



MINISTRY OF CLIMATE CHANGE ADAPTATION
GOVERNMENT OF VANUATU



2025 BUSINESS PLAN

MINISTRY OF CLIMATE CHANGE

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Foreword



As we enter 2025, the Ministry of Climate Change remains steadfast in its commitment to securing a sustainable and resilient future for the people of Vanuatu. This Business Plan reflects our dedication to addressing the critical challenges posed by climate change, environmental degradation, and natural disasters, while also positioning the Ministry to lead the way in building long-term solutions that benefit both our natural environment and the communities that depend on it.

The Ministry's vision for the year ahead is both ambitious and focused. Through the work of our five key departments—the Department of Environmental Protection and Conservation, Meteorology and Geohazards, Energy, Climate Change, and Disaster Management—we aim to enhance our national resilience, promote sustainable energy, safeguard our ecosystems, and ensure that Vanuatu is prepared to face the increasing risks posed by a changing climate. The activities outlined in this Business Plan are designed to achieve measurable short-term outcomes that will directly benefit the people and environment of Vanuatu, guided by clear service targets and actionable steps. This financial year, the Ministry will prioritize recovery activities due to the damages caused by the 7.3 magnitude, this will involve redirecting the recurrent budget towards recovery activities.

A central part of this plan is the development of our greatest asset: our human resources. In 2025, we will continue to prioritize the growth and development of our staff, ensuring they are equipped with the knowledge and skills necessary to tackle the evolving challenges of climate change. This includes investing in education and training, as well as supporting staff who are pursuing long-term study in relevant fields.

The finance section outlines detailed cash flow and procurement planning, which will ensure that we can efficiently and transparently allocate resources including support from projects under the MoCC. With an eye on risk mitigation and continuous improvement, we are determined to adapt and respond swiftly to the challenges we face, while ensuring that our operations remain efficient and effective.

The year ahead will require collaboration, innovation, and resilience. It will be a year where we continue to build on the successes of previous years while tackling new challenges with determination and a clear focus towards our vision and mission. I look forward to working with our staff, partners, and all stakeholders to make 2025 a year of meaningful progress toward a sustainable and thriving Vanuatu.

A handwritten signature in blue ink, appearing to read 'David Gibson', written over a light blue horizontal line.

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David Gibson
 Director General
 Ministry of Climate Change Adaptation

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About Us

The Ministry of Climate Change (MoCC) overall functions include providing high-quality meteorological and geo-hazards services, maintaining equitable and efficient energy, promoting environmental projects, preparedness and responses to natural disasters, promoting national climate governance, adaptation, and mitigation and ensuring efficient and effective administration of the Ministry.



The Corporate Services Unit under the Director-General supports five Departments under MoCC and is composed of administrative roles in Human Resource, Finance, policies, communications, reporting, and planning and acts as the secretariat to the National Advisory Board. It further supports the Minister's cabinet unit and is leading the Ministry in negotiations and partnerships with stakeholders.

The Business plan for the Ministry of Climate Change was developed to demonstrate how the budget allocated to the Ministry will be operationalized.

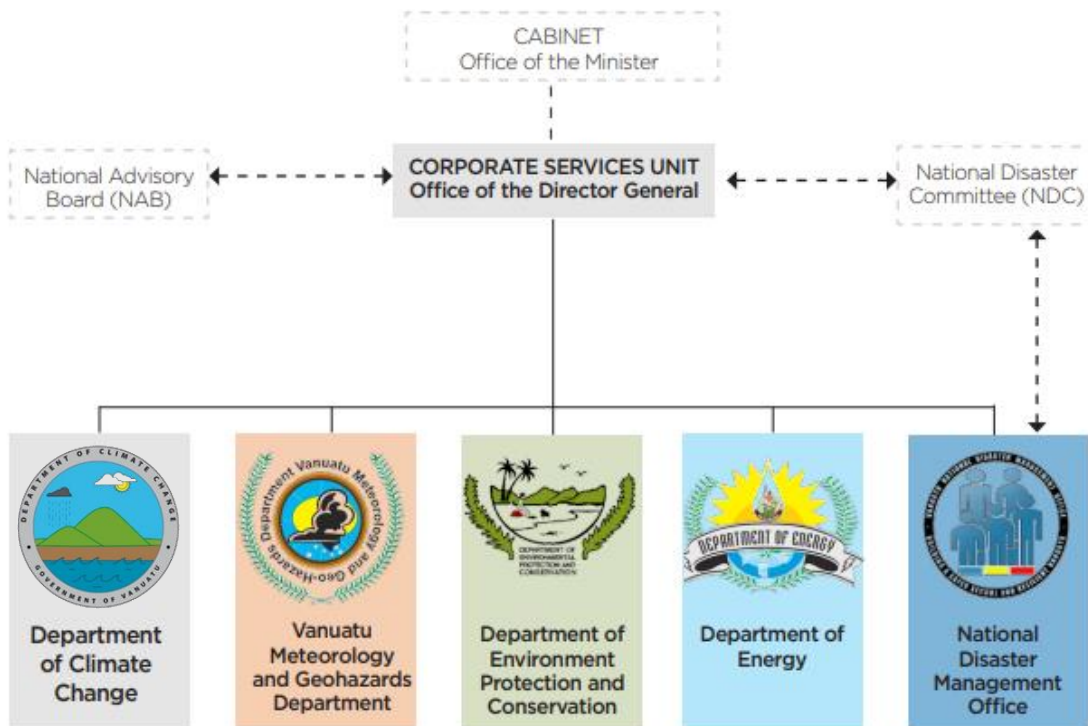
This business plan follows the new guideline and report format prepared by OPSC.

The plan shows how the service targets in the budget narratives will be delivered as well as the progress towards achieving the objectives and targets of the Ministry. The new Ministry's corporate plan spans from 2022 to 2025 capturing the national priorities of the NSDP as well as the sector policies within MoCC.

This plan includes the main program & activity M&E Framework, the Human resource operational plan, the cash flow forecast, and the procurement Plan.

MoCC Organisational Structure

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



Executive Summary

The Ministry of Climate Change (MoCC) plays a vital role in safeguarding the environment, promoting climate resilience, and supporting sustainable development in Vanuatu. The Ministry's core functions include delivering high-quality meteorological and geo-hazards services, promoting efficient and equitable energy, advancing climate change adaptation and mitigation strategies, and preparing for and responding to natural disasters.

The Corporate Services Unit (CSU) supports the five key departments under MoCC—Environmental Protection and Conservation, Meteorology and Geohazards, Energy, Climate Change, and Disaster Management. The CSU handles critical administrative functions such as human resources, finance, policy development, communications, planning, and reporting, while also acting as the secretariat to the National Advisory Board. The Unit also works closely with the Minister's Cabinet, spearheading negotiations and fostering partnerships with stakeholders.

The 2025 Business Plan is designed to operationalize the Ministry's budget by aligning its strategic objectives with the national priorities outlined in the National Sustainable Development Plan (NSDP) and MoCC's corporate plan for 2022-2025. It establishes clear goals for service delivery, outlines the department's key programs and activities, and sets measurable targets for progress. The plan includes a comprehensive Program M&E matrix, Human Resource Operational Plan, Cash Flow Forecast, and Procurement Plan, ensuring accountability and transparency in resource allocation.

Under the leadership of the Director-General, the Ministry remains focused on addressing the urgent challenges posed by climate change, natural disasters, and environmental degradation. The 2025 plan emphasizes recovery efforts in the wake of the 7.3 magnitude earthquake, redirecting recurrent budgets to prioritize these essential activities. This year's agenda also underscores a commitment to enhancing national resilience, promoting sustainable energy solutions, and protecting ecosystems.

A key priority for the Ministry in 2025 is highlighted in light blue, and the 100-day plan in purple includes the continued development of its human resources. The Ministry is dedicated to providing its staff with the necessary training, education, and support to equip them with the expertise required to tackle climate change challenges and contribute to Vanuatu's long-term sustainability goals. The plan builds upon previous successes and sets a course for meaningful progress, with the Ministry working closely with partners and stakeholders to achieve its vision of a thriving, climate-resilient nation.

Program / Activity M&E Framework

Corporate Service Unit

BP Activities 2025	Actions	Output	Service Target	Timeframe
Program 1: HUMAN RESOURCE AND GENDER EQUITY AND SOCIAL INCLUSION (GESI)				
1.1.1 Facilitate intern and cadet Program	Criteria set for Cadets & interns	# of Interns, Cadets & Apprenticeships recruited	5	Q2
1.2.1 Support Open days and awareness programs	1. Create accessible services/awareness 2. Create phone apps & infographics awareness tools (work with Comms Team)	# of exhibition boots used & presentations conducted	3	Q2
1.3.1 Track % of women employed across all MoCC Departments	Support women empowerment through participation in leadership training and International Women's Day event	# of female staff participated in relevant trainings & training reports produced	5	Q2
1.3.2 Track # of women in leading posts in MoCC including project that include technical & advisory positions.	Promote women to leadership roles, recruitment, training and secondment	% of women in leadership & technical roles	50%	Q2
1.3.3 Support women empowerment through participation in leadership training and International Women's Day event	Identify & Facilitate training opportunities Follow Process of the chapter 5 of the PSSRM	<i># of women and trainings attended</i>	2	Q2
1.3.4 Ensure Ministry through departments and project are mainstreaming disability through implementation of Business Plan and Project activities	Departments and projects mainstreaming disability	Report evidence	2	Q2

BP Activities 2025	Actions	Output	Service Target	Timeframe
1.4.1 Develop platform to track number of MoCC Officers receiving qualifications, across all Departments, undergoing training	<ol style="list-style-type: none"> 1. Coordinate with M&E 2. Training & Admin Officers to design platform 3. Organize Consultation & Validation with VIPAM & MoCCA Executives 	# of staff graduate with certificate	10	Ongoing
1.5.2 Inform staff on training processes, Develop platform for VIPAM & MoCCA to access	<ol style="list-style-type: none"> 1. Organize internal Awareness 2. Circulate scholarship opportunities 3. Facilitate training approval form and Follow up 	# of staff on scholarship	10	Ongoing
1.6.1 Follow up on restructure submission approval & facilitate new restructure submissions	<ol style="list-style-type: none"> 1. Organize a consultation meeting with ODU 2. Organize consultation meeting with MoCCA Executive & Staff 3. Work on actions & Recommendation 	Apps created and utilized	1	Q1-2
1.7.1 Develop the MoCC HRD Strategy, Succession Plan, + Retirement Plan	<ol style="list-style-type: none"> 1. Established HRD Committee (HRM, Compliance, M&E, IA, Policy & Planning Officer, AHRO) 2. Prepare appointment letters 3. Request OPSC for Special skills allowance) 3. Design HRD Plan 4. Organize Workshops & Consultations & Validation 5. Finalize plan & Print & Launching of the HRD Plan. 	HRD plan developed	1	Q1-2
1.8.1 Implement Department recruitment Plans including DG's position	<ol style="list-style-type: none"> 1. Prepare Approval to advertise 2. Facilitate Advertisement Notice 	# of new staff recruited	5	Q1-2

BP Activities 2025	Actions	Output	Service Target	Timeframe
	3. Facilitate Assessment and Prepare submission to OPSC			
1.9.1 Annual Medical Checkup organise for staff	1. Identify Registered Health Practitioner and submit approval to DG 2. Develop health check up schedule and inform all staffs	# of staff complete medical checks	25	Q1-4
1.10.1 Facilitate staff increments and organise staff induction	1. Work with OPSC and Finance to process staff increments 2. Organise staff induction program	# of staff on increments	5	Q1-4
1.10.2 Staff Awards	1. Progress End of Year Appraisals 2. Submit staff names to Directors/DG for Approval 3. Organise Award ceremony and present staff's award	# of MoCC staff awarded	2	Q3-4
1.10.3 Staff Capacity Building training	1. Identify trainings and seek training providers 2. Organise and request for approval letter to VIPAM 3. Training delivered and report produce	# of trainings and # of participants attended	10	Q1-4
1.10.4 Establishment of Geo-Hazards Department	Support the establishment of the Geo-hazards department	Report	1	Q1-4
Program 2: CLIMATE CHANGE & DISASTER RISK REDUCTION (CCDRR) ADVISORY COORDINATION				

BP Activities 2025	Actions	Output	Service Target	Timeframe
At least 5 CCDRR mainstreaming guidelines are developed. To conduct 2 CCDRR Policy consultation workshops with sectors.	<p>NAB Guidelines: Review and launch guidelines Layout designs, printing and distribution of documents Awareness of Guidelines to MoCC and other sectors</p> <p>CCDRR Policy: Develop Program Concept Note, develop workshop documents/presentations, facilitate workshop</p>	6 NAB Guidelines launched. Training workshop report submitted.	6	Q1-2
Attend at least 5 international CCDRR meetings.	Prepare UNFCCC delegates with negotiation trainings. Develop country submissions and positions. Develop back to office reports with actions to support the CCDRR efforts in country. To attend and participate at SB61 and COP30.	7 back to office reports submitted	7	Q1-4
To submit 1 NPP to support the NAB activities	To identify the area of need, and develop an NPP proposal for submission	1 NPP proposal is submitted	1	Q1-2
To implement the remaining activities of the CFRM to reach 50% target and review the CFRM 2021 - 2025.	To take stock of the activities implemented under the CFRM to date with an updated report. To conduct at least 2 national stakeholders' workshop on the review of CFRM. To develop the CN and TOR for the review of the CFRM. To develop and update the CFRM 2026 - 2030. Ongoing. GGGI is	Stock take report submitted. 50% of activities implemented. National workshops report submitted. Updated CFRM 2026 - 2030	0.5	Q1-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
	assisting the MOCC to formally accredited MFEM.	developed and launched.		
Continue with coordination of Projects' concept stage, inception and implementation management with the Accredited Entities and Implementing Entities and Government implementing sectors.	Update of Project database. Keep records of project profiles with their linkages to relevant Government policies and priorities. Keep track of all meetings/workshops and advises attended and provided on behalf of the NAB Sec.	Meeting report submitted	3	Q1-4
Revisit the Climate Finance Tracking Tool to contextualise it to the national level context, to also support the Enhanced Transparency Framework and Reporting on Vanuatu's obligations to the UNFCCC.	Provide support to Budget tagging efforts by MFEM Support in the coordination of the work to develop the Project Data base merge with Budget (Finance team - CSU)	Activities captured in the Quarterly and annual report.	1	Q2-3
At least 2 sectors/agencies have allocated budgets for CCDRR activities within their own sectors/agencies.	Implementation of the CCDRR Mainstreaming Guideline Integration of CCDRR into other sectoral policies, process and initiatives Implementation of the Policy M&E Framework	Mainstreaming activities captured into quarterly and annual report 2025	2	Q1-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
<p>Coordinate and facilitate the NAB Project Screening Committee on facilitating the project screening process for the NAB Project Endorsement Process. NAB PSC to conduct project screening activities. Provide ongoing advice and support to project developers on Vanuatu's national endorsement and CF mandates and requirements. Provide ongoing overall coordination and support on behalf of the NDA and NFPs to stakeholders. Continue to attend project design, inception and consultation meetings.</p>	<p>Awareness on the CF processes to Ministries /departments Implementation and awareness, socialization on the NDA Project development handbook. At least 2 projects endorsed by NAB on addressing CCDRR Programs in Vanuatu.</p>	<p>2 Ministries received awareness. BTOR reports with Actions submitted. 2 Projects endorsed by NAB.</p>	<p>2 Projects Activities captured in quarterly and annual reports.</p>	<p>Q1-4</p>
<p>At least 4 NAB Working group meetings discuss CF matters.</p>	<p>The activity is ongoing and therefore target will remain the same for 2024-2026 CF Working group meeting, NAB project screening committee meeting. For CFWG - a workshop - inviting SPC/SPREP to ran through all CF works in the region (RPACA, CF strategy etc...) and Where Vanuatu fits in and align through CFRM, Country Program, NDC etc...</p>	<p>Workshop report submitted</p>	<p>4</p>	<p>Q1-4</p>
<p>Review of the Vanuatu Country Program</p>	<p>To coordinate the implementation of the GCF Readiness Project on CP review. CF development partners</p>	<p>CP Submitted and launched</p>	<p>1</p>	<p>Q1-3</p>

BP Activities 2025	Actions	Output	Service Target	Timeframe
	Meeting (to be continued)			
Coordinate and facilitate all NAB Working Groups and Task Force. Develop and Implement the Work Plans 2025.	Update Members lists as per NAB Meeting decision. Draw up quarterly meeting schedules. Facilitate WG/TF meetings.	All activities captured in the quarterly and annual reports	50% of activities done	Q1-4
NAB Members outreach conducted. NAB Members Retreat conducted.	Outreach event conducted, National and Provincial level, Development of NAB newsletter up to date, Update of NAB Portal, NAB IEC Materials, Media/short video outreach explaining CF, NAB Portal, GCF etc...	Outreach, Retreat and awareness report submitted	2	Q2-3
The proposed target for this activity should remain the same for 2022-2026. Reviewing, awareness and Implementation of the Project Procedural Guideline	Support Project Managers and Coordinators with CF related information for reporting. Upload Project Profiles information onto the NAB Portal for information sharing purposes to other government stakeholders and partners.	All activities captured in the quarterly and annual reports	4	Q1-4
NAB Portal Upgrade with new features. Continue collaboration with Government CC PMUs and CCDRR personals to strengthen CCDRR national coordination efforts.	Conduct user needs assessment and NAB Portal upgrade. Update NAB contact list to allow engagement and communication efforts on CCDRR coordination initiatives.	NAB Portal User needs assessment report with recommendations submitted	4 Government Departments	Q1-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
Coordinate Vanuatu delegates to attend SB62 and COP30	Preparatory trainings, briefings and logistics towards Vanuatu delegation including cabinet to attend SB62 and COP30	SB62 Report COP30 Report	2	Q1-4
Program 3: CLIMATE FINANCE				
New CFWG members appointed as per the NAB Meeting 4 2024 decision. To conduct induction and refresher on CFWG TOR to all Members. To strengthen links to support the MFEM as the nominated DAE for Vanuatu. To implement the CFWG 2025 WP.	New CFWG members appointment letters developed and signed. Induction and refresher workshop conducted on CFWG TOR. To facilitate CFWG quarterly meetings and to implement the 2025 WP.	Refresher and Induction workshop report submitted. CFWG WP activities implementation captured in the quarterly and annual report.	50% of the Work Plan implemented.	Q1-4
Bilateral, Multilateral or other funds partnership	To support the development and review MOU/MOA that guide utilization of funds	MOU/MOA signed	1	Q1-4
At least 1 workshop for CFWG on NIE, the Regional CF strategies. 1 workshop on accessing CF and Project development for NAB Members. To conduct a Readiness User Needs Assessment to support the review of the GCF Country Program and to inform the NIE Roadmap development.	To support the GGGI Readiness Phase 2 project with coordination to support MFEM with its DAE's mandate to access climate finance. To support and coordinate national workshop to develop the NIE Road Map. To coordinate and facilitate a national training workshop on accessing CF for NAB Members (support from CC Hub CF Team at SPREP).	Workshop reports submitted Readiness Needs Assessment Report submitted.	2	Q1

BP Activities 2025	Actions	Output	Service Target	Timeframe
National Lessons Learnt Workshop for all GCF, all GEF (regional /National), other funds and CSOs for common challenges, gaps, way forwards	Coordinate and facilitate lesson learnt workshop.	Workshop Report with recommendations on best practices submitted	2	Q1-4
Budget tagging workshop / training for key staffs and update report on total funding allocated to CC projects.	To support projects with necessary CF coordination information to develop a six-monthly report as required. To provide CF related awareness materials to stakeholders and partners.	CF awareness materials developed, printed and disseminated. CF awareness materials update onto the NAB Portal.	2 CF awareness materials/product produced	Q1-4
Program 4: ASSET AND FINANCE MANAGEMENT				
4.1.1 Provide financial expenditure to executive and provide provincial spending	Present financial expenditure reports to the Executive	# of budget Reports provided to executive (including Provincial Spending)	12	Q1-4
4.1.2 Provide 2024 Annual Financial Report to Finance Dept	Annual Report 2024	Prepare AFR, approved by DG & submit to DoFT		Q1
4.1.3 2024 Cash-flow for MoCC	Cashflow submission	Work with CSU Managers to confirm cashflows, complete and submit on time	1	Q1
4.1.4 Revenue Support	Provide revenue collection report for MoCC	Total MoCC revenue collection in 2025	1	Q1-4
4.1.5 QMS & SMS Training	Develop training materials	Submission	2	Q2-3

BP Activities 2025	Actions	Output	Service Target	Timeframe
4.2.1 Prepare 2026 budget submissions and supplementary	Coordinate with finance officers and directors to submit 2026 budget and supplementary	2026 budget submission	1	Q2-4
4.2.2 Facilitate 2025 NPP's	Coordinate with departments to submit NPPs	# of NPP approved	3	Q1-4
4.2.3 Facilitate procurement CTB request and CTB meetings	Work with finance, procurement officers and finance on procurement processes	Procurement report	1	Q1,4
4.3.1 Stocktaking and Registration of New Assets	<ol style="list-style-type: none"> 1. Complete New Asset Entry Form 2. Print out Copy of Asset Registry 3. Verify and Check assets that are assigned to specific staffs 4. Tag New Assets and take pictures of New Assets 	Asset Report	1	Q1-4
4.3.2 Financial Report including asset	<ol style="list-style-type: none"> 1. Asset Report is submitted according to the type of Asset category under each department 2. Asset report is submitted twice (2) a year (June/November) 	Asset Report	1	Q1-4
4.3.3 Provincial stock take registry (Tafea, Torba)	<ol style="list-style-type: none"> 1. Print out Copy of Asset Registry 2. Verify and Check assets that are assigned to specific staffs 3. Tag New Assets 4. Take Pictures of New Assets 5. Create List of Asset to be disposed 	Field trip report	1	Q2-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
4.3.4 Finance Procurement Guideline/Asset Guideline Refresher Training	<ol style="list-style-type: none"> 1. Conduct Asset Guideline during Department Retreat Meeting/Stocktake Exercise in the Province 2. Organise for 2 departments to attend Asset/Procurement Refresher Training at a time 3. Invite Director & Staffs to attend the Refresher Training 4. Conduct Pre-Post Evaluation for Staffs 	# of participants and report	10	Q2-4
4.3.5 Collect Asset Data - Building, Land, Vehicle, Machines, Engines, AWS	Meet with Department Directors/Divisional Managers/Finance Officers to collect asset management data	Report	1	Q2-4
4.3.6 Asset Management Performance - Land, Housing, Vehicles, Machines/Engines	Meet with Department Directors/Divisional Managers/Finance Officers to collect asset management data	Report	1	Q2-4
4.3.7 Asset Management Performance - Project Vehicles - Audit	Meet with Project Managers under each department to conduct stocktake - vehicle	Report	1	Q2-4
4.3.8 Asset Management System	Developed an internal asset management system using the same software with compliance	Report	1	Q1-4
4.3.9 Training for Asset Officer (online)	<ol style="list-style-type: none"> 1. Register online for training 2. Enrol and start training 3. Training report 	Report	1	Q3-4
4.4.1 Provide financial expenditure to executive and provide provincial spending	Settle any severance for MoCC staff	Amount paid and # of staff		Q3-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
4.4.2 Secure Additional Funding for New Office Building	1. Design complete and approved 2. Ground breaking	Building design	1	Q1-4
4.4.3 Track spending on Climate-related programs	1. Liaise with Project development officer 2. Liaise with Aid coordination unit to properly close the projects	Financial report CF		Q1-4
4.4.4 Membership fees	Settle membership fees upon receipt of invoices from organisations	Total amount and # of membership paid in 2025		Q1,4
4.4.5 Proper closure of inactive projects within MoCC	Coordinate with project managers and partners to organise and close projects	Reports		Q1-4
4.4.6 Severance paid	Facilitate payment of severance	Amount paid and # of staff		Q3-4
4.4.7 Damage Asset replacement	Facilitate replacement of damage asset	# of assets replaced in 2025		Q1-3
4.5.1 Develop an Asset Disposal Plan	1. Consultation with managers 2. Developed plan and share for review 3. Endorse and published	Asset Disposal Plan	1	Q1-4
Program 5: POLICY, PLANNING, AND REPORTING				
5.1.1 Develop 2025, 2026 draft Business Plan and 2024 Annual Report	1. Organise planning meeting with CSU staff 2. Draft business plan and annual report produce 3. submission and printing	2025 Business Plan 2026 Draft Business Plan 2024 Annual Report Six Monthly Report Quarterly Report	6	Q1-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
5.1.2 Review and finalise Corporate Plan	<ol style="list-style-type: none"> 1. Organise a meeting with departments to finalize review of CP 2. Consultant to do the layout 3. Printing and launching 	Review of the Corporate Plan	1	Q2
5.1.3 Ministry's End of Year Retreat	<ol style="list-style-type: none"> 1. Consultation and session design 2. Conduct MoCC annual planning meeting 	# of participants and meeting minutes	1	Q4
5.1.4 Ministry CSU NAB 2025 Ministry function-contribution towards food	CSU to coordinate with other departments to organise functions	# of participants and meeting minutes	100	Q4
5.1.5 CSU Planning workshop (Review and Reflection Business Plan 2024)	<ol style="list-style-type: none"> 1. Organize planning workshop 2. Formulate agenda of meeting 3. Conduct workshop 4. Produce minutes of workshop 	# of participants and meeting minutes	12	Q3-4
5.1.6 MoCC Executive Meetings	<ol style="list-style-type: none"> 1. Organize staff meetings 2. Prepare Agenda 3. Meeting 4. Minute produce 	# of meeting, # of participants and minutes	10	Q1-4
5.1.7 CSU staff meetings 2025	<ol style="list-style-type: none"> 1. Organize staff meetings 2. Prepare Agenda 3. Meeting 4. Minute produce 	# of meeting, # of participants and minutes	8	Q1-4
5.2.1 Develop draft M&E guideline	Consultation and drafting of the guideline	Draft guideline developed	1	Q2
5.3.1 Comply with National Legislations/Regulations and international conventions	<ol style="list-style-type: none"> 1. Review contracts/MOUs/Agreements & Arrangement 2. Provide and facilitate Legal advice 3. Support enforcement and Investigations 	Update Compliance Database	2	Q1-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
5.4.1 Legislative, Policy development and review	<ol style="list-style-type: none"> 1. Coordinate and facilitate legislative development and review 2. Coordinate and Facilitate compliance and enforcement trainings 3. Support the development and review of MOCC policy 6. Support the development MOCC HRD plan 7. Review compliance guideline 	Update Compliance Database	4	Q1-4
5.5.1 Policy Direction under departments	Consult with departments to provide list of officers authorise to do enforcement	Policy direction provided to departments	2	Q1-4
5.6.1 Set up Audit Committee for MoCC	Consultations with Line Departments and relevant stakeholders	Report	1	Q1-4
5.6.2 Draft audit policy for MoCC	Work on recommendations from consultation and develop draft policy	Report	1	Q2-4
5.6.3 Review of Meteorology, Geological Hazards and Climate Change Act	Engaged with the consultant to review the act	Whitepaper	1	Q2-4
5.6.4 Support the implementation of MoCC projects (VCAP2,VCCRP,MFAT L&D,STRENGTH,CBIT)	Work to support project implementation	Project reports	10	Q1-4
Program 6: Administration and Support Services				

