,093,123	439,762
MGH	Climate Change								
98AA	Department of Climate Change	34,704,815	-	(3,128,277)	31,576,538	31,573,005	-	31,573,005	3,533
MGHA	Climate Change	34,704,815	-	(3,128,277)	31,576,538	31,573,005	-	31,573,005	3,533
98BA	Climate Change Adaptation	6,176,000	-	-	6,176,000	5,517,037	-	5,517,037	658,963
MGHB	Climate Change Adaptation	6,176,000	-	-	6,176,000	5,517,037	-	5,517,037	658,963
98BC	Climate Change Mitigation	1,244,000	-	-	1,244,000	1,242,455	-	1,242,455	1,545
MGHC	Climate Change Mitigation	1,244,000	-	-	1,244,000	1,242,455	-	1,242,455	1,545
MGH	Climate Change	42,124,815	-	(3,128,277)	38,996,538	38,332,497	-	38,332,497	664,041
M20	Ministry of Climate Change Adaptation, Geohazards, Meteorology and Energy	709,746,909	-	-	709,746,909	698,144,240	-	698,144,240	11,602,669
	Grand Total	709,746,909	-	-	709,746,909	698,144,240	-	698,144,240	11,602,669

- Statement of appropriation is indicating unspent/savings of funds for the amount of VT 11,602,669
- Certain departments have incurred expenses that exceeded their allocated budget. This was primarily driven by payroll expenses, which are indicated by negative values enclosed in parentheses.
- Virements are funds transferred within the Ministry to meet certain priorities for the Ministry, total Virements was VT 30,965,598

Summary of Expenditure

Keys	
	Actual Expenditure
	Budget

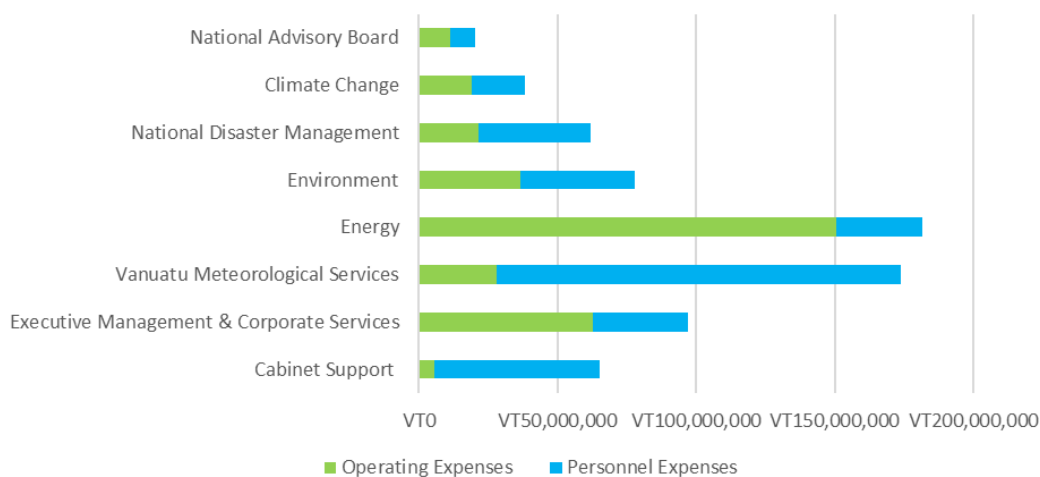
Table 2 shows 2022 total expenditure for MoCC

Description	Final Budget	Actual Expenditure	Variance	% of budget spent
Cabinet Support	38,325,914	64,744,105	-26,418,191	59%
Executive Management & Corporate Services	306,620,717	127,570,121	179,050,596	240%
Vanuatu Meteorological Services	53,718,494	146,038,185	-92,319,691	37%
Energy	169,114,392	181,385,524	-12,271,132	93%
Environment	60,819,891	77,774,265	-16,954,374	78%
National Disaster Management	62,532,885	62,093,123	439,762	101%
Climate Change	18,614,616	38,332,497	-19,717,881	49%
Grand Total	709,746,909	697,937,820	-150,629	102%

The 2022 total expenditure for the Ministry of Climate Change was 697,937820 Vatu, a 1% increase from 2021.

Most (3 out of 7) departments/Units had expended over 100% of their budget. The corporate service unit and the National Disaster Management, were the only department that exceeds it's budget by 1-2%.

Figure 7: 2022 Expenditure per department/unit

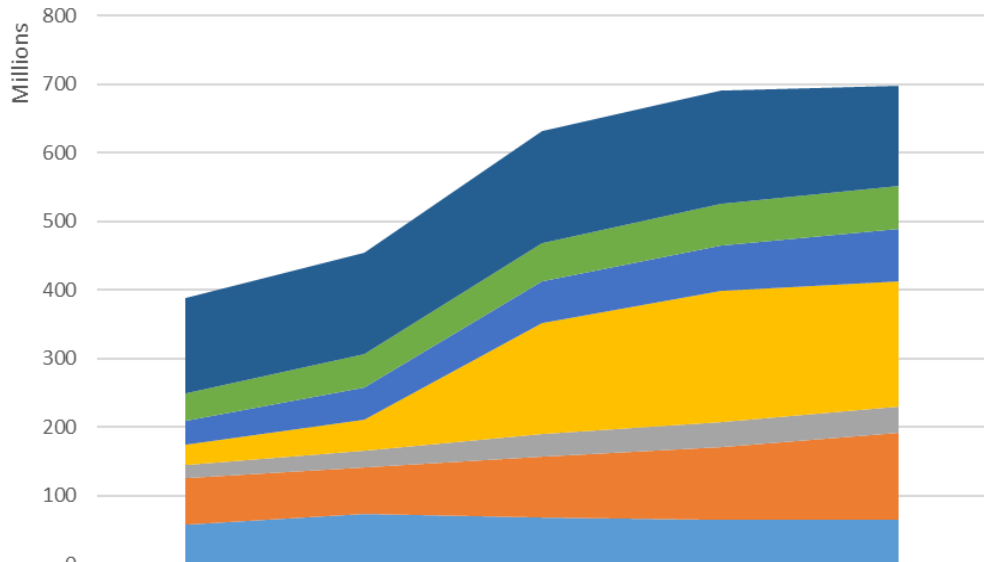


'Personnel expenses' accounted for more than 50% of the ministry's total expenditure in 2022. While 2022 operating expenses accounted for 48%.

A large portion of the expenditures for the Energy Department was for the operations budget (due to National Green Energy Fund)

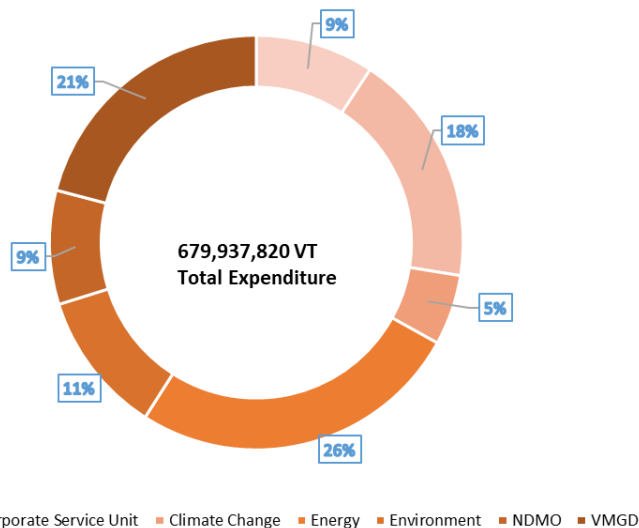
The 5-year expenditure trend from 2018 to 2022 shows a progressive increase. The recent development of expansion activities within MoCC in 2022 has slightly increased the ministry's expenditures by about 1% from 2021.