BP Activities 2025	Actions	Output	Service Target	Timeframe
6.1.1 Support departments to provide services delivery	<ol style="list-style-type: none"> 1. Office cleaning 2. Rubish collection 3. Maintenance 4. Communications bills 5. Office Stationery 6. Vehicle maintenance 7. Fuel 8. Create Ministry email group 9. Build Green house for MoCC flowers for Main event 	Financial report		Ongoing
6.1.2 Electric Vehicle repayment and report on usage	Repay NGEF and provide report to fleet on usage	Report and total repayment made		Q1-2
6.1.3 Ensure CSU operation Bills and utilities are up to date	Manage and payment of bills and utilities	Financial report		Q1-4
6.2.1 Assist the Departments with the development of Public-Private Partnership initiatives	Review MOU/Agreements	Copy of MoU/Agreement	2	Q1-4
6.3.1 Organise Annual Partnership meeting	<ol style="list-style-type: none"> 1. Consultation with partners 2. Develop concept note and seek funding support 3. Implement partners meeting and report 	Report	1	Q1-4
6.4.1 CSU to ensure staff, project staff, interns and cadets have a work space	Identify and redesign office space that fit every staff including interns and cadets	# of staff allocated with new office space	5	Q2-3
Support existing departments extensions officers	Visit Provincial Offices to strengthen administration support	Report	2	Q1-4
6.6.1 Develop M&E guideline and SOP for disclosure of information	Consultation, develop and endorsement of guideline and SOP	# of guideline developed		Q2-3

BP Activities 2025	Actions	Output	Service Target	Timeframe
6.6.2 Review existing guidelines	Conduct review and update of the existing guideline	# of guideline review		Q2-4
6.6.3 Awareness of existing guidelines	Conduct awareness with MoCC guidelines	# of participants attended		Q2-4
6.7.1 Develop Health and Safety at Work Place guideline	Finalise guideline and develop SOP	1 SOP developed	1	Q2-3
6.8.1 Support provision of CC advice to government through briefings, DCO, regional and international meetings	1. Coordinate Minister's briefing and meetings 2. Attend DCO meeting 3. Attend Regional and International meetings as required	# of ministers briefing and meetings # of DCO meetings # of regional and international meetings		Q1-4
6.9.2 Maintain efficient & effective support services to line agencies and clients, Maintenance work is effective	Good customer service, communicate new directives to line agencies, Efficient & Effective Event preparation support, Maintain proper facility cleaning.	Efficient & effective support		Q1-4
6.9.3 Procure new MoCC uniform	1. Uniform design 2. Sample for final approval 3. Procure Ministry staff uniform	Total number of uniforms distributed	200	Q2-3
6.9.4 Repair Ministry Main Gate Entrance and Notice board	Maintenance to identify necessary repairs for main gate entrance and notice Board	Gates and noticeboards fixed		Q1
6.9.5 Organise Ministry Social Club activities	1. Nominate committee 2. Develop a yearly plan for the social club including sporting event	better work environment for all		Q1
6.9.6 Strengthen admin and logistics to support both CSU/NAB	Review the logistics form and continue strengthen logistics support for CSU/NAB	Report		Q2

BP Activities 2025	Actions	Output	Service Target	Timeframe
6.9.7 Farea extension labour	1. Contract developed 2. Service contract signed 3. Construction started 4. Payment	Signed Contact		Q2-4
6.10.1 Relevant project review and support	Review and facilitate the review of project that are not climate change related	# of project reviewed	10	Q1-4
Program 7: Public Relations, Awareness and Community Engagement				
7.1.1 Development of draft communications strategy	Draft Communication Strategy ready for review and print	Coms strategy developed	1	Q1-3
7.1.2 Communications training with Comms officers	1. Design training 2. Logistics organise 3. Conduct training 4. Report	# of participants attended with a training report	10	Q1-2
7.1.3 News letters produce and update of media	Newsletter produced quarterly	# of newsletters produced	3	Q1-4
7.2.1 Staff Media interview	1. Identify and plan for staff interview 2. Interview staff 3. Edit and cleaning 4. Published	# of staff media interview	10	Q1-4
7.3.1 Coordinate and handling feedback mechanism (media)	Receive, sorting and responding	# of feedbacks received and # of respond	5	Q1-4
7.3.2 Careers Awareness (to support programme 1.2 of Corporate Plan)	Careers Awareness for secondary schools in Tafea Province	Tropical cyclone	3 schools	Q2-4
7.3.3 Community Climate Change engagement	1. CSU team have identified Erakor Community 2. Developed a concept note 3. Consultation with CSU/DG and community 4. Submit plan and budget	Report	1	Q1-4

BP Activities 2025	Actions	Output	Service Target	Timeframe
	5. Conduct community activity at Erakor 6. Report			

National Disaster Management

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 1 : NDMO DRM Governance Framework	1.1 Consultation with stakeholders on the review of the CCDRR policy implementation plan	Review CCDRR policy implementation Plan	1	1.1.1 Conduct awareness consultation on the CCDRR policy implementation plan	On going
Program 1 : NDMO DRM Governance Framework	1.10 Review NDMO structure to support the implementation of the NSDP, CCDRR policy and DRM act	Approved structure submission	1	1.10.1 Run a Internal capacity assessment	Q4 2025
Program 1 : NDMO DRM Governance Framework	1.10 Review NDMO structure to support the implementation of the NSDP, CCDRR policy and DRM act			1.10.2 Policy for Research and development of Responses to the hazards, disasters and emergencies	Q4 2026
Program 1 : NDMO DRM Governance Framework	1.11 Strengthened Financial management and auditing mechanisms	Annual financial and auditing report	1	1.11.1 Preparation of Annual Budget Plan 2026 for NDMO national and provincial level	Q4 On going
Program 1 : NDMO DRM Governance Framework	1.11 Strengthened Financial management and auditing mechanisms			1.11.2 Update Asset Registry for 2025	On going 2025
Program 1 : NDMO DRM Governance Framework	1.11 Strengthened Financial management and auditing mechanisms		2	1.11.3 Develop NPP for 2025	Q2 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 1 : NDMO DRM Governance Framework	1.12 Strengthened operational management systems at national level by having sufficient staff and resources.	100% of current structure implemented and 95% of resources allocated	1	1.12.2 2026 Budget	Q2 On going
Program 1 : NDMO DRM Governance Framework	1.12 Strengthened operational management systems at national level by having sufficient staff and resources.			1.12.3 Technical Advisory support to NDMO	Q4 On going
Program 1 : NDMO DRM Governance Framework	1.12 Strengthened operational management systems at national level by having sufficient staff and resources.			1.12.5 MOCCA Corporate Plan 2022-2026	Q4 2025
Program 1 : NDMO DRM Governance Framework	1.12 Strengthened operational management systems at national level by having sufficient staff and resources.		2	1.12.1 Recruitment of Vacant NDMO positions.	Q2 2025
Program 1 : NDMO DRM Governance Framework	1.12 Strengthened operational management systems at national level by having sufficient staff and resources.		3	1.12.4 NDMO Business Plan Retreat	On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the resources needed in place	95% of resources allocated	1	1.13.8 Developed Tor of Sectorial Working group at Provincial level	Q1 2025
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the resources needed in place		2	1.13.4 Resource Emergency operation centres with computers and other PEOC resources	On going 2025
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the resources needed in place			1.13.5 Coaching visit by PPLO to Penama & Tafea	Q2 2025
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the resources needed in place		6	1.13.6 PDO support Programs with other Provinces	On going 2025
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the resources needed in place			1.13.7 Setting up and registration of Area Council Disaster and Climate Change Committee (ACDCCC)	Q1 2025
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the			1.13.9 Provincial utilities and administrative cost	On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
	resources needed in place				
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the resources needed in place		48	1.13.1 Set up of CDCCC	On going 2025
Program 1 : NDMO DRM Governance Framework	1.13 Strengthen framework at provincial level by having the resources needed in place			1.13.2 CDCCCs update and registration	On going 2025
Program 1 : NDMO DRM Governance Framework	1.2 Support the development of the Displacement Policy Implementation Plan	Implementation of the displacement policy	2	1.2.1 Facilitate the review of the displacement policy	Q1 2025
Program 1 : NDMO DRM Governance Framework	1.3 Assist NAB through Project Screening and NAB meetings to identify gaps, integrate and harmonies CCDRR policy into relevant projects, legislations and policies.	6 projects addressing CCDRR policy gap	1	1.3.1 Coordinates meetings and consultation related to DRM with stakeholders	On going
Program 1 : NDMO DRM Governance Framework	1.3 Assist NAB through Project Screening and NAB meetings to identify gaps, integrate and			1.3.2 Participated to the MoCCA Legislative Consultation	On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
	harmonies CCDRR policy into relevant projects, legislations and policies.				
Program 1 : NDMO DRM Governance Framework	1.3 Assist NAB through Project Screening and NAB meetings to identify gaps, integrate and harmonies CCDRR policy into relevant projects, legislations and policies.			1.3.3 Participate in NAB National Meetings/Consultations	On going
Program 1 : NDMO DRM Governance Framework	1.4 Ensure smooth and timely access to Disaster Risk Financing	At least 1 Project access Disaster Risk Financing and total funding	1	1.4.1 Develop project to access grant to support NDMO business plan	On going
Program 1 : NDMO DRM Governance Framework	1.4 Ensure smooth and timely access to Disaster Risk Financing			1.4.2 Develop Guideline for Emergency Funds	Q4 2025
Program 1 : NDMO DRM Governance Framework	1.5 Review Business Continuity Plan per Covid 19 operations or any other unexpected situation	Review BCP	1	1.5.1 Developed a standard business continuity plan template to be disseminated across every government department and private Sector	Q4 2026

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level	100% of national disaster plan finalise (1) 100% of provincial disaster response plan developed and reviewed (6) 70% of area council disaster plan developed (50) 70% of community disaster plan developed (490) 2 municipal disaster response plans	1	1.6.1 Implementation plan of DRM Act	Q4 2026
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.12 Cluster Response Plan Template	Q4 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			Develop Volcano Support Plan	Q4 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area			1.6.13 Developed island based volcanic response plan	Q4 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
	council and community level				
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.14 Develop the Area Council Disaster response plan guidelines	On going 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.16 Compile and integrated all necessary documents to produce NDMO Doctrine (Document compliance system)	On going
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.17 Severe weather event support plan	Q3 2026
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.2 Develop the Displacement Policy M&E Framework	Q1 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.3 Logistic Arrangement for NDMO Staff	On going 2026

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.5 Develop Logistics Management Information System (LMIS) Dataset	Q4 2026
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.7 National Cyclone Support Plan	Q4 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.8 Review PEOC SOPs	Q2 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level		2	1.6.11 Review of Provincial disaster and climate change Response plan (PDCRP)	Q3 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.15 Develop and review Area Council disaster response plan	Q3 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area			1.6.6 National Disaster Risk Management Plan	Q4 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
	council and community level				
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level			1.6.9 PDCCC TOR and SOP	Q2 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level		4	1.6.4 Develop Logistics SOPs and guidelines incorporating cluster response operation	Q2 2025
Program 1 : NDMO DRM Governance Framework	1.6 Disaster plans developed for national, province, municipality, area council and community level		6	1.6.10 PDCCC set Up	Q4 2026
Program 1 : NDMO DRM Governance Framework	1.7 Strengthen communities with durable solutions for displacement (durable and suitable long-term solutions) appropriate for evacuation.	Report on evacuation centres mapping updated 1 evacuation centre guidelines and 1 training manual developed and reviewed Report on implementation	1	1.7.2 Coordination of Evacuation centre building construction	Q1 2026

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 1 : NDMO DRM Governance Framework	1.7 Strengthen communities with durable solutions for displacement (durable and suitable long-term solutions) appropriate for evacuation.		4	1.7.1 Review of the Evacuation Centre Management and Guideline	Q1 2025
Program 1 : NDMO DRM Governance Framework	1.8 Staff wellbeing, health and safety policy and provisions established and implemented	Staff welfare, policy developed and provisions in place Implementation plan	1	1.8.1 Contribute to MOCCC Staff health and safety guideline	Q4 2025
Program 1 : NDMO DRM Governance Framework	1.8 Staff wellbeing, health and safety policy and provisions established and implemented			1.8.3 Staff annual leave plan	On going
Program 1 : NDMO DRM Governance Framework	1.8 Staff wellbeing, health and safety policy and provisions established and implemented		12	1.8.2 Annual leave and sick leave monthly report	On going 2026
Program 1 : NDMO DRM Governance Framework	1.9 Ensures NDMO complies with its regulatory and legal requirements as well as internal policies and bylaws	1 compliance officer added to the new structure	1	1.9.1 Develop guidelines to strengthen implementation of work	Q1 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 2: Human Resource Training and performance management	2.2 Track annually number of NDMO Officers receiving qualifications, and undergoing training as per MCCA HR Strategy, Retirement & Succession Planning	10 NDMO staff receiving different qualifications. Succession Plan (HRD plan) PACIMS (Pacific Incident Management Systems) Training framework by 2023	1	2.2.4 Organize LCA training at the provincial level	Q3 2026
Program 2: Human Resource Training and performance management	2.2 Track annually number of NDMO Officers receiving qualifications, and undergoing training as per MCCA HR Strategy, Retirement & Succession Planning		2	2.2.5 Introduction of PIEMA Training	Q2 2025
Program 2: Human Resource Training and performance management	2.2 Track annually number of NDMO Officers receiving qualifications, and undergoing training as per MCCA HR Strategy, Retirement & Succession Planning		4	2.2.6 Train government officers on “working in EOC”	On going 2025
Program 2: Human Resource Training and	2.2 Track annually number of NDMO Officers receiving qualifications, and undergoing training		5	2.2.2 Finance Refresher Trainings for PDOs	On going 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
performance management	as per MCCA HR Strategy, Retirement & Succession Planning				
Program 2: Human Resource Training and performance management	2.2 Track annually number of NDMO Officers receiving qualifications, and undergoing training as per MCCA HR Strategy, Retirement & Succession Planning		6	2.2.1 Strengthen PEOC Capacity	On going 2025
Program 2: Human Resource Training and performance management	2.2 Track annually number of NDMO Officers receiving qualifications, and undergoing training as per MCCA HR Strategy, Retirement & Succession Planning			2.2.3 Surge capacity for PEOC	On going 2025
Program 2: Human Resource Training and performance management	2.3 Develop Staff induction guideline on technical DRM field as part of capacity building	1 Induction Guideline developed	1	2.3.1 Staff DRM induction guideline	Q4 2026
Program 2: Human Resource Training and performance management	2.3 Develop Staff induction guideline on technical DRM field as part of capacity building			2.3.2 NDMO DRM training catalogue (on-the- job and certified (USP/VNU)	Q4 2026

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting	100% of mandated report submitted on time Strategic Plan reviewed 70% of Business Plan achieved annually.	1	2.4.1 Staff workplan for 2025	Q1 On going
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.13 Annual financial report of NDMO allocated budget 2025	On going 2025
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.14 Six monthly report (SMR) - DSPPAC	Q2 On going
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.15 Annual Development Report (ADR) - DSPPAC	Q4 2025
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.2 Staff workplan for 2025 Mid-year review	Q3 On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.4 Staff workplan for 2025 end of year appraisal	Q1 2025
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.5 Human Resources Development Plan draft	Q4 On going
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.8 Department annual report for business plan activities	Q4 On going
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting		4	2.4.10 Quarterly financial report for provincial budget	On going 2025
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.12 Quarterly financial report of NDMO allocated budget 2025	On going 2025
Program 2: Human Resource Training and	2.4 Strengthen NDMO planning and reporting			2.4.7 Department Quarterly Report produced for business Plan activities	On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
performance management					
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting		12	2.4.11 Monthly financial report of NDMO allocated budget 2025	On going 2025
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.6 Department monthly report of business plan activities	On going
Program 2: Human Resource Training and performance management	2.4 Strengthen NDMO planning and reporting			2.4.9 Monthly financial report for provincial budget	On going 2025
Program 2: Human Resource Training and performance management	2.1 Support development of technical engagement & skills by supporting work placement, Cadetships and Internships	At least 1 work Placement and 1 secondment 4 Cadetships and 4 Internships Recognised Volunteer database established for disaster response	1	2.1.2 Facilitate engagement National and international surge capacity for NEOC in the response operations	On going 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 2: Human Resource Training and performance management	2.1 Support development of technical engagement & skills by supporting work placement, Cadetships and Internships			2.1.3 Training of National Surge Capacity	Q4 2025
Program 2: Human Resource Training and performance management	2.1 Support development of technical engagement & skills by supporting work placement, Cadetships and Internships		6	2.1.1 Facilitate engagement of Cadetships, Internships, International Volunteer, work Placement and secondment to support NDMO officers	Q1 2025
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive	All plans are gender inclusive	1	3.1.11 Developed an information collection tool for Logistics Capacity assessments (LCA)	Q2 2025
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		all	3.1.13 Coordinate and respond to National Disasters and emergencies in accordance with DRM Act	On going
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		2	3.1.5 Ensuring inter-agency coordination meetings are held on bi-annual basis	On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		2	3.1.7 Ensuring active coordination of clusters and working group where NDMO is the lead	On going
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		1	3.1.9 Review MEND guide to integrate each hazard case scenario	Q4 2026
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		2	3.1.1 Active participation in clusters/working groups coordination meetings	On going 2026
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive			3.1.15 Participate in National Recovery Committee (NRC) meeting	On going
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive			3.1.16 End of Disaster Response Report	On going
Program 3: Inclusive disaster preparedness	3.1 Ensure disaster and emergency preparation, preparedness,			3.1.2 Shelter cluster lead	On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
and response coordination	response is gender inclusive				
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive			3.1.3 DECM - Displacement and evacuation centre management cluster lead	On going
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive			3.1.4 Logistic Cluster Lead	On going
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		4	3.1.6 Ensuring inter-cluster coordination meetings held on quarterly basis	On going
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		6	3.1.12 Update Logistics Capacity Assessment (LCA) (in all Provinces)	Q1 2025
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive			3.1.14 Improve Communication Feedback mechanism (during emergency response)	Q4 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive			3.1.8 Assessment Trainings for Area Administrator	On going 2025
Program 3: Inclusive disaster preparedness and response coordination	3.1 Ensure disaster and emergency preparation, preparedness, response is gender inclusive		8	3.1.10 Updates and maintains, NFI's and infrastructures including storage facilities at all levels	On going
Program 3: Inclusive disaster preparedness and response coordination	3.2 Support the Gender & Protection Cluster in times of emergency to ensure human dignity and that the rights of all Ni Vanuatu including women, youth, vulnerable groups and the elderly are supported, protected and promoted	Active participation in G&P Cluster	1	3.2.1 Ensure support of G&P cluster response during times of emergencies and disasters	On going
Program 3: Inclusive disaster preparedness and response coordination	3.4 Ensure Response Plans take gender, PLWD and vulnerable groups into consideration	100% of response plan with gender and social inclusion consideration	1	3.4.2 Provide technical advice to other government office in developing their own emergency response plan for each disaster/ incident	On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 3: Inclusive disaster preparedness and response coordination	3.6 Provincial Disaster Committee established and operationalize	ToR and SOP developed for MDC	1	3.6.1 Update of registration of PDCCC	On going 2025
Program 3: Inclusive disaster preparedness and response coordination	3.6 Provincial Disaster Committee established and operationalize			3.6.3 Coordinate development of ToR for sectoral working groups at the Provincial Level	On going 2025
Program 3: Inclusive disaster preparedness and response coordination	3.6 Provincial Disaster Committee established and operationalize		4	3.6.2 Induction training for PDCCC on DRM Act	On going 2025
Program 3: Inclusive disaster preparedness and response coordination	3.6 Provincial Disaster Committee established and operationalize			3.6.4 Organize PDCCC & MDCCC meetings - 1 meeting per quarter	On going
Program 3: Inclusive disaster preparedness and response coordination	3.7 Municipal Disaster Committee established and operationalize	ToR and SOP developed for MDC	1	3.7.3 Induction training for MDCCC on DRM Act	Q4 2026
Program 3: Inclusive disaster preparedness	3.7 Municipal Disaster Committee established and operationalize		2	3.7.1 Establish the Municipal Disaster and Climate Change Committee	On going 2026

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
and response coordination					
Program 3: Inclusive disaster preparedness and response coordination	3.8 Improvement of EOC resources	Have all EOCs well equipped and operational	1	3.8.2 Equipment requirements for provincial disaster office operation	Q3 2025
Program 3: Inclusive disaster preparedness and response coordination	3.8 Improvement of EOC resources			3.8.3 Infrastructure priorities for NDMO 2024 - 2030	Q4 2025
Program 3: Inclusive disaster preparedness and response coordination	3.8 Improvement of EOC resources			3.8.4 Pacific warehouse program	Q4 2026
Program 3: Inclusive disaster preparedness and response coordination	3.9 Communication	Have all EOCs well equipped and operational	1	3.9.3 ICT Helpdesk Support	Q4 On going
Program 4 : Harmonization and mainstreaming of Disaster Risk Management	4.6 Participate in global, regional and National event, consultations, meetings or forums		1	4.6.1 Participate in global, regional and National event, consultations, meetings or forums	Q1 to Q4 On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
and Climate Change Adaptation					
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners	6 awareness in schools across 6 provinces 6 awareness in communities per year 5 IDRR Day	1	4.1.1 Develop and Review of awareness materials	Q4 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners			4.1.2 Develop and promote public awareness SOP for emergency and Disaster management operation	Q3 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners			4.1.3 Develop IEC tool to support volcano evacuation plan	Q4 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners			4.1.5 Coordinate IDRR day at National level	Q4 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners			Coordinate IDRR day at Provincial level	Q4 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners			4.1.7 1.1.1.3 Support the development of CDCCCs as necessary based on the findings of 1.1.1.2, including, where needed, CDCCC kits and community workspace	On going 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk	4.1 Conduct preparedness awareness in schools and communities with support from		2	4.1.10 1.1.2.3 Conduct follow-up refresher training 1 year after initial training with CDCCCs as well as regular	On going 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Management and Climate Change Adaptation	stakeholders and partners			monitoring/support visits	
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners		3	4.1.6 1.1.1.2 Assess CDCCC status using field-tested tool (where CDCCC are established, evaluate gender-balance, engage children/youth and people with disabilities, and consult with community to identify opportunities to strengthen CDCCC)	On going 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners			4.1.8 1.1.2.1 CDCCC leadership and technical training & 1.1.2.2 women in leadership and Children/youth engagement in CDCCCs and adaptation planning processes	On going 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners			4.1.9 1.1.2.2 Targeted training for women in leadership and children/youth engagement in CDCCCs and adaptation planning processes	On going 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Change Adaptation					
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners		4	4.1.4 participate to CST training lead by Police Crime Prevention Unit	On going 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners		18	4.1.11 External support for DRR / CCA training	On going 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.1 Conduct preparedness awareness in schools and communities with support from stakeholders and partners		30	4.1.12 External support for DRR / CCA awareness	On going 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies	6 trainings and awareness across schools and communities annually 7 drills/simulation exercises (1 in each province, 1 municipal and 1 NEOC)	1	4.2.1 Facilitate and support desktop simulation exercises (SimEx) for testing plans and SOPs.	Q2 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.10 Support Tsunami ready program	On going
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.11 Support National Tsunami day event organise by Tsunami Warning Center	Q3 On going

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.12 Support National PSC day event	Q3 On going
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.13 Participate to Impact base warning and forecast system	Q4 2026
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.2 Review the Community Based Disaster Risk Reduction Handbook	Q4 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.3 Strengthen partnerships between emergency stakeholders by organised a delegation of MoCCA in New Caledonia	On going
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.5 Organised a delegation to visit international partner and strengthen coordination with them	Q2 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.6 Search and rescue / fire services consultation at national and provincial level	Q2 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.7 Support National ICT day event	Q4 On going
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.8 Coordinate and facilitate World humanitarian day event	Q3 On going
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies			4.2.9 Tsunami evacuation plan	Q4 2026

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.2 Support early warning training & awareness through regular update of SOPs, drills, response and evacuation simulation exercises in collaboration with partner agencies		4	4.2.4 Participate to the coordination and training / Workshop lead by other developing agencies (Pacific partnership, FRANZ partner, other New Caledonia partner, US centre of excellence, UNDRR)	Q4 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.4 Connect FM93 to VBTC for use of early warning and hazard preparedness	New MoU with VBTC Established transmission link with VBTC	1	4.4.1 Strengthen collaboration with VBTC	Q4 2025
Program 4 : Harmonization and mainstreaming of Disaster Risk Management and Climate Change Adaptation	4.5 Support the Vanuatu National Emergency Radio Network (VNERN)	Installation of VNERN base stations in NDMO buildings	2	4.5.1 NDMO support and assist VGNERN team with the installation	Q2 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 5: Utilize technology to support local operators to access disaster information remotely	5.1 Provide regular update on disaster risk reduction key messages and information onto NDMO website and other relevant online platform	Annual Report details on information uploaded to online platform, its usage and initiatives	1	5.1.2 Develop risk map platform by participating to Partner program (phase 2)	Q4 2025
Program 5: Utilize technology to support local operators to access disaster information remotely	5.1 Provide regular update on disaster risk reduction key messages and information onto NDMO website and other relevant online platform		2	5.1.1 Renew NDMO Web site	Q4 2025
Program 5: Utilize technology to support local operators to access disaster information remotely	5.2 Progress preparation of a National Vulnerability Assessment (NVA) with a Multi Hazard and Risk Map	A National Vulnerability Assessment done and made visible Multi hazard and risk maps made available to everyone for use	1	5.2.1 Develop Risk Mapping base on the existing hazard map (Flooding, tsunami, storm surge) for Port Vila and Lunganville	Q4 2026
Program 5: Utilize technology to support local operators to access disaster information remotely	5.3 Coordinate, strengthen and manage DRM data with stakeholders	Report provided on data management activities Review CBDRR working group ToR	1	5.3.1 Deliver training/advice on DRM to stakeholders as required	On going 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 5: Utilize technology to support local operators to access disaster information remotely	5.3 Coordinate, strengthen and manage DRM data with stakeholders			5.3.2 Maintain current regional, national and provincial contact lists	On going
Program 5: Utilize technology to support local operators to access disaster information remotely	5.4 Strengthen DRR reporting obligation against The Sendai framework (UNDRRR)	Reports provided according to report submission timeline. Sendai reporting training and awareness	2	5.4.1 Contribute to Sendai Framework reporting	Q1 On going
Program 5: Utilize technology to support local operators to access disaster information remotely	5.5 Repository for hazard and other disaster related information	Repository established and kept by NDMO	1	5.5.1 Establish repository IT Structure	Q1 2025
Program 5: Utilize technology to support local operators to access disaster information remotely	5.5 Repository for hazard and other disaster related information			5.5.2 Design assumption impact table according of each hazard strength	Q4 2025

Program	Activity	Output or Service Targets	Targets	Action	Action Completion Date
Program 5: Utilize technology to support local operators to access disaster information remotely	5.5 Repository for hazard and other disaster related information			5.5.3 Record each disaster event in a data base and Assist in Data Driven Science Project	Q3 2026

Department of Climate Change

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Program 1: Climate Change Adaptation					
Monthly reports on work plan progress and inputs on Departmental reports (SMR, Quarterly report & report of output review, etc.)	Monthly report	12	<ol style="list-style-type: none"> 1. Activity report 2. Document monthly activity 3. Report submitted to M&E/Director 4. Check for completion 	Disaster / Sick	Q1-4
Promote Adaptation key messages & ensure delivery through national adaptation events & other media platforms.	Report	50 beneficiaries 1 Report	<ol style="list-style-type: none"> 1. Support and engage through national and international days of adaptation sectors: International Meteorology Day, International Water Day, IDRR etc. 2. Assist the Communication Officer in any technical key messages through any platform of dissemination. 2. Awareness of CC impacts & delivery of Adaptation Key message 	Disaster / Sick	Mar Oct
Climate Change Adaptation Advocacy on Adaptation Implementation Against National Plans	Advocacy report submitted	1	<ol style="list-style-type: none"> 1. Mainstreaming CCDRR into all levels of planning across sectors at all levels (Plans, Policy) 2. Report 	Disaster /Sick	Q2-4
Provide support to GGI Project Team.	Report	1	Assist the Project Team with: Provincial and Community Adaptation Plan	Disaster / Sick	Q1-4
Support the National Vulnerability Assessment Framework (NVAF) phase 2	Report	1	<ol style="list-style-type: none"> 1. Assist the NVAF Phase 2 by co-chairing any TWG meeting if required. 2. Training & 3. Finalization of the dashboard. 	Disaster / Sick	Q1-4
Engage with VCCRP implementation activities (Year 2/ Quarter 1)	Report	1	Community Adaptation Plan (Shefa / Sanma)	Disaster / Sick	Q1-4

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Assist & Support implementation of the Climate Change Adaptation Projects	Report	2	<ol style="list-style-type: none"> 1. Support the Implementation of Adaptation Projects (VCCRP, VCAP, PEBACC & STRENGTH, BOLD, MFAT, EWB Project) 2. VCCRP Activities support from DoCC (see attached timeline + Activities) 3. Co-chair Adaptation Projects TWG Meetings. 	Disaster / Sick	Feb-Dec Jan-Dec
Support Climate Change Awareness at Torba Province & Climate Change Symposium Dedicated Activities.	Report	(10 Beneficiaries) 1 Report	Assist the DoCC Team with Awareness NPP on Adaptation key messages: on Torba this year through 2 DoCC NPP Activities.	Disaster / Sick	Jul/Oct
Provide usual Support to the NAB Secretariat with its processes: Appraise & Screen projects and new IEC Materials aligned with the National Climate priorities, policies, strategic plans, etc.	Report Submitted	1	<ol style="list-style-type: none"> 1. Attend NAB project Screening 2. Appraise project 3. Appraise IEC materials (Adaptation only) 4. Report the number of projects screened 	Disaster / Sick	Q1-4
CCDRR is embedded in the curriculum.	Report	1	CCDRR materials ToT into at least 3 Schools (South Efate, North Efate & Offshore Island).	Disaster / sick	Apr-Jun
Any relevant training or workshop to enhance knowledge & skills in relevant work	Report	1	Attend any sponsored training or workshop at national, regional & international throughout the year to improve work quality.	Disaster/Sick	Q1-4
Support the development of the National Adaptation Plan	National Adaptation Plan	1	Attend related meetings, consultation to develop the NAP in coordination with NAB and support agencies		Q1-4
Immediate Recovery Priorities.					

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
1. Integrate climate-resilient measures into emergency shelters and WASH facilities, such as solar lighting and water purification systems. 2. Stabilize affected ecosystems, including immediate reforestation or erosion control efforts, to minimize environmental degradation caused by earthquakes.	Report	1	1)Consult with DoE and shelter/WASH Cluster lead on lighting and water purification systems. 2) Prioritize needs 3) Source Funding 1)Source Risk assessment report from DEPC / VMGD. 2)Identify potential risk areas 3)Create Site intervention criteria for site selection (e.g. Restoration of water sources) 4)Work with the DEPC/Forestry Department to determine the effective climate actions + Cost. 5)Source Financing for Implementation.	Disaster/Sick	0-6 months
Program 2: Climate Change Mitigation (Low Carbon Development)					
Monthly reports on work plan progress and inputs on Departmental reports (SMR, Quarterly report & report of output review, etc.), National Communications - Monthly activity reported to the M&E/Director - Support the development of National Communications	Monthly report submitted BTR & National Communications completed and endorsed by COMs	10 1	1. Activity report 2. Document monthly activity 3. Report submitted to M&E/Director 4. Check for completion Coordinate with sectors on data collection, analysis, consultations, reviews COM Paper prepared for endorsement	Workload Task delegation Sick	Jan-Dec
Climate Change Awareness at Torba Province	#Torba Training report	1	1. Coordinate with Training provider (June) 2. Develop Training agenda (June) 3. Deliver training and field activities (October)	Bad weather Poor coordination (National/subnational & Community level]	Oct

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
			4. Training report (End of October) 5. Check for completion	Logistics issue (subnational/community)	
Participation at Climate Change mitigation technical dialogues and negotiations	#Meeting Report submitted	1	Attend Mitigation relevant meetings Report on the meeting outcome	Tropical Cyclone Limited funds	Jan – Dec
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) - Support the Procurement of Coconut oil Gen set -Support the Procurement of the Feasibility of the RE -Support the Procurement and Implementation of the 2 solar mini grids	Meeting report submitted [documenting areas of collaborations]	1	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.	Availability challenges Clash of events Lack of support funds	19th March
Capacity building programs identified, coordinated and delivered to the climate change mitigation stakeholders. - Government, Private and NGO's relevant stakeholders' knowledge sharing workshop on Carbon Market	#Project deliverables report [ICAT/CBIT]	2	1. Assist the Implementation of ICAT Project (Jan – Sept) 2. Assist the Implementation of CBIT Project (Jan – December) 3. Liaise with partners for Carbon Market training (Jan – Feb)	Delay of project Implementation Delay of release of project funds Lack/poor of sectoral participation	14th May
Capacity Building – Training on Grant Writing (Project Concepts) for the Area Councils of Torba Province	#Training Report provided	1	1. Develop Training Materials 2. Liaise with Participants	Flight Cancel Delay in release of funds	11th – 13th October

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
			3. Confirm Training Dates 4. Develop training agenda 5. Deliver training Training report		
Appraise & Screened projects aligned with the National Climate priorities, policies, strategic plans, etc.	#NAB project screening Report Submitted	1	1. Attend NAB project Screening 2. Appraise project Report the number of projects screened		Jan – Dec
Bilateral COP 29	#Bilateral Report Submitted	1	1. Meeting with Stakeholders (TWG) 2. Collect priorities 3. Identify potential partners 4. Coordinate bilateral through foreign affairs/DSPPAC 5. Bilateral convene Report	Challenges in sourcing information from relevant sectors Challenges organizing Bilateral	Nov – Dec
Sectoral tracking of NDC/LEDS implementation at the National Level across sectors	NDC Tracking & Meeting Report submitted	1	1. M&E of NDC across Energy, waste & AFOLU Report the progress of Implementation	Sectors reluctant of sharing information	26th – 29th August 10th Sept
Implementation of Climate Change Mitigation Project					
Assist & Support implementation of the Climate Change Mitigation Projects	#Implementation Report	2	Support the Implementation of Mitigation Projects (CBIT/ICAT/RE/EE Projects – Jan – Dec)	Delay in Project fund release Tropical cyclone	Jan – Dec
Manage and implement climate-flexible financing	Sectors implementation report	4	Coordinate and implement climate flexible financing with relevant sectors	Quality of report and unexpected delays	Jan-Dec
Program 3: Information Knowledge Management and 4: Communication, Outreach and Partnership					

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Support and assist the information, education and communication endorsement process for CC information material developers	# of uploads	1	Upload L&D Brochure (1) to the website and social media	Disaster	Jan
		1	Translated brochure in Bislama	Flight cancellation	Apr
	# IEC	4	Produce IEC material, L&D banner, L&D poster, Animated video, CC& Health	Extreme weather	Feb 14 to Mar
	# Minute reports	2	Meeting minute of the reviewed animated video production IEC on CC impacts to Health human being and		Feb to Mar
	# Materials	3	<ul style="list-style-type: none"> •King tides •Temperature increase •Coral bleaching •Flooding •Salt water intrusion •Coastal erosion •Sea Level Rise 		May
Design, develop and maintain and updated website / existing outreach platforms for DoCC	#Newsletter	4	<ol style="list-style-type: none"> 1. 4 Newsletters to produce 2. Develop quarterly news updates that highlights CC achievement /progress in all sectors inc. project updates 3. CC Symposium Report 4. Press releases /updates 5. Produce (in partnership with Projects) quarterly Press releases on Key achievements of Climate implementation activities 6. Produce local Radio Program : 4 	Extreme weather Flight cancellation Disaster	Q1-4
	#Report	1			
	#Media Release	4			
	# of radio program	6			
		2			
	# of uploads				

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
			Mitigation activities, 2 Adaptation and L&D 7. Facilitate the uploads of the documents on Website- BP 2025, SP 2022 – 2026		
Support NAB secretariat to update project information, resources, reports, events and contracts periodically on the CC website and ensure accessibility	# updates # QR Code	5	Get updates from NAB Create a QR code for DoCC platforms	Extreme weather Flight cancellation Disaster	Feb – Dec
Facilitate and promote traditional Knowledge Compendium	# Tab web # Ads	1	Consult with stakeholders on available developed TK resources Compile existing TK resources and upload to the website 4 Quarterly updates of TK resources to share on social media pages Digital Advertisement on TK Key messages	Extreme weather Flight cancellation Disaster	Jan – Feb Feb – Dec Mars /June /Sept / Dec Feb – Mar
Develop Knowledge sharing materials on CC related to local context including LL for enhanced decision making	# materials distributed	1000	Community/Public campaigns (reach 500 people) Schools /Youth campaigns (reach 500 people) 1000 stickers of QR	Extreme weather Flight cancellation Disaster	April – Oct
Support DoCC with COP preparation	# minute report	1	Meeting minute on COP update	Extreme weather Disaster	Nov
Utilize and strengthen existing network and knowledge sharing mechanism through organizing national scale CC summit meeting and events		1	1. Provincial Climate Change Symposium Report 2. Call 1st planning staff meeting; set the event date, event venue;	Extreme weather Flight cancellation Disaster	Q1-4

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
			<p>nominate planning team, event theme – liaise with AA’s and ACCO’s Torba for consultation</p> <ol style="list-style-type: none"> 3. 2nd PM: select event activities, with staffs tasking for initial contacts – meet with Helper 1 team for initial briefing 4. 3rd PM: F/up on taskings – Comms planning – Procurement/finance Plan- Start the EIC printing 5. 4th PM – Validate the event program and stakeholders list of participants 6. Final preparation of logistic and deployment of DoCC staffs 7. Implementing the CCS event in Torba 8. LL on CCS 9. Submit thee CCS inc Grant Writing report <p>Small island Awareness (Grant Writing) report:</p> <ol style="list-style-type: none"> 1. PM – set date, venue of the training 2. Coordination planning with DLA and Torba provincial Council- 3. Contact VCCRP Coordinator for ground logistic – 		

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
			Contact facilitators (G.Koran/S Stephanie) 4. Finalize the agenda program 5. Deployment and implementation		
CC symposium Ground Scoping	#report	1	Report for CC symposium Ground Scoping	Extreme weather Disaster	June or August
CC networking with stakeholders	# meeting minutes	3	Brown Bags meeting minutes on CC networking with stakeholders (Comms/PRO)	Extreme weather Disaster	Mar Jun Sep
Support and promote knowledge management system that build on increased accessibility of information and communication	# Doc	1	Communication Strategy	Extreme weather Disaster	Mar
Install a Visual Information board at the DOCC reception	# Screen monitor # Uploaded contents	1	Install a Visual Information board at the DOCC reception Monthly Uploads content Key messages	Extreme weather Disaster	Feb – Mar
Mainstream climate change across the government policies and decision making processes	#BTOR	1	1. Organise Torba PTAC CCDRR projects updates 2. Conduct a familiarization session with VSPD	Extreme weather Disaster	
Capacity Building: Facilitate an on going training and capacity building program for efficient utilisation of the integrated MRVtool, sustainable GHG Inventory management and other relevant tools.	# BTOR # minute meeting report	3	<ul style="list-style-type: none"> • Conduct Teachers/Community Rep leaders training on Climate data tools (climate WatchApp, climate 101, Oscar, TK knowledge •Capacity needs for Comms stakeholders •Communication training 	Extreme weather Disaster	April – May Feb March – April
Partnerships: Research/relevant documents that showcase	# MOU	1	Develop MOU on transportation with Respond Global Helper1	Extreme weather	Jan

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
collaboration with stakeholders				Disaster	
Reporting	# of reports	19	1 - Staff appraisal 12 - Monthly reports 4 - Quarterly reports 1 - Mid term review 1 - End of year review / appraisal	Extreme weather Disaster	Jan to Dec
Program 5: UNFCCC Obligation					
Lead and coordinate the Climate Change Adaptation Initiatives in Country for the UNFCCC, Regional and National (National Positions, Ministerial Papers (Speech, statement etc.)	Report	2	<ol style="list-style-type: none"> COP29 reflection meeting with Adaptation COP team & build 2025 Strategy for COP30. Quarterly meeting with the In-country COP team (March, June, September, November). Development of National Position (March – Intercessional & September – COP30) UNFCCC Submissions Attend Intercessional & Pre-COP(Conditional) – June & October. Attend COP30 – November Attend the UNFCCC Taskforce <p>Attend virtual meetings, trainings etc. relevant to adaptation aligning to UNFCCC Commitment. Access to Internet a yearly plan (Wi-Fi)</p>	Disaster / Sick	<p>Mar</p> <p>Mar, May, Jul & Oct</p> <p>Oct-Nov</p> <p>Feb-Dec June</p> <p>Nov-Dec</p> <p>Feb-Dec</p>

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Meet UNFCCC obligations	# Of reports, Meetings minutes		<ol style="list-style-type: none"> 1. Support NAB in UNFCCC submissions 2. Support CFWG workplans for 2025 3. Attending CF thematic meetings (National, Regional, International) 	Change of GVT Financial procedures and regulations	Jan-Dec
Climate Change Mitigation Advocacy on Low Carbon Development – LT – LEDS & Revised and Enhanced NDC, and relevant national reporting to the UNFCCC BTR and National Circumstances report	BTR and National Communications	1	<ol style="list-style-type: none"> 1. Liaise and Schedule radio Program with COM's Officer <p>Work with COMS officer to schedule awareness program relevant to site selected</p>	<p>Workload</p> <p>Task delegation & reassignment</p> <p>Finance for enabling implementation</p>	
<p>Lead and coordinate the Climate Change Mitigation Initiatives in Country for the UNFCCC, Regional and National (National Positions, Ministerial Papers (Speech, statement etc.)</p> <ul style="list-style-type: none"> - COP29 Reflection report - Quarterly catch on the UNFCCC - MWP Topic submission for the MWP GD & IFE's - Development Vanuatu's National Position for MWP, JTWP & Carbon Markets. 	<p>#COP29 Mitigation Reflection report</p> <p>#Mitigation team</p> <p>Quarterly meeting report</p> <p># Mitigation National position developed</p> <p>#Intercessional Report</p> <p>#COP30 Mitigation report</p>	<p>1</p> <p>4</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>	<ol style="list-style-type: none"> 1. COP29 reflection meeting with Mitigation COP team & build 2025 Strategy for COP30 2. Quarterly meeting with the In-country COP team (March, June, September, November) 3. Development of National Position (March – Intercessional & September – COP30) 4. UNFCCC Submissions on MWP, Markets & Just Transition 5. Attend Intercessional (Conditional) - June 6. Attend COP30 – November 	<p>Tropical cyclone</p> <p>Work commitment</p> <p>Lack of funds</p> <p>Change of Government Policies/priorities</p>	<p>20th Feb- [COP28 Reflection]</p> <p>29th Mar, 29th Jun, 27th Sept, 8th Oct- [Quarterly meeting]</p> <p>29th Mar- [National Position reviewed & updated]</p> <p>17th – 30th Jun [UNFCCC Intercessional Nov-Dec-COP29</p>

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
			Attend & Co-chair the UNFCCC Taskforce		
Prepare FNC 4th Project report	Comprehensive report detailing progress, challenges, and next steps.	4th Nationally Determined Contribution (NDC) project report.	<ol style="list-style-type: none"> 1. Collect and analyze data from ongoing projects related to climate action 2. Consult with relevant departments and stakeholders for input and validation. 3. Consolidate progress updates from different projects under the NDC framework. 		
Developed and submit NDC 3.0	Confirmation of NDC 3.0 submission.	Finalize and submit the updated NDC 3.0.	<ol style="list-style-type: none"> 1. Review previous NDC submissions and assess new national climate commitments and goals. 2. Integrate national climate strategies and targets for the next submission. 3. Engage stakeholders and gather feedback on proposed targets and actions for NDC 3.0. 4. Submit the final NDC 3.0 to international climate bodies (e.g., UNFCCC). 		
Program 6: Administration, Procurement, Support Services and Human Resources					
Procurement & Contract development Plans	<p>Procurement plan submitted to approved by with reports to director</p> <p>Collect & achieve project</p>	# Of reports	Oversee the development, adjustment and implementation of procurement plans	Delay due to processes	Q3

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
	procurement plan				
Lead the Department Tendering Processes as well as supporting the Project tender processes	Tender processes undertaken in compliance with CTB legislation and donor requirements with reports to Director -# of DOCC & project tender through CTB	# Of Tender reports	Tendering/procurement form selection of firms local and international for public, restricted and informal tenders	Delay due to processes/ legislations	Jan-Dec
Procurement and Compliances	Procurement processes undertaken in compliance with legislation and donor requirements with reports to director -report on procurement in compliant with legislation and donor requirement		Supervise transparent procurement processes complying with national and international guidelines (solicitation bases, evaluation reports to press contracting)	Delay due to processes/ legislations	Jan-Dec
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 oversees in accordance with the financial requirements of the PFFM Act, Government contracts and tenders Acts	Delay due to processes	Jan-Dec

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
	# of quotation received & Assed LPO signed by director				
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	Delay due to processes	Q1-Q4
Management of Assets	Report of update DoCC Asset	Number of reports	1 procurement process 2 condition of assets/supply model 4 purchase LPO 5 Re-new of contracts (air corn laptops services) 6 re-new of contracts quarterly (7) Servicing window Shutters Quarterly	Budget delay	Jan-Dec
Contracts	MOCC C Plant 6.8 Secure TA and contract position # of TA & contract position for DoCC	Contract developed and signed	1. Develop Specific contracts 2. Present for review from Department (for small contracts) for big contracts with value more than 1,000,000vt and above 3. Contract finalized and signed	Delay due to processes	Jan-Dec
Trade-in	DOCC two car G1383 G1345	Every document sign submits	-Evaluation car -Tender process -Trade in	Delay due to process	Q1
Lighting tubes	Led lights installed	-quote -verification	1. Liaise with MOCC Technicians and DOE experts to assess the DOCC lights and make		Q4

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
		-payment	<p>reports for replacement using the LED Lights</p> <ol style="list-style-type: none"> 2. Report Approve by the Director 3. Collect Quotes from suppliers 4. Discuss with Project team through the office of the Director on the support for payments 5. Commit LPO 6. Procure lights Installed 		
Operations	DOCC Operations resources made available & accessible		Report on LPO payment of stationery and operation		Jan-Dec
LED screen TV	LED screen tv procured & installed		-collect quote Commit LPO Report		Q2
General building repair	Repair building and report		-quote Payment		Jan-dec
Capacity training	Procurements /finance projects capacity training procurements process		-training should happen every month Complete and report		Jan-dec
98AA/MGHA DPT Financial Reports	<p>Department report (per quarter of 2025)</p> <p>Human resources report (# of</p>	4	<ol style="list-style-type: none"> 1. Provide quarterly budget and expenditure reports to M&E and Director 2. Provide human resource report to human resource manager, service 	Changes on GVT financial procedures and regulations	Jan-Dec

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
	reports produced		contracts, annual leave, department training, clock in and clock out machine 3. Provide financial support referring to each BP 4. Prepare Journal for smart stream corrections		
98AA/ MGHA In-house Projects Financial Reports	N# of financial reports produced per Projects and circulate for Approval	4	1. Provide quarterly report for all in-house projects 2. Work closely with project coordinators to implement the project 3. Respond to Aid donors' queries 4. Prepare annual financial report for audit and respond to audit queries 3. Assist Finance Admin to process project payment on time.	Changes on GVT financial procedures and regulations	Jan-Dec
Budget and NPP Entries for 2026 (cooperate plan pillar 1-soc 6.1.2)	Budget entered VBMS # of NPPs submitted and budget narratives		1. Consult with Technical and senior staffs on 2026 priority activities 2. Review of 2025 workplans, 3. Budget training and finalization of budget and entered VBMS 4. Assist and support senior officers in 5. Developing new project proposal for the department Budget narratives for year 2026	Changes on GVT financial procedures and regulations	May-July

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Supervise Finance & administration Officer	# of Monthly reports	12	<ol style="list-style-type: none"> 1. Monitor monthly report against monthly workplans and provide Quarterly report to Director 2. Provide appraisal for finance and admin officer. 3. Approved and provide an update on Asset management to Director 4. Approved and provide quarterly Vehicle report to Director 5. Assist in LPO commitment 	Change of GVT financial procedures and regulations	Jan-Dec
Support National climate Finance Task force	# Meetings attended	2	Attend the climate finance task force meetings	Change of GVT Financial procedures and regulations	Jan- Dec
Climate Finance W/shop with NGO'S and NAB	# of meeting	1	<ul style="list-style-type: none"> - Provide Assistance to Project team for the logistic of the w/shop - Assist NAB and Project team to coordinate the w/shop 	Availability of officers	March
Implement measurable improvement in climate change budgeting, financial statement, reporting, audit processes, procurement practices, project management and transparency policies	# Of meeting attend	3	Support NAB to implement the NIE for GCF Support NAB with climate finance review and development of climate finance roadmap framework		Jan-Dec
Climate Finance stock take	# of report, meetings attended	2	Support NAB to coordinate the meeting	Change of GVT Financial procedures and regulations	Jan-Dec

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Well Manage NPP budget throughout the activities	# NPP Financial reports	2	NPP activities must produce a financial report on budget and expenditures used for the 2 NPP funds	Change of GVT Financial Procedures and Regulations	Jan-Dec
Climate change Donor Coordination	# of meeting minutes attended	4	<ol style="list-style-type: none"> 1. Coordinate meeting with aid donors, NAB 2. Circulate meeting minutes and way forward 	Availability of all	Jan-Dec
Monitoring and reporting of CC mitigation & adaptation programs implemented by key external stakeholders	Number of reports received		Monthly	Extreme events, delays due to commitments & Health	January-December
Quarterly Reporting Development	Number of Quarterly reports	4	<p>Quarter 1 – January, Feb & March</p> <p>Quarter 2 – April, May & Jun</p> <p>Quarter 3- July August & Sept</p> <p>Quarter 3 – Oct, Nov & Dec</p>	Extreme events, delays due to commitments & Health	<p>End of March</p> <p>End of June</p> <p>End of September</p> <p>End of Nov/Dec</p>
Developed Annual Development Report (ADR)	Number of reports	1	Compile & summarise all quarterly reports	Extreme events, delays due to commitments & Health	March-April 2025
Development of Six Months Reports (SMRs) (Department & Projects)	Number of reports	2	Liaise with Staff and Projects to develop SMR – submitted to DSPPAC & OPSC	Extreme events, delays due to commitments & Health	June-July

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Mid-Term Review Workshop	Number of review workshops	2	All DoCC staff and Projects	Extreme events, delays due to commitments & Health	June/July
GIS/V&A Training Development	Number of trainings	1	Training M&E TWG on GIS Tool and V&A Tools	Extreme events, delays due to commitments & Health	Feb
Vulnerability Impacts Assessment	Number of reports	1	NPP- Small Island state awareness	Extreme events, delays due to commitments & Health	
Development of M&E Framework Draft	Number of reports	1	Develop DRAFT	Extreme events, delays due to commitments & Health	
M&E impact & beneficiary assessments on CCDRR Projects developments & programmes	Number of reports	1	Sanma Province	Weather and delay of flights	
Provide support to the development of the CCDRR Implementation Plan & Draft Corporate Plan	Number of reports	2	Liaise with CSU and M&E-COMs network	Extreme events, delays due to commitments & Health	
Data stock-take and collection	Number of Reports & Meetings	1	List of data collected by liaising with the GIS User group	Extreme events, delays due to	