Figure 8: Expenditure Trend 2018-2022



	2018	2019	2020	2021	2022
VMGD	139,496,288	147,125,106	163,574,270	165,654,538	146,038,185
NDMO	40,455,508	48,311,109	55,247,674	60,141,062	62,093,123
Environment	33,644,546	47,614,188	59,778,163	67,536,560	77,774,265
Energy	31,025,238	44,375,628	163,056,970	191,231,558	181,385,524
Climate Change	18,910,003	25,123,311	33,072,192	36,459,857	38,332,497
Corporate Service Unit	67,913,817	67,716,357	87,810,782	105,572,313	127,570,121
Cabinet	57,473,110	73,557,519	68,684,724	64,841,506	64,744,105

Figure 9: 2022 Expenditure proportion per Department



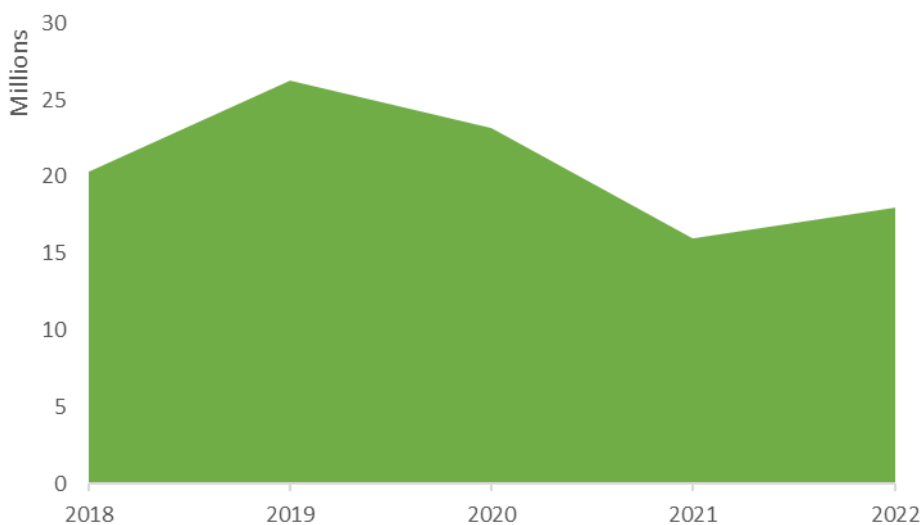
On average, each department or unit expended about 14% of the total expenditure. However, it is notable that Energy, the largest department within the Ministry, accounted for 25% of MoCC's total expenditure, and climate change accounted for the lowest proportion at 5%.

Summary of Revenue

Description	Forecast	Actual	Variance	% of Revenue Forecast reached
Landing Charges	0	314,348	314,348	0%
Other Asset Disposals	0	161,470	161,470	0%
Other Fees	301,145	1,243,485	942,340	24%
Other Fines	1,600,000	3,046,696	1,446,696	53%
Application Charges Recoveries	450,000	100,062	(349,938)	450%
Electricity Charges Recoveries	0	8,050	8,050	0%
Other Recoveries	15,750,000	9,264,539	(6,485,461)	170%
Permits Recoveries	3,000,000	3,819,123	819,123	79%
Asycuda Fee Import Duties	0	500	500	0%
Total	21,101,145	17,958,273	-3,142,872	118%

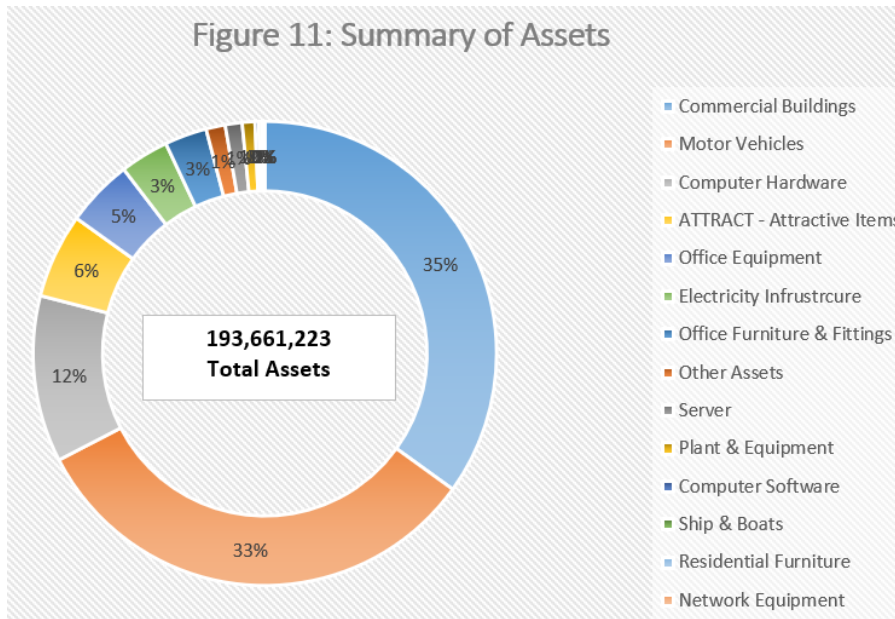
The MoCC's main revenue source in 2022 (recorded as 'Other Recoveries, Application charges recoveries and Permits Recoveries') was mostly generated by the Environment.