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
	Propose solutions to improve data collection from Departments		<ol style="list-style-type: none"> 1. Identify solutions to improve data collection procedures 2. Follow the procedures 	commitments & Health	
M&E equipment's to be purchased	Number of equipment	1	Laptop for downloading Mapping and Reporting and Tracking Tools Apps.	Extreme events, delays due to commitments & Health	January – March
5.13. Community-based adaptation/mitigation Monitoring & reporting	Ensure community plans and action frameworks are developed within sectors and provinces		<ol style="list-style-type: none"> 1. Adaptation actions in communities address real, current and priority vulnerabilities 2. Adaptation actions are owned and driven by the communities 3. Rights and needs of individuals are respected and recognized at the community level 	Extreme events, delays due to commitments & Health	
Monitor implementation of COM decisions	Briefing updates of COM decisions and SMR reports on COM decisions		<ol style="list-style-type: none"> 1. Track projects COM decisions obtained from COM Secretariat 2. Monitor decision implementation 	Extreme events, delays due to commitments & Health	
Mainstream CCDRR Policies across other sectors	Government Policy consulted		<ol style="list-style-type: none"> 1. Workshops organized 2. Attend and contribute 3. Contribute in statements and awareness 4. Support Finalize review of CCDRR Policy 	Extreme events, delays due to commitments & Health	
Progress of activities (priority activities per DoCC Department) are evaluated	M&E Tracking Tool		<ol style="list-style-type: none"> 1. Obtain priority activities from Departments 	Extreme events, delays due to commitments	

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
			2. Use an evaluation tool to evaluate the progress of the activity 3. Report on progress	& Health	
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 the progress of implementation	Extreme events, delays due to commitments & Health	January-December
Developed a streamlined data collection & project M&E indicator GES			Liaise with VCAP 2 & PARTneR II teams		
Develop annual campaign on specific biodiversity on climate issues					
Facilitate and support in coordination and knowledge exchange visit on climate change between women, youths to climate change and national resource management			Work in collaboration with VCAP 2 and VCCRP Projects	Extreme events	Jan-Dec
Payment process	Making sure that all Invoice, DSA, Imprest, Bills are committed and get approval from Supervisor & Director	12	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 7. Follow up with supplier for LPO on send status.	Cyclone and no budget	Jan-Dec

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
Filing	File according to LPO #'s and Mail Dates	12	<ol style="list-style-type: none"> 1. File LPO according to date and LPO # (end of every month, electronic Filing) 2. File letters according to dates 3. Scan copy 	Cyclone	Jan-Dec
Monthly Warrant	Provide report on update budget	4	<ol style="list-style-type: none"> 1. Smarts stream login 2. Update supervisor weekly fund available 	Cyclone and no budgeting	Jan-Dec
Secretarial duties	Maintain good customer Relationship	16	<ol style="list-style-type: none"> 1. Meeting minutes be taken 2. Email office cleaning 3. Updates staffs annual and sick Leaves, or on leave on HRM (July/Nov) 4. Email Pay slip to staffs fortnightly 5. Stationaries stoke take Quarterly. 6. Phone call/customers attend 7. Driving deliver mails 8. Director appointments 9. Assist director admin/finance side 10. Vehicle cleaning 11. Booking conference room 	Cyclone	Jan-Dec
Asset	<p>Re-new of contracts (aircon services)</p> <p>Services Assets (laptop etc.)</p>	3	<ol style="list-style-type: none"> 1. Re-new of contracts (aircon services) 2. Services Assets (laptop etc.) 	Delay Budget	Jan-Dec

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
MOCC. Cp.6.7 Facilitate the department restructuring to strengthen its resources and capacity to effectively deliver and managed climate change projects	Structure approved	1	Facilitate to PSC for approval	Delay process	Jan-Dec
Suppliers contact list	All Suppliers		To collect all the supplier locations and information to produce a supplier list with their information. And provide report to procurement officer.		Q1
Vehicle trade in	Trade in		PWD to make evaluation for trade in		Q1
Program 7: Loss and Damage					
Provide Continuous Support to STRENGTH (Strengthening Loss & Damage Capacity in the Global South) Project. 2) Assist BOLD Project & MFAT L&D Activities.	Report Submitted	1	<ol style="list-style-type: none"> 1) Case Study Report-Final 2) Design and deliver LDPL event – local case level (detailed event proceeding) 3) Design and deliver LDPL event – federal level (detailed event proceeding) 4) L&D booklet in local language 5) Policy Brief 6) Contributions to scientific papers Assist in any required activities.	Disaster / Sick	Q1-4
Loss and Damage Framework launch and validation	Report	1 event and 1 framework	Work with NAB and relevant stakeholders to validate and launch the L&D framework		Jan-Dec
Program 8: Carbon Markets					
Support and coordinate the implementation of Article 6 of the Paris Agreement and Carbon Market	#Workshop Report submitted #Market Training	1	1. Consultation with sectors on interest for carbon markets	Sectors lacks knowledge on Carbon Trading and so	14th – 16th May

BP ACTIVITY	OUTPUTS	TARGET	ACTION	COMMENT & RISK	TIMEFRAME
	Report [Markets]		2. Workshop to discuss areas of Interest 3. Report 4. Carbon Market Training (Conditional upon approval for Action 3 above) 5. Training provided (Either in person or Virtual format)	hesitant to attend	
Program 9: Institutional Strengthening					
Review of the Meteorology, Geological Hazards and Climate Change Act	1. Report on findings and gaps in the Act. 2. List of recommendations for amendments or updates. 3. Stakeholder feedback summary.	Comprehensive review of the Act's provisions. Assess the Climate Change Act's alignment with current needs.	Review the provisions of the Meteorology and Geological Hazards Act for relevance. Identify areas for improvement or updating in the Act. Consult with stakeholders and experts for input on the Act's effectiveness.		
Progress DoCC restructure to PSC	Approved structure	Evaluate the restructuring process.	Review progress on the DoCC's transition to PSC.		

Department of Environmental Protection and Conservation

Activity	Output	Target	Action	Action completion date
Program 1: Traditional knowledge and cultural sites preservation				
Development of CCA Management Plans capturing traditional resource management systems	Number of CCA management plans developed	3	Conduct community conservation area management plan workshops with communities having a traditional resource management system	Q4
Development of Environmental and Social Safeguards Framework (ESSF)	Number of ESSF developed	1	Identify funding source; Recruit consultant; Carry out workshop; Finalize Framework; Endorse	Q4
Program 2: Environmental governance				
Finalize review of EPC Act Part 4 Division 2	Number of legislative review	2	Conduct Provincial Legislative Review consultation for penama, torba and tafea (Vcap2); ECARE for Shefa, sanma and malampa	Q2
Amend EPC Act Part 4 Division 1	Number of EPC Act section amended	1	BAC functions review; permitting of imports of foreign organisms	Q3
Review and Update the DEPC Strategic Plan	Strategic plan is finalised and Launched	1	Recruit consultant carry out consultation workshop internally and develop an updated strategy	Q1-Q3
Amend International Trade (Flora and Fauna) Act and Regulations	Number of Act section and Regulation amended	1	Hire consultant. Convene stakeholder workshop on the amendment of the international trade act and regulation	Q4

Finalize and Launch ICZMF	ICZMF Launched	1	Conduct provincial consultation. Launch document	Q2
Reviewed NISSAP Provincial Consultation	Number of provincial HQ and communities consulted	2	Conduct provincial consultation. Launch document	Q1-3
Support Biosecurity Bill drafting completed and submission to Parliament	Biosecurity Bill Approved by COM	1	IS NPP	Q2
Program 3. Human resource capacity development				
EEOs training and adjustment to the use of reporting tool and database, for the purpose of monitoring EEOs works performances and progress include other specific training needs.	Number of refresher training report on performance undertaken	3	1. Main Provicail Outreach Office to Conduct monitoring & reporting training needs. 2. Conduct training according to training needs	Q1-3
	Number of other capacity building training attended to.		2. DEPC to provide training opportunities for building Capacity. 3. training on the use of DEPC Data base Management System	Q1-3
Conduct Compliance capacity building for DEPC Staffs	Number of compliance capacity building trainings conducted	2		Q3
Conduct Legislative drafting training for DEPC staff	Number of trainings	1		Q3
EPIA Staff capacity building	Number of staff undertaking training	2	Engage to EIA staff to attend internship training oversea	Q4
Rotate EPIA Staff to assist provincial officers with EIA matters as part of capacity building and work placement experience	Number of EPIA staff rotated	1	EIA officer to spend 1 month in the province to assist with EIA matters	Q4
Attend capacity training at national, regional and international platform, for Invasive Species, Biodiversity and Conservation	Number of staff undertaking training	2	Complete overseas mission form. Attend training. Prepare trip report	Q4
Conduct training on the use of DEPC database management system for DEPC Staffs	Number of trainings	1	Every DEPC staff and project staffs to be part of this training	Q1

Program 4: Environmental Impact Assessments and Planning				
Develop Strategic Environment Assessment and Site Specific and ESIA and ESMPs	Number of sites	2	Support consultant to conduct assessments in Futuna, West Ambrym, West Coast Santo, Big Bay Inland, South Epi, South Maewo	Q2
Conduct environmental audit on environmental permitting (Audits)	Number of EIA Audits conducted in all 6 provinces and Municipalities	5	conduct provincial audits; EP Checks	Q4
Consultations with Developers	Number of consultations carried out	15	Compliance Review and piloting of Environmental Auditing Template	Q4
Public consultations on development projects	Number of public consultations	3	compliances	Q4
Develop new and improvement of current EIA procedures	Number of EA procedure and guideline improved or established	3	Developed EA reporting form and consent form and Strengthen collaborative work with stakeholder and advocate EIA activity through different media platforms	Q2
Consultation with developer on EIA implementing process and implementation of permit conditions	Number of consultations with developers on EIA process	5	Consultation with developers and stakeholders including both the government and private sector on the EIA process and the implementation of permit conditions	Q4
PEA/EIA Public consultations on development projects	Number of public consultations	5	Undertake 5 PEA/EIA consultation on development projects	Q4
Strengthen Stakeholders engagement - joint EIA site assessment to proposed major projects site	Number of Joint EIA site assessment	5	Conduct joint visits (Consult with DLA on foreshore, Geology and mines, Water, Municipal, Tourism, Cultural	Q4

			centre and other relevant stakeholders	
"Enforcement and compliance - Joint Environment Permit checks for project activities and EMMPs	Number of compliance report produced	3	Enforcement and compliance on Environmental Audit recommendations	Q4
Engaging an expert to undertake specific environmental impact assessment (full)	Number of full EIA completed	3	Engage 3 different EIA consultant or expert to undertake full EIA and produce report	Q4
Review of EPC Act section on EIA	Number of EPC Act, EIA section reviewed. Number of Regulation reviewed	1	Review the EIA fees considering the development categories and safeguard procedures	Q4
Development of M&E plan to track environmental permits annually	Number of M&E plan developed	1	Develop M&E plan	Q4
Program 5: Energy Sector Support				
The activity to achieve this program will complement activity 6.26 of program 6				
Program 6: Waste Management, Pollution Control and Chemical Management				
Institutional Strengthening (IS) project and HydrochloroFluoro Phase-out Management Programme (HPMP)				
Ozone import permits are assessed, verified and approved on time	No of applications approved	300	Use single window system and ensure applications are conducted on time	Q4
Trainings conducted to DCIR Officers, Customs Brokers, and RAC Technicians	Number of trainings undertaken	3	Organize and conduct trainings.	Q4
Trainee Licence and License to handle ODS are verified, assessed and approved on time	Number of Full and Trainee Licenses	5	Process applications received	Q4
Undertake compliance & monitoring work on Ozone Layer Protection Act	Number of compliance and monitoring activity	3	Collaborate with Compliance Officer and conduct compliance regarding Ozone issues	Q4
No of reports provided to UNEP and/or Ozone secretariat	Number of reports produced	2	Complete Article 7 and Country Programme reports and IS and HPMP progressive and	Q4

			expenditure reports as requested by UNEP	
Conduct activities on Disaster Waste resulting from 7.3 earthquake				
Number of demolished buildings that DEPC is involved with regarding testing for asbestos and waste management issues	Number of testing of asbestos conducted and waste management plans approved including data on recyclable wastes	2 demolished buildings; 2 asbestos report; 2 Waste management plan approved; data on recyclable waste received	Collaborate with contractors demolishing buildings to ensure DEPC's requirements are met	Q\$
Work with donor partners who support activities for disaster waste	Number of donor partners identified	x2 donor partner and activities are identified, listed and progress on the activities	Collaborate with donor partner to achieve activities identified	Q4
Conduct awareness to separate certain wastes such as concrete rubble, scrap iron, e-waste, cartons, green wastes and dispose at proper sites	Number of awareness conducted	general public and business houses	make awareness using text messaging	Q1
Purchase x3 40FT containers to be placed at Bouffa landfill to store e-waste generated	Number of containers of e-waste generated after earthquake is collected and stored in the 3 40FT containers	x3 containers filled with e-waste	Seek recovery funding or other donor fund to purchase the containers	Q4
Environment Protection recurrent activities				
Issue Private Waste Operators' Licenses (PWOL)	Number of PWOL issued	4	Process applications for PWOL	Q4
Assistance to compliance for illegal waste dumping and other related matters	Number of reports ensuring illegal dumping of waste is addressed by investigating and issuing notices and/or penalties	2 reports, notices and or penalties served	Work with Compliance Officer and assist in this activity	Q4

Facilitate Basel and Rotterdam consents	Number application facilitated	x2 applications facilitated	Proceeds the applications as per process of Basel and Rotterdam conventions	Q\$
Submit Waste management NPPs	Number of new NPP submitted	x2 NPPs submitted	Write the NPPs	Q2
Compost Project at Seaside				
Continue to ensure organic waste is collected from around Port Vila and deposited at the site to produce compost;	Number of compost bags collected	Monday - Friday: 8 trucks containing green waste /day , Saturday: 3 trucks - 1000 compost bags	Collaborate with V-Organic and ensure D is achieved	Q4
Awareness on waste separation and composting is conducted	Number of Awareness of waste separation and composting is being done	10 awareness conducted to communities and which communities	Collaborate with V-Organic and ensure awareness is conducted	Q4
Collaborate with Dept of Local Authority (DLA) and produce a CoM paper for dumpsite establishment in the provinces	Number of CoM paper produced and submitted to CoM for approval	x1 CoM paper for establishment of dumpsite approved	Follow up with DLA for their support to draft CoM paper and finalise and submit to CoM	Q2
Write request letter to Minister of Lands for acquisition of land for dumpsites pending CoM approval of Dumpsite establishment	Number of request letter to Minister of Lands	1	Write letter	Q2
Fund the conduction of meeting by Lands Officers with landowners to identify true landowners	Number of consultation meeting conducted	1	prepare logistics for the meeting	Q3/4
Collaborate with provinces to produce Letter of Agreement (LoA) between landowner willing to lease their land for dumpsite	Number of LoA produced	2	Follow up with provinces and those who have agreed with landowners to provide LoAs	Q2
Conduct activities of fencing and access road to dumpsites	Number of fencing is done for two province; x1 access road is constructed in one province.	x2 fencing; x1 access road	Work with DEPC Finance Officer and DoF to make payments	Q1-Q4
National Waste Water Taskforce				

Conduct meetings as required with the WWTF committee	Number of meetings held to discuss complaints and issues raised	4	Logistics, payments of equipment's , number of regulation orders passed	Q1 -Q4
Implement Waste Water Task Force Committee Workplan	Number of Activities Implemented	10	Logistics, payments of equipment's , number of regulation orders passed	
Work with WWTF committee to address concerns raised regarding waste water pollutant discharges	Number of raised concerns are discussed by WWTF committee and actions taken to address the issues	2	collaborate with WWTF committee to take actions to dress the issues	Q1-Q4
Ensure payment for the boat for monitoring purposes is purchased	Number boat purchased	1	complete RFQ for boat and submit to DoF for payment	Q2
Construction of waste treatment plant at the Vila Central Hospital (VCH)	Number of Waste treatment plant is constructed	1	follow up and support the logistics of the construction with VCH	Q1-Q4
Assess drainage and sewage infrastructure in Port Vila (Govt 100-Day Plan as @March 2025)	CBD Town Area drainage and sewage system to be assessed and improved	Improvement of sewage and drainage in Port Vila	NWWTF to take lead to develop report drainage systems, blockages and assess sewage network to COM for decision	Q2
Strengthening the Institutional Capacity of Chemicals and wastes in Vanuatu				
e-waste is collected ; 40Ft containers bought, installed and updated to cater for e-waste training; and training is provided to communities. A system is set up to export e-waste	Number of collection oof e-waste, training conducted; system set up for e-waste export	100 items of e-waste collected; 20 participants are trained to dismantle e-waste;	Follow up with DoF to purchase 40FT containers, payment of materials for upgrading containers and contractors payments, then conduct activities.	Q2
Produce implementing documents for draft Chemical Safety Act	Number of Implementing documents for the Chemical Safety Act is produced	4	Work with Technical person for the production of the documents	Q2
Final reports for the project are produced and sent to UNEP	Number of Report	1	Collaborate with Technical person to produce the	Q2

			implementing documents	
Conduct final consultation meetings with National Chemical Coordinating Committee (NCCC)	Number NCCC meeting conducted	1	conduct logistic process for the NCCC meeting	Q2
Work with SLO to finalise Chemical Safet Act (CSA) draft Bill and amendment to the Waste Management Act when SLO provides the draft bills	follow up with SLO about CSA draft bill	1	follow up with SLO and if bills are ready, to work with SLO to finalise for presentation in parliament	Q3
Conduct hazardous waste training in collaboration with Responsible Care	conduct training	1	Conduct logistics for the training	Q2-Q3
Support to Disaster Waste Project	Number of procurements	x1 bulldozer, x2 JCB, x2 dump trucks are procured	Work with SWAP team and DoF to procure dump truck, JCB and bulldozer	Q1 -Q4
Committing to Sustainable Waste Actions in the Pacific (SWAP) projects				
Committing to Sustainable Waste Actions in the Pacific (SWAP) project - Phase 2	Number of project activities completed	activities agreed by SWAP & DEPC for phase 2, necessary initial documents that need to be in place for project kick off are produced	Work with SWAP team to ensure logistics to start the phase 2 project are conducted	Q1-Q4
SWAP Project - Phase 1	Number of project activities completed	Complete procurement of x2 used oil containers are procured, Complete construction of slab for installation of x2 used oil containers at Melektree, office container with necessary	Work with Finance Dept to ensure payments are released to reach the targets in column D	Q1-Q4

		upgrades is completed		
GEF Islands Pacific Project on E-Waste				
Establish E-waste Working Group (WG); conduct consultation meetings re:policy and regulation of E-waste; containers to store e-waste procured	Number of E waste working group meeting conducted	E-Waste WG Committee established; Consultations on policy regulations are conducted; draft e-waste policy and regulation in progress; x2 40Ft containers of e-waste procured	Work with E-Waste GEF Islands Pacific Project Coordinator and assist to conduct meetings for policy and regulation and other logistics	Q4
PacWastePlus Project				
Container Deposit Scheme (CDS) CoM paper to be approved by CoM; CDS draft instructions for legislation and regulation to be submitted to SLO	Number of COM paper developed and submitted	x2 CDS draft instructions on Product Stewardship Act and CDS regulation submitted to SLO; Vanuatu parliament approve by mid year or end of year	Work with Compliance Officer MoCC and have the draft instructions reach SLO and work with PacWastePlus and WG CDS committee and SLO when draft bills are drafted for finalising	Q2
Awareness on re-usable nappies are conducted in Vanuatu	Number of awareness materials produced are used to conduct awareness	x3 awareness materials produced; x5 awareness to communities	Work with PacWastePlus team and contractor to support this activity	Q2
Wan Smol Bag awareness on waste separation, diapers and composting issues is conducted	Number awareness materials produced are used to conduct awareness	x2 awareness material produced; x5 awareness conducted to communities	Work with PacWastePlus team and Wan Smol Bag to conduct the activities	Q2

Conduct asbestos management training	Number of asbestos management training Participants	12 participants	work with consultant team and PacWastePlus team to facilitate training	Q2
J-Prism 3 Project				
Work with J-Prism 3 and assist in logistics for activities for 2025	Number of project activities completed	3	Assist J-Prism 3 experts as required	Q4
Program 7. National and International Environmental Obligations				
Prepare periodic national reports for International Conventions & Treaties	Number of national reports prepared and submitted	2	Hire consultant where necessary. Prepare and Submit CITES Annual Report and UNCBD national Report. Prepare documentations for Vanuatu's accession to Cartagena Protocol	Q1, Q2
Attend IUCN Conservation Congress	Report and Number of Site events attended	1	Complete overseas mission form. Attend meeting. Prepare overseas trip report	Q3
Attend GEF Focal Points Meeting for GEF 9 Replenishments	# of Priorities submitted for GEF 9 Replenishment	3	Complete overseas mission form. Attend meeting. Prepare overseas trip report	Q4
Review and update of NBSAP	NBSAP is updated and submitted through UNCBD CHM	1	NBSAP review and update by Core Team, Establish Core Team for NBSAP Update and expert groups to support update of NBSAP review. Carry out Consultations in Provinces to collect activities for NBSAP and Develop New activities and present on two national workshops then finalise NBSAP and Submit.	Q2

Prepare and submit 7th National Report to UNCBD	Report is published on UNCBD CHM	1	Develop TOR for Consultant, Recruit Consultant, Organise Meetings and consultations. National Report is endorsed by Director Generals Office and is submitted by the National Focal Point to UNCBD Secretariat	Q1-Q4
Voluntary submission for the 5th National Report on the Cartagena Protocol	Report is published on UNCBD CHM	1	Consultant with Biosecurity Vanuatu and Customs and Inland Revenue	Q1-2
Carry out a Policy and Legislative Review to align to UNCBD Global Biodiversity Framework (GBF)	Report is completed	1	Consultation and workshop in Port Vila & Luganville by core team and consultant	Q1-2
Develop a M& E tool aligning with the GBF Monitoring tool	M&E tool Developed	1	Consultation workshop and write ups by Core Team and Consultant	Q1-Q2
Attend UNCOPs and other relevant international meetings	# of meetings and conferences attended and Reports	3	Complete overseas mission form. Attend UN COP. Prepare overseas trip report	Q4
Program 8: Sustainable Financing				
Strengthened Coordination and Monitoring of GEF Funded Projects and Asses possibility of Establishment of GEF Secretariat in DEPC	Consultations report and COM Paper is prepared	1	Cary out consultations with Relevant Ministries and prepare report of Consultation and presentation to ADG. Prepare COM Paper	Q1-4
Conduct Biodiversity Finance Workshop	Number of workshops conducted	1	Conduct Biodiversity Expenditure Review (NBSAP), Developed cost estimate for GBF related actions in aligned NBSAP, Conduct	Q1

			Biodiversity harmful subsidies, Develop finance action plan	
CDS Trust Fund Establishment	Number of Trust Fund	1		Q3
Implementation of Payment of Ecosystem Services Policy	Number of communities access to payment	1		Q4
Program 9: Biodiversity, conservation, ecosystem and research				
Conduct Protected Area Site Assessment	Number of PA site Assessment	5	Recruit consultant. Assist consultant in the field to carry out assessment	Q3
Conduct Biodiversity Rapid Assessment	Number of BIORAP conducted	3	Recruit consultant. Assist consultant in the field to carry out assessment	Q3
Conduct specified species assessment (Namalao, Coconut Crab, Banks Flying Fox, Collard Petrel, LeatherBack Turtle, Hawksbill, Green Turtle)	Number of specified species assessment conducted	3	Recruit consultant. Assist consultant in the field to carry out assessment	Q2
Develop specified species management plans for species listed above)	Number of Specified Species Management Plans	3	Recruit consultant. Assist consultant in the field to carry out assessment. Facilitate consultation with relevant stakeholders	Q3
Conservation Area Boundary Mapping (Both Geodetic Mapping and GIS Mapping)	Number of Conservation area boundary mapping	3	Apply for imprest. Liaise with Lands survey to plan and execute activity in the field. West coast Santo, BigBay Inland and South Epi	Q4
Rehabilitation of degraded areas in conservation areas in collaboration with NGOS, and Private Sectors	Ha of degraded area rehabilitated	2	Apply for imprest. Liaise with community to rehabilitate degraded area	Q4

Research on Giant African as supplementary feed for poultry feed	Number of imported pure breed to commence feed	1	Apply for imprest. Liaise with VAC on phases of implementation	Q1-4
Surveillance assessment on LFA and Control in current & new Sites	Total Area Cleared or treated (ha)	3	Apply for Imprest, Contact Community Point of Contact, Carry out Surveillance and treatment on site	Q1-Q4
Identify and purchase equipment's and Manage or Control Rat Species	Items and equipment's	50 Traps purchased	Collect quotation, make payments to supplier, collect equipment's and spread across CBD Area to control Investigation of Rats.	Q1-4
Conduct biological control and chemical control for priority invasive species in collaboration with NGO and Privates Sectors	Type of treatment and number of sites treated	2	Apply for Imprest. Work with interested communities	Q1-4
Facilitate and registered new CCAs	Number of CCAs Registered	5	Apply for imprest. Work with interested communities to conduct CCA Registration workshops and other relevant activity to complete registration of CCA	Q2, Q3, Q4
Provide training to community management committee to enforce CCA Management Plans	Number of community trainings provided	5	Apply for imprest. Liaise with communities to provide training to CCA committees	Q3
Provide CCA Rangers training	Number of Rangers training provided	4	Apply for imprest. Liaise with CCA Rangers. Arrange logistics for CCA Rangers to participate in the training	1 per Q
Conduct workshop on NBSAP monitoring system and policy coherence action plan	Number of workshop conducted	1	Apply for imprest. Arrange for workshop. Invite participates	Q1

Finalise national METT Manual	Number of METT Manual developed	1	Lessons learn from conducting METT assessments in the CCAs will assist with the development and finalization of the METT manual	Q3
Conduct CCA METT Assessments and complete CCA annual reports	Number of METT assessment conducted and number of CCA annual reports completed	5	Apply for imprest. Liaise with CCA committees for METT assessments. Arrange logistics to travel to CCAs to conduct METT assessment	Q4
Incentivise communities to implement protected area management plans and species management plans	Number of communities accessing funds	5	Work with communities on process to access funds	1 per Q
Assessment and operational and budget recommendations at both CCA and national/MPA level	Number of CCAs and MPA assessed	4	Carry out the assessment for both the CCA and national/MPA levels and prepare their operational budget recommendations.	Q3
Peer to peer cross visits and training	Number of exchange visits	2	Organize and carry out the peer-to-peer exchange visits with chosen PAs/CCAs	Q3
Mapping and Assessing Marine Protection Priorities in Vanuatu for KBA	Number of Marine KBAs	4	National Coordinating Group to organise the assessment	Q2
Assessing the Impacts of Kava Cultivation on Biodiversity Vanuatu.	Number of case studies	1	Assess impacts of kava cultivation on biodiversity of Vanuatu	Q2-Q3
Koroliko (<i>Ardenna pacifica</i>) plastic pollution and population monitoring	Number of monitoring reports	2	Carry out the monitoring and tagging of the birds	Q1 and Q4
Program 10: Outreach, Communications and Awareness				
Development of Awareness Materials for Invasive Species, Biodiversity and Conservation	Number of awareness materials developed	100	Design, print, distribute	Q4