Figure 10: Revenue Trend 2018-2022 (Unit VT)



The 5-year revenue trend from 2018 to 2022 shows a progressive increase, particularly in 2018-2019 has a significant increase of 70% and 2020-2021 showed an average decrease of 129% then 2022 shows a slight increase of 189%.

Summary of Asset



Statement of Liabilities

Accumulated liabilities as at 31st December 2022	Amount (VT)
Accrued Leaves	32,499,496
Staff retiring in the next 1 - 5 Years	18,392,334
Total	50,891,830

* Staff death benefits are for two (2) staff which had passed away whilst in service therefore their death benefits according to the PSC staff manual is stated

* The annual leave payment liability increased by approximately 70.7% from VT 19,032,180 in 2021 to VT 32,499,493 in 2022. This significant increase may be due to factors such as a larger workforce or changes in leave entitlements. We will continue to monitor and manage this liability to ensure its impact on the organization's financial position and performance is minimize

*There are 3 staff retiring in the next five (5) year

Progress Report Against 2022 Development Projects

Table 12: Progress against 2022 Development Project

Project Name	Project Description	Development Partner	Total Budget Received and Spending as @31/12/22	Status and Progress Made as @31/12/22	Challenges and Responses
Enhance Vanuatu's Market for Energy Efficiency Appliances	To support accelerating the transition to energy efficiency appliances through 1) improvement of the minimum energy performance standards and labelling (MEPSL) program; 2) enhancement of monitoring, verification, and enforcement (MV&E) activities and a product registration system for MEPSL program; and 3) introduction of potential financial mechanisms that would enhance end-users access to energy-efficient appliances and lighting products.	International Institute for Energy Conservation (IIEC)	USD 301,736. Spending as of Dec 2022 is USD 242,116	Task 1 to Task 3 completed and covered Development of Implementation planning and communication documents, Comprehensive market and policy analysis for higher efficiency refrigerators, freezers, Acs and lighting products and Assessment and upgrade of the existing VeSW registration system & development of MV&E plan Task 4 yet to be completed and that is Developing of financing mechanism for the incentivization toward the purchase of energy efficiency appliances	Has requested for project extension with no cost for the period of 6months from December 8, 2022 to June 7, 2023.

National Energy Efficiency Strategy and Action Plan	The project is a GCF Readiness project and looks at delivering on the following outputs: 1. National Energy Efficiency Strategy and Action Plan, 2. Energy Efficiency Enforcement Assessment Report, 3. On-Bill Financing and 4. Fiscal Reform and Tax Incentives Assessment Report to enhance EE use in Vanuatu	Global Green Growth Institute (GGGI)	USD 290,000 (all used up by 2022) but does not come through the GoV finance system	completed	Hiring right consultants and implementing the project through the covid19 lockdowns and crisis is challenging
Low Emission Development Strategy	Development of the Long-Term Low Emission Development Strategy for Vanuatu	Global Green Growth Institute (GGGI)	TBC	completed	Covid19 crisis affects mode of project implementation (virtual workshops)
Vehicle and Fuel Emission Standards	DGGGI will support the development of a vehicle and fuel standards for Vanuatu to improve the efficiency of the engines and their emissions. GGGI will engage a technical expert to support his work. The activities are split up into three main parts: <ul style="list-style-type: none"> - Data collection and assessment of the current fuel and vehicle standards - Preparation of a proposal document to establish feasible and adequate standards for the goal to reduce GHG emissions - Stakeholder participation in initial interviews, a workshop, and a feedback session The principal deliverables will be both, a recommendation on i) fuel standards and ii) vehicle emission standards.	Global Green Growth Institute (GGGI)	USD 133,515.24 (NOT coming through GoV Finance System). Project has started in July 2022	on-going. To be completed in August 2022	Covid 19 has caused delays in the project

Fast- Track and Improve Affordability in the Operationalization phase for RE Projects in Off-grid Vanuatu	Project period is from 1st October 2021 to 31st March 2023. Grant funding of USD400,000 (VUV43,688,000) to subsidize 27% of solar PV system prices (NGEF Product Catalogue) and contribute to affordability by 72 planned customers and achieving the implementation of NERM targets by 2023.	Korean International Corporation Agency (KOICA)	Total subsidy Budget is VUV43,688,000	KOICA funds committed is VT37,830,925 by 31st Dec 2022. Total solar PV projects installed is 86 (Target is 72 sites.	1. COVID19 delay on solar PV system importation followed by delay in installation of solar PV systems and increase in their prices. 2. Government Financial System hacking delaying implementation of new solar PV systems.
Vanuatu Rural Electrification Project Phase II	Building on VREP I, VREP II will support SHS, micro and mini grids in rural areas and strengthen institutions for decentralized electricity services. VREP II expand from 'Plug and Play' to include more advanced SHS that require technical support plus micro grids and mini grids where the latter can be supported on economic or pilot benefits. Component 1: Provision of Solar Home Systems (SHS) and micro grids in rural areas of Vanuatu. Component 2: Construction of mini grids in rural areas of Vanuatu. Component 3: Project Management; Technical Assistance and Project management.	Grant and Credit Funder: The International Development Association and the Pacific Regional Infrastructure Facility (PRIF) and Strategic Climate Fund (SCF) through the International Bank for Reconstruction and Development and IDA. Grant and Credit Fund Administrator: The World Bank	Total budget 2017-2022 = 1,530,413,666VT; Actual Expenditure 2017-2022 = 202,059,095VT	Project closure on the 30th of June 2022. Verification of subsidy claims was completed on the 31st of October 2022.	VREP II: There was delay in the payment of subsidies to the vendors due to verification files that were deemed unsatisfactory by the Bank. Re-verification of all the claims were done and was accepted by the WB and the subsidy payments were made to the vendors.

Barrier Removal for Achieving the National Energy Road Map Targets of Vanuatu (BRANTV)	BRANTV is designed with the objective to enable the achievement of the energy access, sustainable energy, and green growth targets of Vanuatu, as represented in the country's National Energy Road Map (NERM). It does so in the interrelated areas of capacity, policy and planning, institutional framework, financing, and technical and economic viability. Central to the BRANTV approach is implementation of Vanuatu Rural Off-Grid RE and EE demonstrations in each of community scale PV solar systems, family compound PV solar nano-grid, Pico-hydro PV Solar hybrid mini-grids and Pico-hydro mini-grids, EE cook stoves and copra dryer and productive uses to enhance livelihood.	Global Environment Facility (GEF), United Nations Development Programme (UNDP), Government of Vanuatu	Total Expense in USD426,205.46, Exh Rate: 120.40, Total in VUV51,315,137.38	Total of 10 sites completed in each of Community Scale PV Solar systems and Family Compound Nano-Grid system. Feasibility report completed for 12 sites of pico-hydro mini-grids systems. Detailed design report completed for constructing another Pico-hydro mini-grid systems on Waterfall community Pentecost. Tariff validated for Pico-hydro PV Solar Hybrid mini-grid systems of Lolong community at 88.46vt/kWh	The major challenge is Covid Pandemic affecting delay on delivery of activities and implementation of workplan. Vanuatu had its community transmission reported first week of March 2022 followed by lock-down and curfews for two consecutive months, March and April 2022. National issues on Government network system. It has been down since Monday 7th Nov 2022 till today affecting main services of VanGov email domain, Financial Smart stream systems commonly used by DoE/PMU. Lack of availability of local capacity to fill in consultancy positions. Both positions for Project Support Officer and Finance Officer will be going through sole source procurement after two attempts of advertisement. Process will begin with informing the DG.
NAMA Project Initiative	Under the UNDP Nationally Determined Contribution (NDC) Support/ Low-Emissions Capacity Building (LECB) Phase II initiative, the Department of Energy (DoE), Government of Vanuatu has carried-out a detailed techno-economic feasibility study for a solar photovoltaic (PV) micro-grid for Wintua and Lorlow	Government of Austria	VUV102,000,000	South West Bay- Completed in 2020	