Carry out schools and community awareness on Invasive Species, Biodiversity and Conservation awareness	Number of Schools and Communities receiving awareness on IS, Biodiversity and Conservation	2	Apply for Imprest. Arrange Logistics. Conduct awareness. Prepare report	Q3
Awareness on EIA process through media outlets	Number of material type produced	3	Request approval from Director Get quotes from three suppliers Prepare LPO requisition Commit LPO	Q4
Celebrate World Environment Day and National Environment Week	Number of events held in Vanuatu	1	Organise committee to discuss activities. Finalize with plans and budget. Organize logistics for celebration. Launch and undertake National Environment Week activities.	Q2
Conduct DEPC Awareness activities in the three provinces Sanma, Malampa and Tafea activities through radio program and other media outlet.	Number of Awareness conducted	3	Plan & organise activities with the appropriate budget allocated. Commit LPOs for appropriate activities	Q1-4
Produce Education and Awareness materials for DEPC	No. of Awareness materials produced	5	Design, print, distribute	Q1-3
Conduct Community Clean up Campaigns in the three provinces Sanma, Malampa, Tafea.	No. of clean-up campaign conducted	9	Plan & organise activities with the appropriate budget allocated. Commit LPOs for appropriate activities	Q1-3
Conduct DEPC work awareness in Sanma, Malampa and Tafea Provinces	No. of Awareness work conducted in schools/communities	3	Plan & organise activities with the appropriate budget allocated. Commit LPOs for appropriate activities	Q1-3

	Number of awareness through media in provinces		Organise with appropriate media companies to do awareness	Q1-3
Printing of EIA implementing documents	Number of EIA application forms and information materials printed	10	EIA awareness materials to be printed and distributed ot schools and communities	Q4
Printing of EIA awareness materials	Number of awareness materials printed	3	Request approval from Director Get quotes from three suppliers Prepare LPO requisition Commit LPO	Q4
Program 11: Data management and sharing				
Develop DEPC Centralize database	Number of DEPC Centralized database developed	1	Organize activities with OCPP/UK. Data Management Developed and use by DEPC staff	Q1-3
Program 12: Institutional Strengthening at Provincial Level				
Assist Compliance Officer in enforcement and compliance Work of DEPC on Sanma, Malampa, Tafea provinces	No. of Enforcement and compliance work assisted	3	1.Liaise with DEPC compliance officer to plan activities 2.Commit appropriate budget to activities, 3.undertake compliance activity in the provinces 4.provide reports of the activity.	Q1-4
Establish environment model schools in provinces	Number of model schools established on province.	3	Plan & organise activities with the appropriate budget allocated. Commit LPOs for appropriate activities	Q1-3
Provide IS, Biodiversity and Conservation refresher training to Provincial Officer, including training on Invasive Species treatment methods	Number of trainings provided to Provincial officers	2	Plan & organise activities with the appropriate budget allocated. Commit LPOs for appropriate activities	Q3

New DEPC office building construction is completed	Completion of construction of office building	1	Ensure necessary resources and funding are available to the contractors to complete the construction	Q3
Recruitment of three new staff to fill vacancies in the current DEPC structure and engagement of at least two interns	No of staff and interns recruited	5	DEPC Finance and Admin to work with HR and PSC to recruit 3 staff and 2 interns	Q1
Progress the new DEPC organisational structure to be approved and endorsed by PSC	New Organisational Structure Approved by PSC	1	Review and finalise the initially proposed structure with DEPC team and Ministry, and final submission to me made to PSC	Q2
Procurement/Trade-in of two DEPC operational vehicles to replace the current vehicles	New vehicle procured	2	Trade-in current operational vehicles and procure new vehicles	Q2

Department of Energy

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
Program 1: Human Resource and Support Services					
<i>Strengthen Institutional Capacity</i>	Trainings and Skills Gap Analysis developed	1	Procure the services of consultant Work with HR/CSU unit to develop the training skills a Gap analysis for the Department of Energy	Jan- Sept 2025	
	Succession plan and Retirement Plan developed	1	1. Need to procure one consultant to Develop the plans. Develop a succession/ retirement plan for the Department of Energy 2.DoE to work with HRM at the CSU	Jan- Sept 2025	
	No of in-country Training for staff carried out	2	1. Staff training need identified 2. Organise training for officer with VIPAM 3. Staff to submit training report	Jan-Dec 2025	
	No of overseas Training for staff carried out	1	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. Nominated 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 6. Staff to submit Training report after returning from the Training.	Jan-Nov 2025	

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	No of Recruitments of Interns/cadet under the VIPAM Intern program	2	1.Liaise with VIPAM for 1 intern. One intern to be based with DOE. 2.VIPAM to provide placement letters of interns with DOE.	Jan-Dec 2025	
	Implement DOE Structure	1	Implement the structure by carrying out the following activities	April-Dec 2025	
	Recruitment	3	1.Prepare financial Visa for Manager Admin, Administrative Assistant and Information & COMS officer. 2.Work with HRM at CSU to facilitate the recruitment process with PSC.	April- Dec 2025	
	Conduct periodic consultation meetings with donors and other government agencies	5	1.Regular consultations with donors in relation to project implementations 2.Consult with Donors for new energy project proposal.	Jan- Dec 2025	
	Establishment of Donor Commitment	1	Develop TOR for Donor Coordination	Jan – May 2025	
<i>Asset management</i>	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). 4. Request for valuation for G1106	1. June & December 2025	

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	Regular Service maintenance of Vehicle carried out	2	1.Check Mileage of vehicle 2.Booking with vehicle service workshop.	2. Jan-Dec 2025	
	Asset Valuation for Port Vila Concession conducted.	1	1.Develop TOR 2.Procure Independent Valuer to Undertake Asset Valuation for the Port Vila Concession	3. Jan – Dec 2025	
	Project Asset Transferred Report Produced	1	Transfer BRANTV Asset	July 2025	
<i>Ensure an Enabling Working Environment</i>	Task board for DOE operations implemented	1	Implement the Task Board for DOE operations.	Jan-Aug 2025	
	DoE Files Scanned to server	1	1.Prepare filing registration in soft copy 2.Scan all DOE Files and save in filing registrar.	Jan- Dec 2025	
	Procurement Plan Implemented	1	Carry out all procurement activities for DOE and Projects	Jan- Dec 2025	
	Office 100% Operational	1	Ensure office is open during working days form 8am-5pm Settle bills for utilities and Consumables for both main office. Mange staff performance, leave and welfare Manage finance and assets Manage short term contracts	Jan -Dec 2025	
	Resourcing of provincial offices. (Santo)	3	1. the office space for provincial offices. 2. Procure Desk and Chairs, photocopy machine for the provincial officers in SANMA.	Jan- December 2025	

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	Supplementary Budget developed	2	Prepare supplementary budget to seek additional funding	March 2025 August 2025	
Strengthen Policy Planning and Legislative Framework	2025 Procurement Plan	1	1. Develop 2025 Procurement Plan	1. March 2025	
	2026 Annual Business Plan and Budget developed	1	12. Meet to plan BP, Budget, NPP and Budget Narrative 13. Draft BP, NPP, Budget Narrative. 14. Input budget into Finance system 15. Conduct business planning workshop 16. Draft and finalise BP	1. April 2025 2. May 2025 3. October 2025	
	RE Generation Bill	1	Consult DoE Consultant again on way forward	April 2025	
	IPP Regulation developed	1	Develop draft of regulation for consultation with stakeholders and nation-wide consultation	Dec 2025	
	Photovoltaic Self-Generation Regulation developed	1	Brief Minister MoCCA, conduct nation consultation and gazette	March 2025	
	Management policy model for Pentecost mini-grids	1	Develop management models of all Pentecost including existing and current		
	Electrical Work Safety Act	1	High-level consultation	March 2025	
	Electricity Supply Act	1	Complete process for SLO to list the bill for First Ordinary Session	Mar 2025	
Ensure Timely and Quality Reporting	SMR Developed & submitted	2	1. Develop and submit 2024 second semester SMR report.	1. February 2025 2. September 2025	

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
			2.Develop & submit 2025 first semester SMR Report		
	Monthly project updates submitted	12	1. Project officers develop & submit monthly project report.	30 th of each month	
	Mission Reports submitted	10	1. Develop and submit mission report with accountable imprest receipts	Jan-Dec 2025	
	Staff Appraisals submitted	2	1. Managers conduct staff appraisals for each staff. 2. Submit appraisal report to HR/Director	July/Dec 2025	
	Quarterly Financial updates submitted	4	1. Finance officers generate quarterly financial reports from smart stream. 2.combile and submit report to project managers/director	Mar/June/Sept/Dec 2025	
	2025 Annual Development Report submitted	1	1. Develop & submit Annual Development Report in line with NSDP.	March 2025	
	2025 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 2024 Annual Report	March 2025	
	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 2025	
	Petroleum Report Developed	1	1.Develop MOU between stakeholder 2.Collect Data 3.Develop monthly petroleum report	Jan-Dec 2025	

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
Monitoring Targets for NERM for Electrification and Energy Security					
Collection of Data to populate MRV Tool and LEAP Tool					
Strengthen and promote awareness activities on energy efficient technologies and conservation measures					
	2025 Communication Plan Developed	1	1. Projects & DOE to provide awareness plan to Communication officer 2. Combine and Develop Communication Plan 3. Coordinate all awareness activity	June 2025	
	Provincial awareness for NGEF conducted	2	1. NGEF to select areas for Awareness 2. Arrange with logistics for travelling 3. Carry out Awareness in selected areas	April – Dec 2025	
	Number of Public awareness to be conducted on enacted MEPLS Law.	6	1. Conduct 6 awareness through government institutions 2. Conduct 6 private stakeholder awareness	Jan – Dec 2025	
Government Budget Support					

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
Implement EE & C Act.	Energy Efficiency Appliances permits & other fees collected	1,000,000VT	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 2025	
Program 2: Electrification					
Promote RE Technologies	Installation of stand-alone PV systems in HHs	70	Electrify HHs	Dec-25	60 individual HH electrified. Activity to continue in 2025
	Installation of stand-alone PV systems in MSME	10	Electrify MSMES plus cooperatives	Dec-25	4 Cooperatives in 2024
	Installation of stand-alone PV systems in Public Institutions	10	Electrify: Primary schools – 4, Secondary schools – 3, Government Supported Agencies - 3	Dec-25	3 primary schools electrified 2 Secondary schools electrified 5 government agencies electrified
	Installation of Hydro power systems	2	Complete procurement of materials & resources and commence construction for 4 site – Waterfall, Melsisi, Laringmat and Nambwarangut in Pentecost	Dec-25	There are a total of 4 sites. Only 3 sites will begin this year
	10 mini-grids	5	Conduct detailed technical, social and economic viability of sites	Dec 2025	This will review in June.

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	Monitoring, Maintenance and Evaluation Report	37	Monitoring of 37 community PV sites (includes Lolong and Liro)	On-going	All energy projects will be evaluated to get feedback on what works, what doesn't work, the challenges and how to address the challenges
	Implementation of the NEMP	10	Conduct detailed technical, social and economic viability of sites	Ongoing	This will depend entirely on availability of funds
	Replace generators with renewable energy in Saratamata	1	ISA project	Dec-25	This initiative will be entirely dependent on ISA
	STAR-C	1	Set up training centre at VIT campus	Dec-25	This initiative will be entirely dependent on ISA
	Rectify VCH power generation	1	Electrification at VCH	Dec-25	This will hinge on a pilot which being installed in Asia before coming to Vanuatu this year
Promote Electricity Access	Installation of service line connections	1	Commence installation of Low Voltage and service connections in North - West Malekula	Dec-25	Construction contract is signed this year and the project will continue for 18 months
	Relocate Saratamata power house	1	The current Saratamata powerhouse sits within the water zone and must be relocated	Dec-25	This will entire be dependent on the availability of budget

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	Promote utilisation of RE systems		Communicate with consumers and Stakeholders on uptake of electricity use and RE systems	Dec-25	GE
	Rural solar PV water pumping systems installed	9		Dec-25	This was supposed to happen in 2024, but due to the earthquake disasters, the programme moved forward to 2025. The detailed will be amended once the agreement is made with DFAT
			1. Carry out M & E on previous project sites to upgrade the current sites.		
			2. Undertake the installation of solar water pumping systems of the 24 Sites.		
	Mini grids	5	VREP II Comp 2 – 5 mini grids Commissioning Handing over to Vanpawa	Dec-25	There had been variations to the contract and therefore the construction will commence and complete in 2025. Develop policy paper to transfer assets to VANPAWA.

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	Utility grid extension	2	1. Collect extension plans 2. Monitor progress or fulfilment of works & develop reporting	Ongoing	Ongoing according to utility investments
	Construction of the Solar PV & Battery storage for Tanna and Efate	1	Procurement for the Construction of 5MW Solar PV + 6.5MW BESS for Port Vila & 500kW +2MW BESS for Tanna Concession	Dec 25	MFAT and Vangov agree to reprioritize the funding to Vanuatu by MFAT and co-funding will not be necessary
	Construction of Hydro in Sarakata	1	Design modification Approved, Procurement of materials and Continued Construction	Dec-25	Ongoing and Commissioning will be delayed to 2027
	Increase battery capacity in Sola	1	There needs to be more storage capacity	Dec-25	The DoE is interested in increasing the battery capacity to suite the utility standards
	1 solar PV micro grid systems (Lalinda in Ambrym)	1	commence construction	Dec-25	Tender and procurement 80% completed, signed contract with Energy for All. Construction to commence in 2025.
	Masdar PV solar farm	1	Develop a template to constantly record monthly data of the Meteo and Parliament solar farms	Mar-25	Ongoing monitoring and maintenance.
	DoE Steering Committee	1	Setting up a DoE Steering Committee to have oversight on DoE projects	Mar-25	ToR and Concept note completed need approval from DoE.

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	ADB Mini-grids	Mini-grids	Feasibility study of Tangoa and other potential sites	Dec-25	This will be reviewed again by June
	Takara and Tanna Geothermal Prospective PPA	1	Support geology and mines with the explorations	Dec-23	Exploration company to receive clearance by June
	Sarakata Watershed Policy	1	Implementation of the Sarakata watershed policy	Jun-25	Land issues must be sorted first before any MoU's are signed
	Funds for North East Malekula and East Santo LV secured	1	Seek funding through ADB or through GoV supplementary budget	Dec-25	NPP resubmission - JT
	Implementation of NEMP	1	The NEMP must be launched and funding mechanism developed	Dec-2025	JT
	Vanuatu Solar Repair Project	1	Maintenance, repair and entrepreneurship in Vanuatu: Repairing of SHS systems in Vanuatu	Dec-2025	JM
	10 DFAT Mini-grids	5	Conduct detailed technical, social and economic viability of sites	Dec-2025	This will be reviewed in June
Program 3: Energy Security					

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
Implement the EE Act	Number of Public awareness to be conducted on the enacted MEPLS Law	(4) awareness with seasonal workers & agencies (2) RT with custom brokers (2) RT with customs border Officers (4) short videos	1. Conduct awareness with RSE and SWP 2. Conduct refresher trainings with custom brokers 3. Refresher trainings with custom border officers 4. Short Video to put on social media plus TV as advertisement	Jan-Dec 2025	
	Number of units coming into the Country and certificates issued	2,000 units and 100 certificates issued	Received and approve applications	Jan-Dec 2025	
	Market surveillance to check compliance requirement of products	2 in Port Vila, and 1 in Santo	Carry out market surveillance of the regulated products in the retail shops	Jan – Dec 2025	
	Study to compare MEPS and labelling standard of well-developed economies for each product under schedule 1 to determine partial or full adoption	25% of study completed	Carry out study on the MEPS	Jan – Dec 2025	

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
	Review of import duty levels to introduce dynamic form of import duty based on energy labels and exploring on options to provide relaxation on other taxes like VAT	Increase in sale of 3 star and above products	Review of import duty legislations	Jan-Dec 2025	
Vehicle Emission Standard	Consult with respective agencies and petroleum suppliers	10 Consultations	Assist the DEPC to fully implement the standards and the GGGI to develop the SOP for the VES	Jan – Dec 2025	
Green Building Initiative	Publicity through media to promote the adoption of green building guideline	One television show, one radio program and two publications via internet platform	Develop GIP for the implementation of the GBI	Jan-Dec 2025	
Vanuatu Coconut for Fuel Strategy	Consultations with respective agencies and provincial heads	6 consultations	Develop GIPs and CN for the implementation of the strategy	Jan - Dec 2025	
Enhancing Vanuatu's market for energy efficient appliance	Affordability of energy efficiency appliances		Awareness on financial mechanisms that are available locally	Jan-Dec 2025	
LEDS adoption	Develop and carry out awareness creation programs on LED's adoption		Distribute LEDs to listed EA government institutions	Jan-Dec 2025	

Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
Default temperature settings	Awareness creation on proper use of AC for residential and commercial application and importers encourage to import models that comes with default settings	4	25% of consumers having ACs are aware and regulate the temperature of their ACs at 24 degrees Celsius	Jan-Dec 2025	
Implementation to the EEEAR	Amendments required to be made in the EE Act of 2016	10 consultations	Submission of the amendments to the state law office for their deliberation and consultations with respective heads and provincial governments	Jan - Dec 2025	
Efficiency cooks stove and copra dryers	Number of rocket stoves and copra dryers	3,000 EE stoves	Promotion and Seeking funds for fabrication of stoves and replications of the HAD	Jan-Dec 2025	
Energy Audit	Number of energy assessment done in the Public Sector	10	1. Undertake energy audit in Public Institutions Follow ups on the recommend actions for system improvements	Jan-Dec 2025	

<p>1. Onsite measurements of fuel storage and stocks before and after fuel tanker operations</p> <p>2. Conduct tests of petroleum fuels before and after fuel tanker operations.</p> <p>3. Periodic checks with SSP for petroleum product FIFO stocks and prices.</p> <p>4. Periodic checks with Origin Energy for stocks receipts and residential and commercial LP Gas prices</p>	<p>1. The SSP petroleum products diesel and petrol stock is checked and verified.</p> <p>2. The density of the petroleum products supplied by SSP is checked and verified.</p> <p>3. The supply and distribution of petroleum products is checked and verified for price adjustments with the MOPS benchmark and FOB Singapore.</p> <p>4. LP Gas stocks is frequently monitored for energy security and the LP Gas price is monitored and updated for information and analysis.</p>	<p>(4) Tanker monitoring in Port Vila with SSP</p> <p>(1) Tanker monitoring of LPG with Origin Energy in Port Vila</p> <p>(2) Tanker monitoring in Luganville with SSP</p> <p>(1) Tanker monitoring with Origin Energy in Luganville</p> <p>(28) Fuel Quality Verification in the 6 provinces</p> <p>(4) Quarterly LP Gas stocks and price data</p>	<p>1. Tanker Monitoring in Port Vila with SSP and Origin Energy</p> <p>2. Tanker monitoring in Luganville with SSP and Origin Energy</p> <p>3. Fuel quality test in the fuel stations in the six provinces</p> <p>4. Quarterly LP Gas stocks and price data updates</p> <p>5. Price publications for fuel price adjustments and changes</p> <p>1. 6. Information shared with financial institutions and regional scientific organisations for data analysis</p>	<p>Jan – Dec 2025</p>	
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Activity	Output or Service Target	Target	Action	Action completion date	Comments & Risks
		updates (5) Price publications for fuel price adjustments and changes			
Petroleum Safety Act	Develop Petroleum Safety Act	10 consultations	Consultations with the respective agencies and provincial heads	Jan – Dec 2025	
EV Adoption	Develop pilot demonstration project for 10 hybrid/electrical vehicles for government including solar car posts for charging of vehicles	6 consultations	Participate in discussions with the relevant institutions and organizations to support the development and operationalization of the project initiations	Jan – Dec 2025	

Vanuatu Meteorology and Geo-hazards Department

Activity	Output	Target	Action	Timeframe	Risk Measures
Program 1: Management, Administration, Policy & Planning					
Activity 1.1 Develop and submit plans	2024 Annual Report Against Business Plan completed	1	<ul style="list-style-type: none"> Inform managers on the report against their activities Report against the Service Targets for 2024 Annual Business Plan Submit final report to CSU 	Jan	Delay in Managers providing divisional reports may affect timeline
	An annual Business Plan for 2026 completed.	1	<ul style="list-style-type: none"> Prepare business and budget plan for 2026 Review in Nov Submit to CSU 	May & Dec	Delay in Managers providing divisional reports may affect timeline
	VMGD Strategy Development Plan proposal finalized	1	<ul style="list-style-type: none"> Present draft to stakeholders Develop a SDP implementation plan 	Jan-Dec	Finalization of Proposal for WMO approval may affect timeline
Activity 1.2 Develop, Compile and submit reports	Number of Mid-Term or Six-Month Reports	3	<ul style="list-style-type: none"> Follow up on Mid Terms reports from project managers for VanKIRAP, VCAP 2 and other projects, Submit to CSU 	Jun & Dec	Delay in Project Managers submitting their reports may affect timeline
	Number of VMGD & Project staff activities mission report.	>20	<ul style="list-style-type: none"> Prepare mission reports. Submit all mission reports for VMGD and project staff 	Jan - Dec	Delay in Mission Leads submitting their reports may affect timeline

Activity	Output	Target	Action	Timeframe	Risk Measures
			to VMGD Admin		
	Number Quarterly Reports Submitted to Admin	24	<ul style="list-style-type: none"> Follow up on quarterly reports from division managers (Service Target and Summary of the Service Targets) 	Quarterly	Delay in Managers providing divisional reports may affect timeline
	Number of Quarterly Reports submitted to CUS	4	<ul style="list-style-type: none"> Compile Divisions Quarterly Reports Submit Report to CSU 	Quarterly	Delay in Managers providing divisional reports may affect timeline
Activity 1.3 Organize meetings (Face to Face & Virtual Meeting)	Number of Management Meeting Organized	12	<ul style="list-style-type: none"> Organized management and staff meeting Prepare agenda Conduct meetings Product meeting minutes 	Jan - Dec	Urgent Matter may require additional or extra ordinary meeting to be conducted
	Number of General Staff Meeting Organized	4	<ul style="list-style-type: none"> Organized General staff meeting Prepare agenda Conduct meetings Product meeting minutes 	Mar, Jun, Sep, Dec	Urgent Matter may require additional or extra ordinary meeting to be conducted
	Number of Admin Division Meeting Organized	12	<ul style="list-style-type: none"> Organized Admin division meeting Prepare agenda Conduct meetings Product meeting minutes 	Jan - Dec	Urgent Matter may require additional or extra ordinary meeting to be conducted
	Number of VMGD Business planning meeting organized	2	<ul style="list-style-type: none"> Organized planning meeting 	May & Nov	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Formulate agenda of meeting • Share with senior staff • Conduct workshop • Produce minutes of meeting 		
	Number of Virtual Meetings	20	<ul style="list-style-type: none"> • Receive Meeting Request date and time • Set up Meeting via VMGD Zoom account. • Send Meeting Invite to participants • Conduct Virtual Meetings • Record Meetings • Submit Meeting Minutes 	Jan-Dec	Internet Connections may affect meeting date and time
Activity 1.4 Monitor and Assess VMGD staff performances	VMGD staff performance is well monitored and assessed	All VMGD Staff	<ul style="list-style-type: none"> • Develop work plan • Carry out Mid-Term review • Carry out Appraisals for all VMGD admin and Managers staff • Reward best improved performer 	Feb, Jul & Dec	
		All VMGD Staff	<ul style="list-style-type: none"> • Compile VMGD work plan, Mid-Term Review and Appraisal • Submit to Director for review 	Feb, Jul, Dec	Delay in Managers submitting their staff work plan, Mid-term review and appraisal may affect timeline

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Submit to CSU 		
Activity 1.5 Manage Staff work ethics	Staff punctually is managed	90-100% of Staff are punctual	<ul style="list-style-type: none"> • Check monthly time sheet • Report to staff on their punctuality rate 	Jan - Dec	
	Reduce number of disciplinary actions	0-1 disciplinary actions taken	<ul style="list-style-type: none"> • Send reminders to staff • Reminders emphasize in staff meetings. • Issue notice of allegations • Issue warning letters 	Jan - Dec	
	Internal Work Environment Policy in Place	1	<ul style="list-style-type: none"> • Collect Data through research • Write a draft policy on work place conduct • Send to managers for review • Carry out awareness among staff • Implement Work place policy 	Jan - Dec	
Activity 1.6 Effective management of department asset and utilities	Ensure all VMGD utilities are up and running at all times	100% operational	<ul style="list-style-type: none"> • Receive invoice • Prepare LPOs for Payment • Commit payment 		
	Number of assets procure in 2023	1 Asset inventory report	Procure 2 glass doors for Conference room	July & Dec	
	Number of Maintenance services		Consult services of private companies to do maintenance	July & Dec	
	VMGD office stationaries		<ul style="list-style-type: none"> • Purchase stationaries for office use. • Prepare and send 	Feb	

Activity	Output	Target	Action	Timeframe	Risk Measures
			stationaries to provincial offices including VRN		
Activity 1.7 Finance Reports	VMGD Monthly expenditure report	12	<ul style="list-style-type: none"> Provide monthly budget and expenditure reports to Director 	Jan - Dec	
	Provide Monthly expenditure on project fund	12	<ul style="list-style-type: none"> Provide monthly budget and expenditure reports to director and senior managers 	Jan - Dec	
	Monthly record of fuel usage	12	<ul style="list-style-type: none"> Provide Monthly Report on the fuel usage to the Director 	Jan - Dec	
Activity 1.8 Budget Entry for 2024	Budget entered into the Vanuatu Budget Management System (VBMS)		<ul style="list-style-type: none"> Consult with senior management on 2024 activities Review work plan for 2023 Budget training Finalization of budget and entered into VBMS Support director and managers to develop policy proposal Budget narratives 	May - Jul	
Activity 1.9 Local Purchase Orders (LPOs)	Number of LPOs committed	>100 per Quarter	<ul style="list-style-type: none"> Collect quotes Prepare LPOs Commit LPOs Record LPOs numbers 	Jan - Dec	