	village communities located in South West Bay on Malekula island.				
	The Ministry of Climate Change (MoCC) secured funding from Government of Austria for implementation of a solar micro-grid for Wintua and Lorlow village communities. Installation of the solar PV micro-grid for Wintua and Lorlow village communities. and for a third and fourth communities of Lalinda west ambrym and tavulae community on Paama island	UNDP	VUV20,000,000	Paama and West Ambrym - 2023	Slow release of funding due to COVID19 in 2021
Article 6.2 Carbon Markets	Bilateral carbon marketing with Swiss Government	UNDP/Swiss Government			
	a) Internationally transferred mitigation outcomes (ITMOs) generated in respect of or representing mitigation from 2021 onward;	UNDP/Swiss Government		UNELCO Vanuatu - Fuel Switch	
	b) Internationally transferred mitigation outcomes (ITMOs) generated from the authorized project activity will not be used by the Government of Vanuatu to demonstrate achievement of its own NDC's;	UNDP/Swiss Government		National Green Energy Fund on Solar Renewable Energy	
	c) Internationally transferred mitigation outcomes (ITMOs) will be issued into Vanuatu's National Carbon Registry and the transfer and use of ITMOs are consistent with the guidance and relevant decisions of the CMA	UNDP/Swiss Government		Waiting validation from international validator	

<p>The Energy Ecosystems and Sustainable Livelihood Initiative (EESLI) Phase 2</p>	<p>The Energy Ecosystems and Sustainable Livelihood Initiative (EESLI) supports PICs to develop and implement environmentally sound, sustainable energy policies and a number of renewable energy pilot projects focusing on ecosystem, conservation, and livelihood enhancement. The EESLI phase II covers 4 activity areas being Rehabilitate Solar PV systems in Schools and Clinics, Energy Map, Talise LV distribution and Public Awareness and Visibility.</p>	<p>IUCN, INTERNATIONAL UNION FOR CONSERVATION OF NATURE AND NATURAL RESOURCES, an international association established and existing under the laws of Switzerland, with World Headquarters located at Rue Mauverney 28, 1196 Gland, Switzerland operating in Fiji through its Oceania Regional Office with its offices at 5 Ma'afu Street, Suva, Fiji (hereinafter "IUCN")</p>	<p>Total budget = 23,408,859; Actual Expense = 6,679,991</p>	<p>First disbursement of 6,679,991VT was paid to VUI as first payment for Talise LV distribution network. 2nd payment to VUI is in process. Once this activity is complete in Q1 2023, then will look into rehabilitation of Solar PV for school and clinics followed by Energy Map and Public Awareness and Visibility</p>	<p>IUCN processes are often delayed as they must get authorization from their HQ in Europe resulting in the project taking some time to commence. Furthermore, the DoE has raised with IUCN to recruit a Project Administrator (PA) for the EESLI project to ensure there is a full time personnel managing the EESLI activities as DoE personnel have other projects to look after. As of February 2023, a PA is yet to be recruited.</p>
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The projects presented are implemented under DoE, other departments including DEPC, VMGD and DoCC have not provide their project information.

Statutory Authorities

The Ministry has three statutory bodies (listed below) that produce annual reports, which the Ministry may easily obtain upon request.