Activity	Output	Target	Action	Timeframe	Risk Measures
Activity 1.10 New Project Proposal (NPP)	Number of NPP submitted and approved	2	<ul style="list-style-type: none"> • Support director and managers to formulate NPP • Sit with director in MoCC NPP meetings • Enter NPP into VBMS 	May -Jul	
Activity 1.11 Revenue Initiative & Collections	Develop Commercial Policy on Costing of VMGD products	1	<ul style="list-style-type: none"> • Collect Data • Initiate Write up • Complete first Draft • Consult with stakeholders • Finalize draft • Implement the Policy 	Jan - Dec	
	Number of VMGD revenue VMGD policies reviewed		<ul style="list-style-type: none"> • Collect data • Schedule meeting with VMGD management team on Regulation order concerning Products and Services pricing • Conduct Review on the Regulation order • Seek State Law advice on the review • Review sign by Minister • Implementation of the Regulation Order 	Jan -Dec	Delay in the process of with SLO may affect timeline
	Reviewed Cost of Climate Data based on data resolutions and durations completed	1	<ul style="list-style-type: none"> • Consult with Manager Climate Services • Setting up of Cost based on 	Jan - Dec	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Resolution and Duration of Data requested Table in Management Meeting Approve the review Implement the new cost of data 		
Activity 1.12 Revenue Initiative & Collections	Develop Commercial Policy on Costing of VMGD products	1	<ul style="list-style-type: none"> Collect Data Initiate Write up Complete first Draft Consult with stakeholders Finalize draft Implement the Policy 	Jan - Dec	
	Number of VMGD revenue VMGD policies reviewed		<ul style="list-style-type: none"> Collect data Schedule meeting with VMGD management team on Regulation order concerning Products and Services pricing Conduct Review on the Regulation order Seek State Law advice on the review Review sign by Minister Implementation of the Regulation Order 	Jan -Dec	Delay in the process of with SLO may affect timeline
	Reviewed Cost of Climate Data based on data resolutions and durations completed	1	<ul style="list-style-type: none"> Consult with Manager Climate Services 	Jan - Dec	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Setting up of Cost based on Resolution and Duration of Data requested Table in Management Meeting Approve the review Implement the new cost of data 		
Activity 1.13 Develop small grant project proposal for donors	Number of new projects proposed developed	>2	<ul style="list-style-type: none"> Provide project proposal write up training to VMGD divisions Develop new project proposals for small grant Sell proposals to potential donors 	Dec	
Activity 1.14 Regional & international obligation	1-To strengthen policies 2-Improve VMGD Services 3-Improve capacity building	1	VMGD will be able to provide appropriate weather, climate, and early warning services to the country and communities to safeguard life and property and contributing to national development programmes through sustained observing systems, telecommunications, and data processing and management systems serving end users.	Sept	
Program 2: Human Resources Development & Outreach Programs					
Activity 2.1 Human Resources	To ensure that VMGD structure is implemented to fill in vacant positions		<ul style="list-style-type: none"> Getting the appropriate approval for the 2025 	NB: Director to give direction on whether we	Recruitment restriction from PSC

Activity	Output	Target	Action	Timeframe	Risk Measures
Development			<ul style="list-style-type: none"> recruitment plan Organise logistics for appropriate approval (Financial Visa, PSC, Selection Panel, translations) for each recruitment Advertise the vacancies 4. Panel selection (Shortlisting, Interviews, appointment confirmation (Office space, Tables, chairs & Orientations. 	keep this or removed because if we intent to fill up all vacant position this year then no need for 2022. Maybe we concentrate on restricting.	
	Ensure the Revised VMGD structure is approved and implemented	1	<ul style="list-style-type: none"> Continue follow ups with CSU and PSC on the status of the VMGD structure Update the management team of the Status and where necessary get the management team to agree on way forward and implementation of the approved Structure 	Jun - Dec	Pending PSC decision of the VMGD structure that was submitted in 2024
	Facilitate training to improve and develop VMGD staff capacity and competencies	4 (Quarterly) Training reports	<ul style="list-style-type: none"> Complete a training needs assessment for VMGD staff Seek training 		Depending on Funding

Activity	Output	Target	Action	Timeframe	Risk Measures
			opportunities (Training institutions and Bilateral agencies)		
Activity 2.1 Human Resources Development			<ul style="list-style-type: none"> Getting appropriate approvals (Managements, Managers, PSC and Training providers) for trainings Organise logistics (Tickets, Impress, DSAs, Visa and etc) for the training to be undertaken. Reports provided on/after the Training 		
	Source external experts to undertake internal training for Divisions in need	1 (Quarterly) Training reports	<ul style="list-style-type: none"> Carryout a training needs assessment for VMGD staff Develop the Training modules Getting appropriate approvals (Managements, Managers, PSC and Training providers) for trainings Seeking experts (VIPAM, Training institutions and Bilateral agencies) Organise logistics (Tickets, Impress, 	Jan - Dec	Depending on Funding Availability

Activity	Output	Target	Action	Timeframe	Risk Measures
			<p>DSAs, Visa and etc) for the training to be undertaken</p> <ul style="list-style-type: none"> • Reports provided on/after the Training 		
	Facilitate and support staff application for further University studies for Bachelor/Masters/PH D		<ul style="list-style-type: none"> • Request to all staff for expression of interest for further studies • Getting appropriate approvals (Managements, Managers, PSC and Training providers) for trainings • Organise logistics (Tickets, sponsorship, Visa and etc) for the training to be undertaken. • Reports provided on/after the Training 	Jan - Dec	
Activity 2.1 Human Resources Development	Support and approve applications for collaborative research with VMGD and international institutes		<ul style="list-style-type: none"> • Reviving research application • Getting appropriate approvals (Management, Research council and etc) • Organise logistics (MOUS, payments) for approved research 	Jan - Dec	
	Encourage VMGD staffs to undertake deeper analysis in the form of case		<ul style="list-style-type: none"> • Undertake an expression 	Jan - Dec	Depending on Available funding

Activity	Output	Target	Action	Timeframe	Risk Measures
	studies for various in hazards affecting Vanuatu		<p>of interest to identify the possible case studies</p> <ul style="list-style-type: none"> • Get the appropriate approvals (Management Team, PSC and etc). • Organise Logistics to undertake the case studies • Report of the Case studies 		
Activity 2.2 Effective Products and services outreached to the last Mile	Strengthen services to schools and rural communities	5 Mission Reports	<p>Liaise with other Govt Dept to lock in the dates of their annual community outreach activities</p> <ul style="list-style-type: none"> • Convene the VMGD's COPIWG meeting to plan for the activities • Submit the plan to the Management team and Project for approval • Organise logistics (Tickets, Impress and DSAs and etc) for the activities. • Provide the reports and media releases for the activities 	Jan - Dec	
Activity 2.2 Effective Products and services outreached to the last Mile	Coordinate the WMO day in collaboration with Department of Water	2 Mission reports	<ul style="list-style-type: none"> • Liaise with DoWR for the dates and Location of the WMO/WWD • Convene the VMGD's COPIWG 	March 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> meeting to plan for the event • Submit the plan to the Management team and Van-KIRAP for approval • Organise logistics (Tickets, Impress and DSAs and etc) for the activities. • Provide the reports and media releases for the activities 		
	Participation in the international awareness days (ICT Day, Tsunami Day, disaster days career talks, environmental week, IDRR Day and etc...)	5 Mission reports	<ul style="list-style-type: none"> Liaise with other Govt Dept to lock in the dates of their Annual community outreach activities • Convene the VMGD's COPIWG meeting to plan for the activities • Submit the plan to the Management team for approval • Organise logistics (Tickets, Impress and DSAs and etc) for the activities. • Provide the reports and media releases for the activities 	April - Dec	
Activity 2.2 Effective Products and services outreach to the last Mile	Ensure consistency of messages and information from VMGD		<ul style="list-style-type: none"> • Convene the VMGD's COPIWG meeting to review and update the materials • Submit the plan to the 	Jun - Oct	

Activity	Output	Target	Action	Timeframe	Risk Measures
			Management team for approval <ul style="list-style-type: none"> Organise logistics (Printings and dissemination). 		
Program 3: Quality Management System					
Activity 3.1 Sustain Quality Management System on Aviation	Number of documents submitted (internal audits and management reviews) for aviation weather services certification by ICAO	90-100% of documents submitted	<ul style="list-style-type: none"> At least 3 internal audits Two Management review meetings At least 1 external audit Submit to ICAO/PASO 	1. Quarterly 2. Bi-annual 3. Conditional to changes in management March	
Activity 3.2 Initiate Development of the Climate Services Quality Management System	Number of documents	80-100% of documents documented	<ul style="list-style-type: none"> Ensure QC in all climate data Ensure all climate data are digitized (Past and Present) Document all process of Data Quality Management System 	4. Jan-Dec	
Activity 3.3 Review and strengthen Marine Weather Services Quality Management System	Number of documents and products send to clients and stakeholders	50-70% of documents documented	<ul style="list-style-type: none"> Ensure current marine services is maintained Review and strengthen marine services 	Jan-Dec	
Activity 3.4 Maintain and update SOPs for standard operations in all VMGD divisions	Number of SOPs maintained	6	Review all Standard Operation Procedures (SOPs) for: <ul style="list-style-type: none"> Tsunami Operation Tropical Cyclone Operation Volcano Operation 	Jan - Dec	

Activity	Output	Target	Action	Timeframe	Risk Measures
			ENSO Operations, ICT & Engineering		
Program 4: Observations and Data Collections					
Provision of weather and climate monitoring	24/7 continuous measuring, recording, and dissemination of weather and climate data.	a. Synoptic data - 17,520 b. Metar - 29,200 + c. Upper Air Data - 730+	<ul style="list-style-type: none"> Allocate resources. Perform corrective action on WOD products Perform 12 months of performance trend analysis 	Jan - Dec	
		d. 17 Staff Administration Leaves	Pekoa met officers to relieve Sola, & Saratamata met officers. Bauerfield to relieve Pekoa Lamap & Whitegrass met officers. Whitegrass to relieve Aneityum met officers	April - Oct	Availability of financial resources should affect timelines for implementations
		e. 2 + Staff	Staff transfer	Manager & Admin	Availability of financial resources should affect timelines for implementations
		f. 7 stations	Annual inspection of observation stations and performance	Manager & PSO	Availability of financial resources should affect timelines for implementations
		g. 3	Liaise with HRM to get cadets to be trained and fill in WOD vacant positions	Director, HRM, Manager	Availability of financial resources should affect timelines for implementations
2. Infrastructures, Instruments & Standards	a. Monthly AWS General Maintenances are performed for all provincial sites.	a.12 General maintenance report h.	Monthly General station maintenance.	Outer station SMO and Staff	Availability of financial resources should affect timelines for implementations
	b. All manual station metadata is updated & documented	b.6 Metadata report	Annual recording of station metadata.	All	

Activity	Output	Target	Action	Timeframe	Risk Measures
2. Infrastructure, Instruments & Standards	c. All rain gauges are maintained and operational	c. 24 rainfall visits reports	Assist the VRN coordinator in visiting rainfall sites	SMOs	Availability of financial resources should affect timelines for implementations
	d. Quality data for all manual stations	d.13 + Stations	Perform basic maintenance and calibration on Manual and AWS biannually	SMO & Senior Tech & Assistant	Availability of financial resources should affect timelines for implementations
		e.6 stations	Carry out air drone images of weather stations	All & Climate team	Availability of financial resources should affect timelines for implementations
3 Compliance	a. SOPs and manuals are reviewed & updated	a. All seven synoptic sites have access to updated SOPs	Update and reviewing of SOPs	PSO & SMOs	
	b. All weather observers are certified and competent	b.7 weather stations	Conduct a Competency test.	Manager, PSO & PSO Aviation	
4 Staff training and development	Certified and competent AMOs	2 + Weather Observers	Liaise with the Director for training on the interpretation of weather Warnings at Pacific Desk (Level 1)	Manager, PSO	
		2 + Weather Observers	Weather Observers to attach with Fiji met	Manager, PSO	
		10 + Weather Observers	Training on station climate analysis	PSO & Climate team	
		10 + Weather Observers	Training on monthly station reporting	PSO & Climate team	
	Certified and competent AMOs	10 + Weather Observers	Internal refresher training	PSO	
5 Performance Management System	Weather Observation business plan is achieved	21 Staff 7 Staff	<ul style="list-style-type: none"> Develop a work plan for weather observers. Mid-year review of work plan. Conduct end-of-year 	Manager, PSO, and SMO	Availability of financial resources should affect timelines for implementations

Activity	Output	Target	Action	Timeframe	Risk Measures
			Staff appraisals. <ul style="list-style-type: none"> Annual conference for SMOs 		
Community and School's Outreach	VMGD information used by the community for resilient development	10 Outreach Missions	Allocate Resources	All	Availability of financial resources should affect timelines for implementations
Program 5: Weather Forecasting and Services					
Activity 1.1 Aviation Weather Services	A. Dissemination of Terminal Aerodrome Forecast (TAF) for NVSC, NVSG, NVSS, NVSL, NVVV, NVVW AND NVVA	1460	<ul style="list-style-type: none"> Analyze weather Validated and prepared TAF Sent and archived TAF Keeping weather watch Make amendment when necessary Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
	B. Dissemination of Area Forecast (ARFOR)	1095	<ul style="list-style-type: none"> Analyze weather Validated and prepared ARFOR Sent and archived ARFOR Keeping weather watch Make amendment when necessary Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
	C. Dissemination of Route Forecast (ROFOR) for Air Vanuatu Flights	Depend on flights	<ul style="list-style-type: none"> Analyze weather phenomena 	24/7 Daily task for the all year	

Activity	Output	Target	Action	Timeframe	Risk Measures
	departing Bauerfield and Pekoia for International Airports		<ul style="list-style-type: none"> along flight route. Validated and prepared ROFOR Sent and archived ROFOR 	December 2025	
Activity 1.1 Aviation Weather Services	D. Terminal Trend Forecast(TTF) when weather condition warranted for NVSS, NVVV and NVVW	Depends	<ul style="list-style-type: none"> Analyze weather Validated and prepared TTF Sent and archived TTF Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
	E. Incident Report	Depends	Fill and complete the incident report form (QMS).	December 2025	
	Improve existing products and develop new Products when required	1	<ul style="list-style-type: none"> Initiate the improvement and production of additional products & services 	December 2025	
Activity 1.2 Marine Weather Services	A. Dissemination of Marine forecast in graphic and text	1460	<ul style="list-style-type: none"> Analyze weather Validated and prepared the product Sent and archived the product Keeping weather watch Make amendment when necessary Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
Activity 1.2 Marine Weather Services	B. Dissemination of Marine Warnings when Weather condition warranted	Depends (issued 4 times daily)	<ul style="list-style-type: none"> Analyze weather Validated and 	Dec 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> prepared the product • Sent and archived the product • Keeping weather watch • Make amendment when necessary • Carry out verification to improve forecast skill 		
	C. Dissemination of High Seas Forecast in graphic and text	730	<ul style="list-style-type: none"> • Analyze weather • Validated and prepared the product • Sent and archived the product • Keeping weather watch • Make amendment when necessary • Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
	D. Dissemination of High Seas Forecast when weather condition warranted	Depends (issued twice daily)	<ul style="list-style-type: none"> • Analyze weather • Validated and prepared the product • Sent and archived the product • Keeping weather watch • product • Sent and archived the product • 	December 2025	
Activity 1.2 Marine Weather Services			<ul style="list-style-type: none"> • Keeping weather watch 		

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Make amendment when necessary • Carry out verification to improve forecast skill 		
	E. Incident Report	Depends	<ul style="list-style-type: none"> • Analyze the weather as soon as possible. • Archive data and model forecast. • Compile weather a report 	Out of cyclone season of 2025	
	F. Live Marine weather briefing to domestic boat captains	1	<ul style="list-style-type: none"> • Initiate the reactive of the Marine HF radio broadcast. • Make awareness of reactivation 	December 2025	
	G. Improve existing products and develop new Products when required	2	Initiate the improvement and production of additional products & services	December 2025	
Activity 1.3 Public Weather Services	A. Radio Vanuatu Forecast product, issued every four hours in texts and graphics	1460	<ul style="list-style-type: none"> • Analyze weather • Validated and prepared the product • Sent and archived the product • Keeping weather watch • Make amendment when necessary • Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
Activity 1.3 Public Weather Services	B. 7-Day Weather Forecast in graphic and text	730	<ul style="list-style-type: none"> • Analyze weather • Validated and 	24/7 Daily task for the all year	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • prepared the product • Sent and archived the product • Keeping weather watch • Make amendment when necessary • Carry out verification to improve forecast skill 	December 2025	
	C. Surface Chart in graphic	1460	<ul style="list-style-type: none"> • Download hourly satellite images, during a TC satellite download every 10 minutes. • Analyze weather features • Draw and validated the product • Sent and archived the product • Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
	D. Forecast Policy	730	<ul style="list-style-type: none"> • Analyze weather • Describe and todays weather and phenomena's till next 7 days. • Sent and archived the product • Keeping weather watch • Make amendment when necessary 	24/7 Daily task for the all year December 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
Activity 1.3 Public Weather Services			<ul style="list-style-type: none"> Carry out verification to improve forecast skill 		
	E. Forecast uploaded on VMGD website automatically.ie. Himawari satellite image, weather charts	365	<ul style="list-style-type: none"> Daily check that they are correctly updated Carry out verification to improve forecast skill 	24/7 Daily task for the all year Ongoing	
	F. Provincial Forecast displayed on VMGD website for the tourism prime spots	365	<ul style="list-style-type: none"> Daily check that they are correctly updated Carry out verification to improve forecast skill 	24/7 Daily task for the all year Ongoing	
	G. Cities Forecast	365	<ul style="list-style-type: none"> Analyze weather Validated and prepared the product Sent and archived the product Keeping weather watch Make amendment when necessary Carry out verification to improve forecast skill 	24/7 Daily task for the all year December 2025	
	H. Severe Weather Warning issued when weather condition warranted	Depends (issued every 6hrs)	<ul style="list-style-type: none"> Analyze weather Validated and prepared the product Sent and archived the product Keeping weather 	December 2025	
Activity 1.3 Public Weather Services			<ul style="list-style-type: none"> watch Make amendment when necessary 		

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> 7. Carry out verification to improve forecast skill 		
	Recorded Variables, data provided by the Observation Division	365	<ul style="list-style-type: none"> Analyze weather Validated and prepared the product Carry out verification to improve forecast skill 	Daily task for the all year December 2025	
	J. Incident Report	Depends	<ul style="list-style-type: none"> Analyze the weather as soon as possible. Archive data, model forecast. Compile the report 	Out of Cyclone season	
	K. Improve existing products and develop new Products when required	1	<ul style="list-style-type: none"> 1. Initiate the improvement and production of additional products & services 	December 2025	
Activity 1.4 Tropical Cyclone (TC) Services	A. Dissemination of TC information, Advisories and Warnings bulletins.	Depends -information (issue every 12hrs) -Advisories (issue every 6hrs)	<ul style="list-style-type: none"> Analyses the TC Validated and prepared the product 2. Disseminate and archived the product 3. Monitor TC and Keeping weather watch 4. Make amendment when necessary 	Seasonal	
Activity 1.4 Tropical Cyclone (TC) Services		-Warnings (issue every 12hrs)	<ul style="list-style-type: none"> Carry out verification to improve forecast skills 		

Activity	Output	Target	Action	Timeframe	Risk Measures
	B. 5-Day TC Outlook	360	<ul style="list-style-type: none"> Analyze weather Validated and prepared the product Disseminated and archived the product Keeping weather watch Make amendment when necessary Carry out verification to improve forecast skill 	Seasonal	
	C. Tropical Cyclone Seasonal Report	1	<ul style="list-style-type: none"> Analyses climate forecast of the TC season Seasonal report provided 3. 3. Compile a report of the cyclone season. 	Seasonal	
Activity 1.5 Tsunami Advisory Services	A. Tsunami Information, Advisory, and Cancellation product	Depends -information issue once -Advisory issue hourly or 30 mins	<ul style="list-style-type: none"> Analyze earthquake information/warning received Prepare the product (a long side Geo-Hazard division) Disseminate and archive the product Communicate to VMGD heads, NDMO body. 	December 2025	
Activity 1.5 Tsunami Advisory Services	B. Tsunami Exercise and Test	10	<ul style="list-style-type: none"> Initiate the discussion of monthly Tsunami exercise and test 	December 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Include it into the SOP. • Test and update communication links. • Initiate how this exercise could include Siren. 		
	C. Tsunami Event Report	Depends	Tsunami report is produced and presented to WFSD for lesson learn and improvement	December 2025	
Activity 1.6 Media Services and Centre	A. Prerecord weather recording weather messages through Free Toll Number 116	730 or more during change of weather and TC	<ul style="list-style-type: none"> • Prepare recording equipment and software • Carry out daily weather audio recording twice a day or more when necessary • Disseminate weather recording through Xormon software for VMGD toll free number 116 • Assist Climate and Geo-Hazard in recording monthly update • Attend meetings 	2 or more Daily task for the all year 4 Monthly recording might be more if needed.	
	B. Setting up of media center		<ul style="list-style-type: none"> • Initiate and advise on the setup of the media room Organize the purchase of 	December 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<p>few media equipment's.</p> <ul style="list-style-type: none"> • Media training needed. • Initiate the daily weather forecasting updates that could be presented on TV • Initiate the development video products for awareness, educational clips on all-weather products. 		
Activity 1.7 Hydrological Weather Services	Initiate the creation of flood forecasting bulletins/Warnings in text and graphic format	2	<ul style="list-style-type: none"> • Initiate the production of flood related products & services • Identify water/flood level thresholds in flood prone areas throughout Vanuatu • Create flood forecasting bulletins in text and graphic format 	December 2025	
Activity 1.8 Internal Training And External Training	A. Aviation forecast refresher training	1-3	<ul style="list-style-type: none"> • Organize training dates • Provide training procedures • Carry out Workshop or training. • Training Report Provided 	April - June 2025	
Activity 1.8 Internal Training	B. Marine forecast refresher training	1-3	<ul style="list-style-type: none"> • Organize training dates 	July - September 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
And External Training			<ul style="list-style-type: none"> • Provide training procedures • Carry out Workshop or training. • Training Report Provided 		
	C. Public weather forecast refresher training	1-3	<ul style="list-style-type: none"> • Organize training dates • Provide training procedures • Carry out Workshop or training. • Training Report Provided 	Feb - March 2025	
	D. Tsunami refresher training	1-3	<ul style="list-style-type: none"> • Organize training dates • Provide training procedures • Carry out Workshop and training. • Training Report Provided 	Feb - March 2025	
	E. Tropical Cyclone refresher training	1	<ul style="list-style-type: none"> • Organize training dates • Provide training procedures • Carry out Workshop or training. • Training Report Provided 	September 2025	
	F. Radar user interface training	1	<ul style="list-style-type: none"> • Attend meetings • Organize training dates • Provide Training procedures • Carry out Workshop or training. 	December 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Training Report Provided 		
	G. Ocean buoy user interface training	1	<ul style="list-style-type: none"> • Attend meetings • Organize training dates • Provide training procedures • Carry out Workshop or training. • Training Report Provided 	December 2025	
	H. MeteoFactory and Synergie upgrade training	1	<ul style="list-style-type: none"> • Attend meetings • Organize training dates • Provide training procedures • Carry out Workshop or training • Training Report Provided 	December 2025	
	I. AWS platform training	1	<ul style="list-style-type: none"> • Attend meetings • Organize training dates • Provide training procedures • Carry out Workshop or training • Training Report Provided 	December 2025	
	J. Flood forecasting system training	1	<ul style="list-style-type: none"> • Attend meetings • Organize training dates • Provide training 	December 2025	
Activity 1.8 Internal Training And			<ul style="list-style-type: none"> • procedures • Carry out Workshop or training. 		

Activity	Output	Target	Action	Timeframe	Risk Measures
External Training			<ul style="list-style-type: none"> • Training Report Provided 		
	K. Quality data control training	1	<ul style="list-style-type: none"> • Attend meetings • Organize training dates • Provide training procedures • Carry out Workshop or training. • Training Report Provided 	December 2025	
	L. Mobile monitoring equipment training	1	<ul style="list-style-type: none"> • Attend meetings • Demonstrate how to use the equipment's provided • Internal training on data collection • Internal training on data analyses • Develop a data collection and reporting template • How to conduct assessment 	December 2025	
	M. Interpretation of weather warnings workshop	1	<ul style="list-style-type: none"> • Attend meetings • Organize training dates • Provide training procedures • Carry out Workshop or training. • Training Report Provided 	December 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
Activity 1.8 Internal Training And External Training	N. VBTC run Media training		<ul style="list-style-type: none"> Organize training dates Provide training procedures Carry out Workshop or training. Training Report Provided 	December 2025	
	O. Impact Base Forecast training		<ul style="list-style-type: none"> Attend meetings Organize training dates Provide training procedures Carry out Workshop or training. Training Report Provided Develop Implementation plan. 	March 2025 August 2025	
	WMO Class 1 or Diploma in Meteorology	1	<ul style="list-style-type: none"> Request the WMO permanent representative to submit a candidate name and request WMO funding. 	June 2025	
	Tropical Cyclone Course(TCC), Pacific Met Council, Regional met & WMO related trainings, updates and new developments	5 or more	<ul style="list-style-type: none"> Organize to participate on any workshop/training/conference online or anywhere Organize in house training or update after external workshop/training Training Report Provided 	July 2025 September 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
Activity 1.9 WFSD product awareness and consultation	Marine products, Public Commercial products and Tropical Cyclone products.	3	<ul style="list-style-type: none"> • Review and update existing education and awareness materials. • Develop more additional awareness and educational material where needed • Develop questionnaire or interview question for consultation • Make awareness in few areas around Efate and Off shore islands 	December 2025	
Activity 1.10 Case Studies and Research	Severe weather report	3	<ul style="list-style-type: none"> • Planning of field assessment • Carry out the field work assessment • Carryout verification of warning messages • Collect and analyses data • Compile the report • Present assessment or case study 	December 2025	
Activity 1.11 Review of Standard Operating Procedure	Update SOPs/template/ instructions for WFSD	23	<ul style="list-style-type: none"> • Review and update all aviation weather services SOP if needed. 	December 2025	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Review and update all marine weather services SOP if needed. Review and update all 		
			<ul style="list-style-type: none"> public weather services SOP if needed. Review and update all tropical cyclone SOP if needed. Update email list and contacts 		
Activity 1.12 Planning and Budget	Engage in the VMGD Business, corporate planning and annual budgeting for 2024.	2	<ul style="list-style-type: none"> Attend meetings in relation to business, corporate planning and annual budgeting Inform and discuss within WFSD team on meeting outcomes Contribute to VMGD business and corporate plan 	February 2025 April 2025	
Activity 1.13 Appraisal	Appraisal	3 times each year	<ul style="list-style-type: none"> Review to appraisal. Appraisal of each staff performance 	Feb, Jun & Nov	
Program 6: Climate Service					
	1.1 Climate Division Business & Budget Plan for 2025 completed	1	<ul style="list-style-type: none"> Each sections heads with support from manager to develop 	Jan	

Activity	Output	Target	Action	Timeframe	Risk Measures
			2025 Business and Budget Plan <ul style="list-style-type: none"> • Compile 2025 BP • Submit Final Draft to VMGD Admin 		
	1.2 2025 Work plans Developed	6	<ul style="list-style-type: none"> • Develop respective WPs • Compile respective 2025 WPs • Sign and submit to VMGD Admin 	Jan	
	1.3 2025 Appraisals compiled and submitted	5	<ul style="list-style-type: none"> • Appraise respective officers • Compile all appraisals • Submit to Admin 	Dec	
	1.4 Climate Services quarter meetings conducted	4	<ul style="list-style-type: none"> • Prepare agenda • Send out agenda to climate staff • Conduct meeting • Prepare meetings minutes • Circulate meeting minutes to staff 	Q1, Q2, Q3 & Q4	
	1.5 VMGD Annual Planning Retreats attended	1	<ul style="list-style-type: none"> • Prepare Climate Services presentation based on the agenda provided by Admin • Present Climate Services Highlights and Achievements, Business 	Dec	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> plan for 2026 		
	1.6 MoCC Annual Planning Retreat attended	1	<ul style="list-style-type: none"> • Prepare Climate Services presentation based on the agenda provided by Admin • Present Climate Services Highlights and Achievements, Business plan for 2026 	Dec	
	1.7 Quarterly reports submitted by Staff	20	<ul style="list-style-type: none"> • Send reminder email to all climate staff quarterly submission date • Each Climate Staff to submit his/her quarter report to Manager • Submit each Quarterly report to VMGD Admin 	Q1, Q2, Q3 & Q4	
	1.8 Climate Services Annual Report submitted	1	<ul style="list-style-type: none"> • Compile quarter reports • Submit to admin • 	Dec	
	2.1 ENSO Directive Reviewed	1	<ul style="list-style-type: none"> • Define the Scope & Prioritize Key Sections - Identify 	Dec	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<p>critical updates needed in the ENSO Directive.</p> <ul style="list-style-type: none"> • Assign Internal Review Team - Allocate VMGD staff to lead the review instead of hiring a consultant. • Develop a Basic Work Plan - Create a timeline for reviewing, validating, and approving the directive. • Gather Existing Reports & Scientific Data - Use past ENSO reports, climate outlooks, and policy documents. • Conduct Virtual Consultations - Engage regional partners (SPC, WMO, BoM) via email or online meetings. • Hold a Small In-House Stakeholder Meeting - Discuss proposed revisions with key stakeholders. 		

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Draft the Updated ENSO Directive - Assign internal staff to compile and revise the document. • Hold an Internal Validation Meeting • Format & Edit the Final Document • Submit for Approval 		
	2.2 Climate Services Division Operational Procedures reviewed	1	<ul style="list-style-type: none"> • Scope & Planning - assign internal team • Document Review - Assess existing SOPs, policies, and past reports (use internal resources) • Stakeholder Input - Small in-house consultation (5-10 key staff) • Identify Gaps & Draft Revisions - Internal team compiles findings and drafts updates • Validation Meeting - One focused meeting with key staff for feedback • Finalization & Approval 	December	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Staff Training 		
	2.3 MoU with HCDI reviewed	1	<ul style="list-style-type: none"> • Assess the Current MoU • Identify Key Updates • Consult review team • Draft the Revised MoU • Legal Review • Finalize and implement 	February	
	2.4 MoU with World Vision strengthened	1	<ul style="list-style-type: none"> • Assess the Current MoU • Identify Key Updates • Consult review team • Draft the Revised MoU • Legal Review • Finalize and implement 	October	
	2.5 Vanuatu Framework for Climate Services initial review phase completed	1	<ul style="list-style-type: none"> • Secure funding • Engage stakeholders in a workshop to validate findings 	Jun	
	3.1 2025 Pacific Islands Climate Outlook Forum attended	2	<ul style="list-style-type: none"> • Receive invitation from host • Prepare logistics for travel • Attend PICOF • Present Vanuatu report • Participate in discussion forums • Submit report to Director 	Oct	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Stakeholder engagement & Awareness upon return 		
	3.2 2025 National Climate Outlook Forum Conducted and Report Provided	1	<ul style="list-style-type: none"> Conduct preparation meetings Develop draft Agenda Develop budget plan and proposal Begin ground logistics on venue, accommodations Develop invitation letters Conduct Forum Write reports Submit report to Admin 	Oct	
	3.3 Climate101 Trainings conducted	2	<ul style="list-style-type: none"> Collaborate with sectors/NGO's on trainings Prepare Training agenda Deliver Training Submit report to Admin 	Dec	
	3.4 National, Regional & International Workshops	5	<ul style="list-style-type: none"> Receive invitation Prepare logistics Attend Workshop Submit report 	Dec	
	4.1 Climate Refresher Training conducted	1	<ul style="list-style-type: none"> Prepare concept note and program 	Jan	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Invite guest speakers • Conduct training • Submit report to Admin 		
	4.2 Training & Development Plan for Climate Services developed	1	<ul style="list-style-type: none"> • Develop Climate Services Division Training & Development plan • Aligned Training & Development plan to CSU Human Resource Plan 	February	
	4.3 WMO's advanced climate training for climate officers	1	Contact WMO for Assistance	December	
	4.4 Succession Plan for Climate Services developed and implemented	1	<ul style="list-style-type: none"> • Develop Climate Services succession plan • Align succession plan with strategic development and Human Resources Plan • Submit to VMGD Admin 	June	
	4.5 VRN Officer Vacant Post filled	1	Liaise with HR and Finance Officer to facilitate recruitment	December	
	4.6 Senior Data Management Officer vacant post filled	1	Liaise with HR and Finance Officer to facilitate recruitment	December	
	4.7 Recruit students on attachment	12	Liaise with VIPAM to recruit students who are seeking work experience to assist with reducing the Climate data backlog	Each quarter	

Activity	Output	Target	Action	Timeframe	Risk Measures
	5.1 Pre IPCC-Season Meeting attended	1	<ul style="list-style-type: none"> Attend meeting Submit Report to Director 	November	
	5.2 Number of Pre - COP meetings attend	1	<ul style="list-style-type: none"> Attend Pre COP meeting Prepare brief report Submit to Director 	September	
	5.3 Regional and International research dialogue attended and report submitted	1	<ul style="list-style-type: none"> Identify Relevant Dialogues Check Eligibility and Requirements Submit Abstracts or Proposals (if presenting) Apply for Sponsorship or Funding Register for the Event Prepare for Participation Engage with the Organizers and Network Submit report to Admin 	December	
	5.4 Research Policy developed	1	<ul style="list-style-type: none"> Define the scope Review existing policies and identify gaps Set Research Priorities Develop Guidelines and Ethical Standards Define Roles and Responsibilities Develop a Monitoring 	December	

Activity	Output	Target	Action	Timeframe	Risk Measures
			and Evaluation (M&E) Framework <ul style="list-style-type: none"> Finalize, Approve and Implement 		
	5.5 Research Proposal Developed and Submitted for Funding	1	<ul style="list-style-type: none"> Consult with Manager, Climate on gaps in climate research in Vanuatu. Brainstorms on research ideas Develop research proposal Submit to Research Committee for Approval Submit research proposal to donor for funding 	March	
	5.6 Impact Data Compiled	1	<ul style="list-style-type: none"> Gather data through field visits, interviews, and digital sources Ensure quality and accuracy Store and Organize Data Utilize data in products 	December	
	5.7 Number of Case studies published	2	<ul style="list-style-type: none"> Identify impacted area or extreme event Carry out field assessment if needed. Do analysis Write a case study report Make presentation 	December	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • s to Research committee & VMGD staff • Upload case studies in Met Connect and VMGD website 		
	5.8 Surveys and Feedbacks on products and services conducted	3	<ul style="list-style-type: none"> • Report of 3 different products 	December	
	5.9 Joint research projects are conducted in partnership with universities	1	Improve partnerships with universities to conduct joint research projects, and exchange scientific knowledge related to weather, climate, hydrometeorology, and ocean studies	December	
	6.1 Verification of VMGD's QMS for Climate Information Services aligning with ISO 9001 standards and guidelines	10-20%	10-20% of Climate products & services meet ISO standards	December	
	6.2 Contribute to ensuring Quality Management System on Aviation Weather Services meets ICAO standard.	20%	<ul style="list-style-type: none"> • Extract, QC and compile climate data • Develop Climatic Aerodrome Summary (CLIMAT TEMP/AERO) for Bauerfield and Pekoa 	December	
	7.1 Vanuatu Climate Update (VCU) issued	12	<ul style="list-style-type: none"> • Prepare VCU • Send out to Stakeholders • Upload to website 	Monthly	
	7.2 Early Action Rainfall Watch (EAR Watch) issued	12	<ul style="list-style-type: none"> • Prepare EAR Watch • Send out to Stakeholders 	Monthly	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Upload to website 		
	7.3 Fisheries Bulletin issued	12	<ul style="list-style-type: none"> • Prepare bulletin • Translate to Bislama and French • Send out to Stakeholders • Upload to website 	Monthly	
	7.4 Tourism Bulletin issued	12	<ul style="list-style-type: none"> • Prepare bulletin • Translate to Bislama and French 	PSO-SF, Outreach	
			<ul style="list-style-type: none"> • Send out to Stakeholders • Upload to website 		
	7.4 Develop Water Bulletin	1	<ul style="list-style-type: none"> • Engage CSD, DoWR, and NIWA • Data Collection and Analysis • Bulletin Design and Content development 	March	
	7.5 Fisheries Bulletin and VOO refined into single product	1	<ul style="list-style-type: none"> • Refine individual bulletins • Remove duplicates • Bulletin 	PSO-SF	
	7.6 Monthly Climate Summary compiled	12	<ul style="list-style-type: none"> • Collect data • Prepare Summary • Send to stakeholders • Upload to website 	PSO-SF	
	7.7 State of the Climate 2025 compiled	1	<ul style="list-style-type: none"> • Collect data • Compile climate summaries • Prepare report • Send to Director and RAV 	PSO-SF, PSO-R&D	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Send to Stakeholders • Upload to website 		
	7.8 ENSO Outlook Released	1	<ul style="list-style-type: none"> • Prepare Media Release on any active ENSO event • Activate ENSO Desk • Submit report to Admin 	December	
	7.9 2025/26 Tropical Cyclone Season Outlook released	1	<ul style="list-style-type: none"> • Liaise with CREWS • Analyze TC Data • Prepare TC Season Outlook Statement • Distribute to stakeholders 	October	
	7.10 Online Climate Outlook Forum attended	12	<ul style="list-style-type: none"> • Prepare OCOF report • Submit to COSPPac • Participate in OCOF Teleconference 	Monthly	
	7.11 Community Climate Centres monthly briefing conducted	12	<ul style="list-style-type: none"> • Prepare presentation • Send out invitation • Provide climate updates 	Monthly	
	7.12 116 Free Toll updated	12	<ul style="list-style-type: none"> • Prepare audio recording • Send to OGCIO to upload 	Monthly	
	7.13 Traditional Knowledge Bulletin issued	2	<ul style="list-style-type: none"> • Extract TK indicators • Bulletin design and content development • Distribute and upload to website 	May, November	

Activity	Output	Target	Action	Timeframe	Risk Measures
	8.1 All program under Data Management Coordinated	1	<ul style="list-style-type: none"> • Oversee all activities related to Data Analysis & Homogenization, Data Archive, Data Request and Vanuatu Rainfall Network • Submit report to Manager 	December	
	8.2 Data backlog reduced	1	<ul style="list-style-type: none"> • Perform all Data Key entries • Support Data Recue activities • Submit report to Manager 	December	
	8.3 Climate Database and Equipment Operationalized	1	<ul style="list-style-type: none"> • Provide report on the operation of the following climate data bases <ul style="list-style-type: none"> ○ CliD E Database ○ Tropical Cyclone Database ○ Weekly Synoptic Database ○ Meta Data Database ○ Scanned Document Database • Submit to Manager 	December	
	8.4 All historical and real time data archived	1	<ul style="list-style-type: none"> • Report on the archive and digitization of data and field books 	December	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Submit Report to Manager 		
	8.5 Update the climate diary with reference to extreme or annual events	2	<ul style="list-style-type: none"> • Collect Climate Data from CiIDE • Identify Key Events • Verify Data Accuracy • Categorize Events • Summarize Observations 	Quarterly	
			<ul style="list-style-type: none"> • Create Dairy Templet • Update Diary Entries • Include Supporting Details • Review Entries • Create climate Extreme Daily Folder at Climate Drive • Sent to Climate Extreme Daily Folder • Archive for Reference 		
	8.6 Attend to request from client		<ul style="list-style-type: none"> • Acknowledge the Request • Understand the request • Gather Relevant Information • Assess Feasibility • Provide A Solution 	Quarterly	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Communicate Clearly • Follow up • Report the interaction • Review for Improvement 		
	9.1 Data Storage Facility Coordinated	3	<ul style="list-style-type: none"> • Work with Data Archiver Officer for Manual Quality Control. • Evaluate the existing data storage systems and identify gaps. • Define protocols for data organization, storage, and security. • Implement modern hardware and software solutions for optimal storage and retrieval. • Ensure regular data backups and disaster recovery plans. • Regularly review and maintain the storage facility for efficiency and reliability. • Adhere to local and international 	July	

Activity	Output	Target	Action	Timeframe	Risk Measures
			data management regulations.		
	9.2 Final Restoration of Archive Room-Clean, Logical storage and apply Permanent Labels	1	<ul style="list-style-type: none"> Collect labels Quotes, payments, and installation. 	Q2	
	9.3 All historical and real-time data archived	1	<ul style="list-style-type: none"> Routine archive and digitization of all field books Routine Scanning of Field Books Rescue and store Vanuatu Climate data from any relevant parties Update and Log Observation registries Field Books and update of archive inventory database 	Monthly	
	9.4 Integrating data to data portals/ CIS developed from partners e.g BoM, CSRIO, NIWA etc..	1	<ul style="list-style-type: none"> Liaise with Simon McGree from BOM 	Monthly	
	9.5 Develop SOP for Data Digitization - clear work process and sustainability	1	<ul style="list-style-type: none"> Outline steps and develop SOP 	December	
	9.6 Develop SOP for Scanning Process and Machine Maintenance.	1	<ul style="list-style-type: none"> Secure funding from Van-KIRAP Fix Scanner Develop SOP 	July	
	9.7 Archiving all 2022/2024 Field books - Store in CLiDE and Archive room	1	<ul style="list-style-type: none"> Quality check of field books Digitize of field books 	Monthly	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Digital scan of field books 		
	10.1 Data analysis provided based on customers request	10	<ul style="list-style-type: none"> Receive request Undertake data analysis on base on the customer request 	December	
	10.2 All Climate Data are homogenised	10	<ul style="list-style-type: none"> Undertake homogenization of Data 	December	
	10.3 Homogenization SOP Script developed and implemented	1	<ul style="list-style-type: none"> Divide 30 years to 3 blocks. 10 years per block for each 7 stations. Homogenize and script using approved SOP. Get approval from Acting Data Manager/project manager on Homogenization SOP Script 	December	
	10.4 Quarterly performance report submitted		<ul style="list-style-type: none"> Collect and collate rainfall data in CliDE database. 	Monthly	
	10.6 Contribute to the preparation of the climate quality and annual summaries	1	<ul style="list-style-type: none"> Create Reporting Templet Prepare Qtr report Submit Qtr report to senior Mangers 	Quarterly	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • prepare annual report • Submit Annual report to Senior managers • Perform Data Homogenization Standard procedure. • Provide Climate Data Analyst (If required) • Perform quality checks to ensure data accuracy and completeness. 		
	10.7 Provide phone briefing to clients and other enquiries	3	<ul style="list-style-type: none"> • Prepare Relevant climate data, reports and information needed for the client/Stakeholder • Introduce yourself, role and the purpose of the call to establish context and rapport. • Clearly communicate climate-related insights, data or analysis to client/Stakeholder needs. 	Quarterly	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Respond to inquiries accurately and provide clarifications where necessary. Summarize Key points, outline next steps and acknowledge the Client/Stakeholder. Record the discussion and ensure any pending issues are addressed promptly. 		
	11.1 Digitization report of metadata on sites specifications detail	1	<ul style="list-style-type: none"> Digitize rain gauge activities into Clide (sites specifications Detail/Metadata) VMGD database updated 	Quarterly	
	11.2 Rain gauge installation Report	6	<ul style="list-style-type: none"> Install new rain gauges and/or replace manual rain gauges with automatic rain gauges (ARG) 	December	
	11.3 Report on Payment for rainfall volunteers	12	<ul style="list-style-type: none"> Prepare Rainfall collectors payment for rainfall volunteers 	Quarterly	
	11.4 Report of Climate and Weather products send to provincial VRN volunteers	12	<ul style="list-style-type: none"> Update provincial VRN with Climate products 	Monthly	
	11.5 Work with VRN to distribute TK	100	<ul style="list-style-type: none"> Monitoring 	Quarterly	

Activity	Output	Target	Action	Timeframe	Risk Measures
	Monitoring forms to 83 VRN & TK Focal persons for past and existing TK Sites		report analyze send to seasonal forecaster to insert to VMGD-Climate products EAR, El Nino, La Nina, TC Outlook		
	12.1 Indigenous knowledge on weather and climate, and oceans collected	50	<ul style="list-style-type: none"> Collect TK Stories during site visits/research/social media/informal discussions Enter all the stories & monitoring collected in the TK database 	Quarterly	
	12.2 Verification and Evaluation of all TK Data and Indicators	1	<ul style="list-style-type: none"> Cross-check sources Validate with experts Identify inconsistencies Documentation and Standardization 	December	
	12.3 All the TK products to be printed out and store them and ready for distribution	1000	<ul style="list-style-type: none"> Print all the products Brochures/Poster etc 	Quarterly	
	12.4 Work with other government department & NGOs with shared TK goals	2	<ul style="list-style-type: none"> Strengthen collaboration with IUCN and HCDI 	Quarterly	
	12.5 Portals and Apps Operational	2	<ul style="list-style-type: none"> Support delivery partners on the establishment and annual updates of TK 	Quarterly	

Activity	Output	Target	Action	Timeframe	Risk Measures
			Database, Climate Watch App, and OSCAR		
	12.6 Installation of TK Signboards	2	<ul style="list-style-type: none"> Work with DARD and other agencies/ communities to install TK Signboards 	Monthly	
	13.1 Website Customized and Operational	1	<ul style="list-style-type: none"> Website updated on a monthly basis 	Monthly	
	13.2 Vanuatu Observational Networks expanded and operational	1	<ul style="list-style-type: none"> Consistent monitoring of VRN performance 	Monthly	
	13.3 Community CIS Sites operational	6	<ul style="list-style-type: none"> Ongoing establishment of Community Climate Canters and Climate Champions Continuous Dissemination of Climate Information to these hubs 	Monthly	
	13.4 Number of Climate Products Disseminated and Report Provided	+1000	<ul style="list-style-type: none"> Update notice boards around Efate with VCU and Tide Calendar Disseminate VCU, EAR Watch through stakeholder emails Disseminate Sector Bulletins to, Fisheries, Tourism, respectively Assist PSO-SF to upload 	PSO-SF, A-SF, Outreach	

Activity	Output	Target	Action	Timeframe	Risk Measures
			Climate Products onto Climate Website <ul style="list-style-type: none"> • Post climate and advisories on Facebook 		
	13.5 Vanuatu Climate Futures Portal Operationalized	1	<ul style="list-style-type: none"> • Capacity Building to sectors on the Portal • Integration of information in the Portal into Policies and Plannings 	Quarterly	
	13.6 Vanuatu Climate Hazard Portal Operationalized	1	<ul style="list-style-type: none"> • Launching & handing over of the Portal • Capacity Building to sectors on the Portal • Integration of information in the Portal into Policies and Planning 	July	
	13.7 OSCAR System operationalized	1	<ul style="list-style-type: none"> • Capacity Building to sectors on the system • Integration of information in the Portal into Policies and Planning 	July	
	14.1 Number of Awareness Activities conducted with support from other government agencies	+10	<ul style="list-style-type: none"> • Prepare awareness materials • Conduct Awareness • Prepare and submit report to Manager 	Quarterly	

Activity	Output	Target	Action	Timeframe	Risk Measures
	14.2 Number of New Awareness Material developed	+10	<ul style="list-style-type: none"> Develop new awareness materials or review existing materials Print materials Distribute awareness materials during awareness 	Quarterly	
	14.3 New platforms of communication established	2	<ul style="list-style-type: none"> Expand platform of communication to Zoom, Online Newsletters, Tiktoks and other relevant avenues 	February	
	14.4 Impact-based Forecasting integrated into Awareness materials	1	<ul style="list-style-type: none"> Integrate impact-based forecasting into educational materials and awareness's 	July	
	14.5 Participate in National and International Days/Significant events	5	Continue to organize national and international days, and significant events (e.g., World Meteorological Day, International Communication Technology Day, World Tsunami Day)	October	
	14.6 Educate media on warning dissemination to improve public awareness	12	Support monthly media briefing with VBTC	Outreach Comms	
Program 7: Geohazards Monitoring and early Warning System					
75DDA To ensure the sustainability and enhancement	Efficient and accurate monitoring of Volcano, Seismic and Tsunami activity within the region	Maintain observations for volcanoes, seismicity and tsunami in real-time 24h/7 days for volcanic	<ul style="list-style-type: none"> Volcanology Daily volcano analysis and interpretation 	Q1-Q4	Status of volcano seismic stations influence the quality of monitoring

Activity	Output	Target	Action	Timeframe	Risk Measures
t of the volcano, seismic and tsunami monitoring and early warning system		eruptions early warning	<ul style="list-style-type: none"> • Collect Weekly reports from tour guides • Monthly and annual volcano analysis and observation template update • Monthly and annual data analysis plotting • Constant exchanges with VAAC and relevant institutes • Seismology • Daily Seismic analysis and interpretation • Monthly and annual data analysis 		
	Volcano seismic Monitoring stations and transmission links maintained and (or) serviced annually	All Established Geo-hazards monitoring stations and all transmission links	<ul style="list-style-type: none"> • Prepare a maintenance plan • Present maintenance to Manager • Prepare Mission plan and budget breakdown • Carry out maintenance works 	Q1-Q4	Service and maintenance of the monitoring stations depends on the availability of funds
	a) Ensure appropriate data flow from the global, regional, and local network to the national data centre	<ul style="list-style-type: none"> • All Data streams up to date and daily records • Work with the ISPs Technical team to ensure that the link to the outer 	<ul style="list-style-type: none"> • Daily station and data transmission checks • Monitor ISP communication links from outer stations. • Inform the Geohazards team and/or Geohazards 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
		station is uninterrupted	<p>Manager on time when failure occurs.</p> <ul style="list-style-type: none"> Intervention if required 		
		Active status of the link connections from VMGD network	<ul style="list-style-type: none"> Daily checks (using Xymon) for all volcano seismic stations every morning and afternoon Report any issues or problems observed Attend to reported problems or requests 	Q1-Q4	
		Tsunami monitoring software and instalments	<ul style="list-style-type: none"> Check tide tool, CISN, SeisComP5 patrol light and local event script, and Intensity Meter is operational on PCs in National Warning Centre Check and Fix Information boards and signages around greater Port Vila and Luganville Assessment report on signages on Status provided 	Q1-Q4	
			<ul style="list-style-type: none"> Check for siren status on screen in National 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
		All installed tsunami sirens	<p>Warning Centre and Ensure all Siren are operational</p> <ul style="list-style-type: none"> • Ensure immediate response to any malfunctioning siren on site is carried out • Assessment report on siren Status provided 		
		Geo-Hazards Warning Centre Operational	<ul style="list-style-type: none"> • Daily routine to physically check the warning centre • Register every check and status the warning centre • Report any issues or problems observed or received from operations staff • Attend to reported problems or request • Produce monthly report 	Q1-Q4	
		All volcano, seismic and monitoring stations data	<ul style="list-style-type: none"> • Analyse and Archive Volcano data in VOL-NAS • Analyse and Archive Earthquake data in SEISMO-NAS • Check Database 	Q1-Q4	High maintenance cost. Active maintenance is influenced by availability of funds

Activity	Output	Target	Action	Timeframe	Risk Measures
			storage and request ICT to increase storage if require		
	b)	All Geo-hazards servers and the ORSNET back-up centre	<ul style="list-style-type: none"> Physically check on the conditions of the servers Report any issues or problems observed daily Attend to reported problems or requests Ensure safe electrical appliances/equipment installations and operations in VMGD building 	Q1-Q4	
		Two volcano seismic station	<ul style="list-style-type: none"> Acquire equipment's for the two new volcano seismic stations 	Q3-Q4	Depends on NPP application approval (2024)
		Two stations:	<ul style="list-style-type: none"> Prepare fencing budget plan for Efate and outer stations. Present maintenance to Manager Prepare Mission plan and budget breakdown 	Q2-Q3	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Carry out mission plan 		
Geo-Hazards division products and services					
<p>75DDB To Produce and inform/disseminate Geo-hazards updates (normal & crisis period) to relevant authorities, the general public and local communities</p>		Pending crisis	<ul style="list-style-type: none"> Analyse and interpret observations and available monitoring data Review interpretation with the Geohazards team Produce activity update report Send to Manager Geo-hazards, Reviewed then sent to Director VMGD and NDMO 	Q1-Q4	
		<p>Monthly Bulletins: 12</p> <p>Crisis Bulletins: Pending crisis</p>	<ul style="list-style-type: none"> Analyse, interpret and produce VABs for each volcano Issue VABs on the last Thursday of every Month Archive VAB's Review and update VABs during a increase volcano activity or crisis period. 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
		<p>Monthly update Bulletins: 12</p> <p>Crisis updates: Pending crisis</p>	<ul style="list-style-type: none"> Review monthly analysed data and produce bulletin Issue Monthly bulletins first week of every month Archive bulletins Issue crisis updates to the public during an earthquake occurrence or crisis 	Q1-Q4	
		Pending crisis	<ul style="list-style-type: none"> Confirmation of a volcano, earthquake or tsunami threat to the general public through reviewing monitoring data Prepare reports and updates retrieved from analysis and ground reports Issue the updates to available media platforms including VBTC and other radio/tv stations 	Q1-Q4	
	m) Collaborate with international				