1. National Disaster Committee
2. National Advisory Board on CCDRR
3. National Green Energy Fund and
3. the Sustainable Energy Association for Vanuatu (SEAV)

Reports by the Auditor General

Since mid-2022, the Ministry of Climate Change through compliance had been working in collaboration with the Office of the Attorney General particularly in relation to the legislative review, request for advices and litigation. So far, we have submitted four regulations for drafting, five request for advices (for project agreements), four contracts and two litigation cases.

Comments by the Ombudsman

We have once case where the Ombudsman has received complaints and duly followed up with the Department of Environmental Protection and Conservation. The Department of Environment responded to the report and was able to settled the complaint.

Right to information

The Ministry of Climate Change has not received any request for information under the Right to Information.

Decisions of Courts

There were two cases that the court had dealt with involving the Ministry of Climate Change, respectively the Departments of Energy and Environmental Protection and Conservation. eventually, once case was decided on default judgement whereas the other is still pending court's decision.

Complaints Mechanisms

The Ministry of Climate Change does not have a stand-alone complaints mechanism but has existing channels of communication under its hierarchical structure where complaints can be raised, assessed and resolved.

Equity

The Ministry of Climate Change is one of the only two Ministries within the Government led by a woman Director General and a woman Director in one of its departments. This formation at the executive level sets a standard of inclusivity and a promotion of gender equity within human resource development within the Ministry of Climate Change and the national government.

The Ministry has taken steps to incorporate inclusivity measures in its infrastructure improvements to provide disability access to its premises by placing wheelchair access steps at the entrance of the Ministry’s main building. The design of the new Ministry’s building also includes the inclusion of wheelchair ramps and a disability design at the car park area for people living with disability to use when entering the Ministry’s premises.

Capital Expenditure

Table 13: MoCC 2022 capital expenditure summary

Capital Expenditure	105,986,467
DoE	87,029,249
DEPC	12,460,719
VMGD	4,874,889
NDMO	1,852,409
DoCC	644,614
CSU	-160,333
Cabinet	-715,080
Total	105,986,467

Fraud Control

Financial Management Best Practices Implemented by the Ministry of Climate Change (MoCC)

Fraud Control Measures

- The Ministry of Climate Change (MoCC) implemented effective fraud control measures in accordance with the procurement guidelines launched in November 2022 as stipulated by the Public Finance Economic Management Act (PFEM Act) of 2019.
- SmartStream Government Financial Information System
- MoCC utilized the SmartStream Government Financial Information System to facilitate proper financial management. Only finance officers had control over every part of a financial transaction, ensuring that transactions were secure and transparent.
- Authorization of Purchases, Payroll, and Disbursements
- MoCC authorized purchases, payroll, and disbursements through a designated person, promoting accountability and preventing fraudulent activities.
- Executive Oversight of Agency Operations and Management
- MoCC provided executive oversight of agency operations and management, which included monthly monitoring of financial activities. Actual revenues and expenses were compared to budgeted amounts to ensure that financial performance was aligned with the set targets.
- Management of Department Assets
- MoCC ensured that department assets were well-managed by regularly coordinating the registration of assets into the Government asset registry. Proper usage of Government assets was also guaranteed through good practices.
- Protection of Petty Cash Funds and Other Cash Funds
- Access to petty cash funds and other cash funds was limited to a few employees. The funds were kept in a locked box or drawer, and receipts were issued for all petty cash disbursements. Reconciliation of the petty cash fund was also conducted before replenishing

it, and the replenishment amount was limited to a total that required replenishment at least monthly.

- Registration of Capital Expenditure
- All capital expenditure paid was registered by the Asset Officer in accordance with the Asset guideline developed in 2022, ensuring that MoCC's financial records were accurate and up-to-date.
- By implementing these financial management best practices, MoCC was able to ensure that its financial management was in line with industry standards, minimizing the risk of financial fraud. Reconciliation of the petty cash fund was also conducted before replenishing it, and the replenishment amount was limited to a total that required replenishment at least monthly.

Contact Officer

Further inquiries or comments about the report may initially be addressed to Executive Officer of the MoCC or visit main office at Nambatu Area, Lini High Way, Contact: 22068.