Activity	Output	Target	Action	Timeframe	Risk Measures
	scientific institutes (the Volcanic Ash Advisory Centre in Wellington, IRD France etc..) to provide information about Vanuatu volcanoes, earthquakes and tsunami threats	Pending crisis	<ul style="list-style-type: none"> • Continuous exchange with other observatories (IRD, VAAC, ORSNET etc) • Respond to any queries and requests via email or phone call • Request assistance when required, especially during crisis periods • Provide report if necessary or request from both collaborating sides 	Q1-Q4	
		Pending request from other department/divisions for assistance	<ul style="list-style-type: none"> • Receive the request from the Director or respective division managers • Respond to the request • Upon approval by the manager, participate and assist with the request. 	Q1-Q4	
		All stakeholders, communities and media platforms	Implementation of the CAP dissemination platform	Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
75DDC Awareness and outreach program	a) Engage in outreach awareness and Community outreach activities	6 communities: 3 volcano & 3 earthquake awareness	<ul style="list-style-type: none"> • Liaise with COP coordinator or formulate Outreach activity dates and venues • Prepare awareness materials and logistics • Carry out the awareness program • Provide a report 		
		Establish the board and draft implementation plan	<ul style="list-style-type: none"> • Review implementation plan • Coordinate with NDMO regarding activities • Logistics • Implementation of activity 	Q1-Q2	
Crisis Operation					
75DDD Undertake rapid assessment of volcanic eruption, earthquakes and tsunami crisis	a) Liaise with NDMO, and other stakeholders in terms of advice for their disaster response plan and action in times of volcanic eruptions, earthquake and tsunami crisis	Pending Crisis	<ul style="list-style-type: none"> • Notify Manager/PS Os/SOs about specific event • Discuss the issue with the Geo-Hazards Team and provide way forward 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> • Communicate with NDMO and other line agencies • Assist with any logistics 		
	Operations rapid response to a Geo-hazard's crisis events	Pending Crisis	<ul style="list-style-type: none"> • Geo-hazards staffs informed about any volcano, earthquake or tsunami events by staffs on duty • Regroup and discuss potential way forward • Confirm shift rooster if required • Field deployment for observation, data collection or station maintenance (If required) • Logistics and preparation 	Q1-Q4	
	b) Carry out post hazard assessments in response to any minor/major volcano, earthquake or tsunami events	Pending crisis	<ul style="list-style-type: none"> • Volcano, Earthquake or Tsunami crisis update report • Carry out an earthquake intensity survey, hazards assessment (Earthquake Felt Form) in response to minor/major 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
			earthquake events <ul style="list-style-type: none"> • Carry out tsunami run up, hazards assessment in response to a minor/major tsunami event • Carry out a site assessment on volcano (s) in response to a minor major volcano eruption • Identify the type and scope of the assessment based on observation and on-ground updates • Prepare a mission report • Carrying out assessment and submit a report 		
	c) Ensure a dedicated vehicle is on stand by for operations and the involvement of the departments administration for logistics	Pending Crisis	<ul style="list-style-type: none"> • Update the admin team about any Crisis events and shift roster • Request a vehicle • Regularly Inform the Admin team about the logistics and reactions towards the Crisis • Update the admin team when the 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
			crisis event is over.		
Research and development					
75DDE To enhance the current scientific and monitoring knowledge in Geo-Hazards Division	Plan and undertake on the Job/inhouse training and refresher trainings on operation SOP's, Monitoring SOPS and work ethics	Volcanology: 2 Seismology: 2 Others: 2	<ul style="list-style-type: none"> Identify training needs and seek/plan training Organize date, time and venue Carry out training (s) Provide training report 	Q2 & Q3	
	a) Coordinate training workshops and attachment with other counterparts in Geo-Hazards field	Volcano unit: 1 staff Technicians: 1 staff Seismo unit: 1 staff	<ul style="list-style-type: none"> Identify the need of training and a staff Seek and request attachment-training opportunities from IRD, GNS, JICA, ORSNET and related institutes Logistic Participate in the attachment/training 	Q1-Q4	Depends on sponsorship and invitation/approval from partners/institutes
		2 trainings	<ul style="list-style-type: none"> Request training to the Forecast division Forecast to organize and facilitate training on how on duty staffs react during a tsunami threat Overview of the software's used. Training output report 	Q2 & Q4	
	b) Participate in regional and	Pending invitation	<ul style="list-style-type: none"> Receive invitation 	Q1-Q4	Depends on sponsorship

Activity	Output	Target	Action	Timeframe	Risk Measures
	international conferences, trainings and seminars		<ul style="list-style-type: none"> • Confirmation of attendance • Logistic • Attend seminars and conferences • Submit Mission Report 		and invitation/approval from partners/institutes
		1 Domestic field Pending international collaboration	<ul style="list-style-type: none"> • Domestic: • Extract analysed and observation data and draft a research proposal • Seek assistance with experts • Carry out research • Submit research report • International collaboration : • Review research request • Draft a agreement and share with the Admin team and Compliance officer for review • Finalize and carry out research • Follow up and assist with producing a report 	Q1-Q4	Funds needed for Domestic research (Field work)
75DDF Establish and Maintain	a) Establish and maintain agreements/MoU	SATREPS EMVOLDIVA	<ul style="list-style-type: none"> • Receive collaboration request and commence discussions 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
collaboration s with regional institutes to enhance early warning systems with regards to Volcanoes, Earthquakes and Tsunami's.	s with research institutes (s)/ personal (s) to further enhance knowledge on the Geological hazards in Vanuatu	VOLVAN MOORE SMART CABLE Pending collaboration request	<ul style="list-style-type: none"> • Draft terms and conditions based on the policy of the Department • Draft MoU and submit to the MoCC compliance officer for review • Finalize and sign MoU • Maintain collaboration 		Budget needed for department/division input
		Ongoing: one (ORSNET) Pending request	<ul style="list-style-type: none"> • Maintain collaboration through regular communications • Ensure server is always up and running • Maintain network link for data transmission • Report any technical issue 	Q1-Q4	
Standard Operating procedures and division management					
75DDG	a) Review and update all SOP's/guidelines	All operations, monitoring and technical SOPs	<ul style="list-style-type: none"> • Review and update volcano 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
To ensure an efficient and high standard operation of the Vanuatu Geo-Hazards Division	and templates when required to ensure enhancement of Geo-hazards monitoring and early warning system capabilities	within the Geo0hazards division	<p>SOP for normal and crisis events</p> <ul style="list-style-type: none"> Review and update earthquake SOP for normal and crisis events Review and update Tsunami SOP for normal and crisis events Inform The Geo-hazards division regarding any changes 		
	b) Ensure the Geo-Hazards business plan is implemented	Geohazards 2025 BP	<ul style="list-style-type: none"> Go through the business plan with the Geo-Hazards team quarterly Determine work needs to be done and tasks completed Develop plans to achieve pending tasks Implement and report to the Geo-hazards Manager 	Q1-Q4	
75DDH Proper management of Geo-Hazards staff and assets		VMGD Annual meeting	<ul style="list-style-type: none"> Participate in business cooperate planning and budget planning Inform and discuss with Geohazards team regarding meeting outcomes 	Q2-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> Contribute to VMGD Business and corporate plan Develop Geo-hazards Hazards business plan and annual budget 		
		2: Biannual and annual report	<ul style="list-style-type: none"> Establish discussion with regards to bi-annual and annual activities as per business plan Compile activity report for Bi-annual and Annual report Submit by due date to Director VMGD 	Mid-year and end of year	
		3: Part A, B and C of PMR	<ul style="list-style-type: none"> Check management for appraisal dates Inform Geo-Hazards team concerning appraisal date Carry out appraisal Submit appraisal by due date to Director VMGD 	Q1, Q3 & Q4	
		All Geo-hazards Assets	<ul style="list-style-type: none"> Create Geo-Hazards asset inventory Create Geo-Hazards 	Q1-Q4	

Activity	Output	Target	Action	Timeframe	Risk Measures
			asset log book <ul style="list-style-type: none"> • Regularly update asset log book • Annual check ups of inventory 		
Program 8: ICT & Engineering					
Increase <u>data & computing support services</u> for VMGD Data centre		Each divisions/units has auto schedule rights for printing, wireless access and file sharing repositories	Active Directory Database Administrations for Domain Users & Computers	On-going task	
		Monthly reports submitted for administering helpdesk database	<ol style="list-style-type: none"> 1. Attend to assigned helpdesk tickets logged in the database 2. Attend to incoming calls requesting ICT Support assistance. 	On-going task	
		a) All database servers undergone maintenance with reports produced b) Clide & Clidesc database is maintained and supported. Upgrade CliDESC (& Scopic) for additional features c) Connect database is maintained and	<ol style="list-style-type: none"> 1. Inspect server logs every morning. 2. Attend to any alert flagged. Write up report 	On-going task	

Activity	Output	Target	Action	Timeframe	Risk Measures
		<p>supported. Apply upgrade where for additional features</p> <p>d) Traditional Knowledge database is maintained and supported.</p> <p>e) Apply upgrade where necessary for additional features</p> <p>f) Helpdesk Support database is maintained and supported.</p> <p>g) Apply upgrade where necessary for additional features</p>			
		Media room is setup and equipped with recording devices for toll free number 116 and with a TV Weather Station	<ol style="list-style-type: none"> 1. Work, meet and discuss with Forecast Division team on this setup 2. Collect necessary quotations 3. Make payment 4. Set up room with equipment for recording and tv station 5. Configure network settings and access 6. Test setup, settings and submit report 	Mid-Year Review	
		All department Servers undergone maintenance with reports produced	<ol style="list-style-type: none"> 1. Keep checks for server hardware and software for updated packages for all operating systems. 	Mid-year	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ol style="list-style-type: none"> 2. Should there be any updates to install, make preparation for update. 3. Notify users to logout from systems 4. Make system backups 5. Run or install updates 6. Test and check for any bugs and apply fixing where necessary 7. Notify users to resume using the server systems again. 		
		Procure & installation of Central Data Collection System for receiving inbound data from observatory sites	<ol style="list-style-type: none"> 1. Collect quotes for standard server hardware 2. Make payments 3. Carry out installations 4. Configure to receive and store data. 	Mid- year Review	
	Ensure all data and services employ scheduled automatic backups	Logs of scheduled backups are produced	<ol style="list-style-type: none"> 1. Identify data for backing up 2. Setup backup plan 3. Test backup 4. Schedule backup 5. Run backup 6. Check backup logs 	On-going task Mid-year	
	Ensure appropriate data flow from the regional network and outer stations both observation and seismic & volcano stations to the national data centre and vice versa with accurate data storage capacity	Data streams up to date and daily records	<ol style="list-style-type: none"> 1. Request regional network communication details (DNS Name, IP Addresses & Port #s) 2. Permit regional network details in the firewall 3. Check inbound data from regional network 4. Enter connection links details onto PRTG for 	On-going task Mid-year	

Activity	Output	Target	Action	Timeframe	Risk Measures
			monitoring purposes.		
	Update the observation instrument and ICT asset inventory	Observation equipment/instruments are registered in the instrument database	Register asset instruments for Weather and ICT into the Inventory and Instrument Database. Weekly checks on the database for updates of inventory asset.	4 th Quarter	
	Employ secure Internet support services	Firewall Policies tightened and documented.	-Examine each policy rule -Tighten the policy rule -Document the policy rule	On-going task Mid-year	
		DNS subscription services supported annually	-Receive invoice from Internet Service Provider for DNS subscription vmgd.gov.vu domain public domain -Make payment against invoice	On-going task Mid-year	
		SSL security certificate employed	-Seek quote for ssl certificates -Make purchase order for the approved & recommended quote -Implement ssl on websites hosted in VMGD data center.	On-going task Mid-year	
	Enhance the quality use of anti-spam, malware and anti-viruses' protection services	Install an enterprise version of anti-virus software	<ol style="list-style-type: none"> 1. Seek quote for enterprise version of anti-virus software 2. Make payment against approved quote 3. Download anti-virus software 4. Prepare server for installation 5. Install anti-virus software 6. Update anti-virus software Schedule system scan Deploy anti-virus software to client computers on the domain network 	1 st Quarter	

Activity	Output	Target	Action	Timeframe	Risk Measures
			7. Check scan logs, Produce report.		
		Anti-Viruses, anti-spams and malware applications employed and updated	-With the current anti-virus installed, -Security application subscription service supported annually Install anti-virus software on new PCs or laptops -Update anti-virus software -Run full system scan -Produce report	2 nd Quarter	
		Security application subscription service supported annually	-Receive invoice from supplier for FortiGate Firewall -Make purchase order against invoice	1 st Quarter	
	Data Quality Check	Automate data quality checks	1. Make assessment for data checks and produce report 2. Procure an automated system for data quality checks 3. Select supplier and make payment 4. Implement QC system. Test QC system	2 nd Quarter	
	Establishment of Backup-Warning Centre in Luganville.	ICT & Engineering works for setting up Replica of the Port Vila Warning Center in Luganville, Santo.	-Meet and Discuss as initial discussion in preparation for setup -Make survey where necessary for network communications and cabling in the office -Collect necessary quotations for hardware equipment -Make payment -Carry out installations -Produce report	Mid-year review	
	Website Administration: work with each divisions to discuss improvement of relevant divisions' services online	Website updated	Work with division staff for website updates to get updates for website 1. Check backup logs for	Mid-year	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<p>webserver is successful before making changes to the website</p> <ol style="list-style-type: none"> Update website accordingly Inform respective staffs accordingly. 		
	Manage and populate intranet site (portal) with department's or division's internal and appropriate information Additional Modules	Intranet fully operational and up-to-date	<ol style="list-style-type: none"> Work with division staff for website updates to get updates for intranet & portal Check backup logs for intranet is successful before making changes Update intranet/portal site accordingly Inform respective staffs accordingly. Procure additional modules 	Mid-year	
	Cloud-based infrastructure configuration, setup, and installation.	Physical Server equipment assessing and design	<ol style="list-style-type: none"> Carry out assessment on current physical server equipment Do and present design for cloud based environment submit report and recommendation 	Mid-year	
		Install server systems and apply cloud based setup	<ol style="list-style-type: none"> Carry out installations Test Submit report 	Mid-year	
Expand telecommunication coverage links from outer stations to VMGD Data centre.	Maintain and Support HF communications equipment and reception on each station. Complete installations for other stations.	HF Communications equipment is well maintained	<ol style="list-style-type: none"> Maintenance of 3 installed HF Radios: Bauerfield Meteo Station Whitegrass Meteo Station, Aneityum Meteo Station 	Mid-year	
		Install HF in 3 remaining Meteo Stations	Installations for: Nambatu HQ Forecast room, Sola Met, and Saratamata Met	Mid-year	
	Star Link communication	Star-link installations for	Planning		

Activity	Output	Target	Action	Timeframe	Risk Measures
		White grass, Aneityum, Lonorore, Namplontafo and sola met stations	Installation and testing		
	Polish HF communications reception on each station	Acquire HF communication equipment for all 6 Observation sites.	<ol style="list-style-type: none"> 1. Procure and Collect quotes for the recommended HF Radio equipment. 2. Process and submit payment 3. Once equipment is received 4. Make plans for HF installations on sites 5. Carry out the work on installation sites 	Mid-year	
	GTS MSS maintained	GTS MSS operates smoothly	<ol style="list-style-type: none"> 1. Monitor GTS MSS link daily 2. Check for any alerts on PRTG monitoring display 3. Attend to any alerts that's being flagged 1. Liaise with Japan ORE should there be any issues that needed their support. 	Mid-year	
	WIS 2 Implementation	Implement WIS 2 to run parallel with GTS	<ol style="list-style-type: none"> 1. Study WIS 2. Attend necessary training 3. Implement WIS 2 	On-going task	
	Work with the ISPs Technical team to ensure that the link to the outer station is functional	Monitor the link connections from VMGD domain network	<ol style="list-style-type: none"> 4. Monitor ISP communication links from outer stations in PRTG Monitoring system <p>-Attend to any alert flagged or failed connections -Report to & work with ISP Support to resolve</p>	4 th Quarter	
	Liaise with TRBR for updating VMGD's radio frequencies	Update and regulate Meteorology and Geohazards radio frequencies	<ol style="list-style-type: none"> 1. Make appointment with TRBR respective officer for Radio communications 	On-going task	

Activity	Output	Target	Action	Timeframe	Risk Measures
			2. Meet with TRBR respective officer 3. Update & regulated Meteorology Radio Frequencies 4. Document the information		
	Development of data portal and monitoring for Automatic River gauge (ICT & Climate)	a) Hydrological Database developed and integrated into existing ICT systems, and populate with river data b) Standard Operating Procedures and Manual developed c) Training of VMGD staff in database operations and data analysis d) Training of DoWR and VMGD staff in the use/functionality of the new CLEWS process	Work with Climate Division for Clide Database.	2 nd Quarter	
	Integration of data into CLEWS and for Water Sector EWS - Automatic River gauge (ICT & Forecast Div)	a) Integrate hydrological data/system and develop flood-based CLEWS b) Develop Standard Operating Manual and Procedures		3 rd Quarter	
	Integration of data into multi-sector CLEWS (Climate Div)	a) Integrate ocean observations into existing IT systems b) Develop Standard Operating Manual and Procedures	Get data from cloud - eagleio onto a landing server in VMGD Data Centre.	3 rd Quarter	

Activity	Output	Target	Action	Timeframe	Risk Measures
		c) Develop and link data to online tools, web platforms and CLEWS Apps for multi-sectoral users.			
	Integration of data into EWS (ICT& Forecast)	a) Radar database integrated into existing IT systems (MeteoFactor y and SmartMet). b) Establish new CIS and disseminate it via IT web portals, SMS and EWS Apps		3 rd Quarter	
Increase support and sustainability for <u>equipment infrastructure</u>	Weather instruments serviced, maintained and calibrated at the outer Met stations - manned & unmanned stations	a) Sensors calibrated - Meteorological instruments and Hydrological instruments	a) All sensors must be calibrated b) Develop checklist c) Carry out instrument calibration d) Submit calibration report	On-going task	
		Inspect outer Met stations maintenance done by Observer on site	-Update maintenance plan for servicing outer stations -Prepare Mission plan and budget breakdown -Carry out maintenance works -Submit report to management & archived to Clide DB	Quarterly: 1 st , 2 nd , 3 rd , 4 th	
		Inspect outer Met stations maintenance done by hired local contractors.	a) Facilitate contract signing between VMGD Director & new local contractor(s) b) Brief local contractor on maintenance works to be done at the station c) Fill up log book for maintenance works	Quarterly: 1 st , 2 nd , 3 rd , 4 th	

Activity	Output	Target	Action	Timeframe	Risk Measures
			d) Submit monthly maintenance works		
	Deliver Basic Maintenance Instrument training to outer station Observers on site	<ul style="list-style-type: none"> a) Update training documents b) Prepare & submit training plan Organize & Run training to Observers	<ul style="list-style-type: none"> a) Training materials/document produced b) Training plan documented & submitted c) Observers onsite received training Submit training report	4 th Quarter, Mid-year review	
	Hydrological instruments - river gauges and tide gauges are maintained and support	<ul style="list-style-type: none"> • Automatic River Gauges and Tide gauges are serviced and maintained 	<ul style="list-style-type: none"> a) Update maintenance plan for servicing and maintenance on gauges b) Prepare Mission plan and budget breakdown where necessary c) Carry out maintenance services works o) Submit maintenance report 	Quarterly: 1 st , 2 nd , 3 rd , 4 th	
	Upper Air station & Hydrogen Generator	<ul style="list-style-type: none"> a) Upper Air station shed well maintained b) Hydrogen generator is functioning • Water filtration is functioning 	<ul style="list-style-type: none"> a) Inspect the building at each visit b) Routine inspection and calibration on the hydrogen generator c) Routine inspection on the water filtration system l. Calibration report documented 	2 nd Quarter	
	Sunshine recorder deployment	3. Sunshine recorder deployment at some met stations	<ul style="list-style-type: none"> a) planning b) installation c) produced report 	3 rd quarter	
	Tsunami Sirens maintained or serviced quarterly.	4. Sirens are maintained serviced and tested	<ul style="list-style-type: none"> -Assist in carrying out maintenance works -Submit maintenance report 	On-going task	
	New standard engineering workshop - location at the gate entrance of the MoCC Compound	a) Standard engineering workshop renovated and is	<ul style="list-style-type: none"> 1. Finalize bidder for the local contract to do the building uplift 2. Building renovation 	midyear review	

Activity	Output	Target	Action	Timeframe	Risk Measures
		properly setup 5. Workshop is usable	complete and is ready for use; Submit report		
	Expanding Vanuatu's rainfall monitoring system. Installations for AWS and ARG in the remaining sites.	1. Assist in the installation of AWSs, ARiGs and ARGs	1. Planning 2. Shipping to proposed site 3. Installation and Reports submitted	Mid-year	
	Ensure safe electrical appliances/equipment installations and operations in VMGD buildings	2. Check power consumptions for the Server Room (DC) & the building	-Consumptions are being monitored daily -Load balance is noted -Necessary report can be submitted.	Mid-year review	
		3. Air conditions quarterly serviced with maintenance logs	a) Prepare maintenance plan for air conditions servicing b) Collect quotations for servicing works c) Carry out necessary works and Submit report	Mid-year	
		4. Lightings bi-annually serviced	a) Prepare maintenance plan for servicing lightings in the building b) Repair or replace damaged/faulty light bulbs, lightings c) Submit report.	Quarters: 1 st , 2 nd , 3 rd , 4 th	
	New Standby generator installation	5. Standby generator replaced and installed, is functioning	1. Received new standby generator 2. Carry out installation 3. Run tests 4. Prepare and submit maintenance plan b) Submit report	Mid-year	
	Existing standby generator maintenance	6. Carry out planned maintenance	1. Run checks and tests. 2. Confirm functioning and Submit report	Mid-year	
	Ensure all network/data	7. Network/Data Communicati	1. Update maintenance	Mid-year	

Activity	Output	Target	Action	Timeframe	Risk Measures
	communications devices, equipment, receivers & transceivers are regularly serviced & maintained.	ons devices, equipment, receivers, antennas are cleaned & maintained biannually	<ul style="list-style-type: none"> plan for servicing, & maintenance for communications receiver/antenna 2. Carry out service works on communication equipment 3. Do necessary tests and checks 4. Report any faulty parts that needs fixing/replacing 8. Produce/submit report. 		
	Installation of communication networks for River Gauges, Flood Warning Systems, and AWSs at the installation sites for data transmission to VMGD Data Centre.	Installation site is surveyed Network diagram is designed and communications network is setup and configured accordingly to diagram.	<ul style="list-style-type: none"> a) Survey installation site for comms network setup b) Design network diagram c) Confirm network comms devices and collect quotes d) Make payment e) Install equipment f) Test link and submit installation report. 	Mid-year Review	
	Upgrade of transmission hardware equipment for quite remote sites (Namplontafo AWS) in Santo improving data transmission	<ul style="list-style-type: none"> a) Installation site is surveyed 1. Network diagram is designed and communications network is setup and configured accordingly to diagram. 	<ul style="list-style-type: none"> a) Survey installation site for comms network setup b) Design network diagram c) Confirm network comms devices and collect quotes d) Procurement process e) Install equipment 1. Test link and submit installation report. 	4 th Quarter	
	Expanding Vanuatu's rainfall monitoring system. Installations for AWS in the remaining sites.	1. Port Resolution AWS installation	Planning, Installation and testing		
Multi-hazard Early Warning &	Ensure Geohazards Warning centre's operational	2. Geo-Hazards Warning Centre Operational	1. Monitor network connections for Warning Centre	Routine task - year review	

Activity	Output	Target	Action	Timeframe	Risk Measures
Monitoring systems	equipment is up and running		<ul style="list-style-type: none"> 1. Systems on PRTG 2. Attend to any faults or system access & availability flagged 3. Produce monthly report 		
	Maintain all seismic network connectivity.	3. Support maintenance for network connections for all seismic stations with in the Country.	<ul style="list-style-type: none"> 1. Receive report on any network connectivity issues or problems encountered 2. Attend to reported problems or requests Produce monthly report	Routine task - year review	
	Maintain and enhance regional seismic network connectivity	4. Regional seismic network/server well maintained	<ul style="list-style-type: none"> 1. Receive report on any issues or problems observed or received from operations staff 2. Attend to reported problems or request and Produce monthly report 	Routine task - year review	
	Maintain, MeteoFactory, Synergie systems	5. Maintenance report	<ul style="list-style-type: none"> 1. Daily routine to physically check server systems every morning and afternoon before leaving the office 2. Report any issues or problems observed or received from operations staff 3. Attend to reported problems or requests and Produce monthly report 	Routine task - year review	
	Ensure TC Module is maintained regularly and is fully operational during Cyclone Season	6. Maintenance report	<ul style="list-style-type: none"> 1. Daily checks on the system 2. Apply any upgrade or update when instructed 	Routine task - year review	

Activity	Output	Target	Action	Timeframe	Risk Measures
			<ul style="list-style-type: none"> 3. Carry out necessary system tests 4. Attend to fault reports received from Operations bench h) Submit report 		
	Equipment monitoring system in place to remotely monitor all instruments installed in the observatory sites.	<ul style="list-style-type: none"> a) Equipment monitoring system developed or installed 7. Interface system is made accessible to ICT & Eng staffs for monitoring purposes 	<ul style="list-style-type: none"> 1. Research this monitoring system. 2. Shop online for product: equipment monitoring tool (system) 1. Find suitable/recommended tool 2. Install, test and observe the product itself 3. Make final decision 4. Request for quote 5. Process purchase orders 6. Once payment is finalised and processed, 7. Activate the product and start using it and Produce report 		
ICT/Engr Management & Operations	Provision of contingency plans for VMGD response for power and communication failures	Revisit the plan and update where necessary		4 th Quarter	
	Update ICT/Engineering Operations Directive including all systems operations procedures	ICT/Engineering Operations Manual updated		4 th Quarter	
	Engage in the VMGD Business/corporate planning and annual budgeting	Plans developed, reports written, assets controlled and staffs well managed	<ul style="list-style-type: none"> 1. PSO & Senior staff member involved with the Manager in discussions of Business Plan and Budget 2. Prepare yearly/annually Business Plans and budget 	4 th Quarter	

Activity	Output	Target	Action	Timeframe	Risk Measures
			3. Document the discussions, plans and budget		
	Report annually and bi-annually on the ICT/Engineering operations and achievements	Reports compiled	-Write up reports and submit to Manager -Manger compile divisional report and submit as division report	4 th Quarter	
	Assess staffs through staffs appraisal	Appraisal submitted	1.	4 th Quarter	
	Control the ICT and equipment assets	Equipment inventory checked and updated bi-annually	2.	4 th Quarter	
	Ensure the ICT/Engineering business plan is well implemented within means and timeframe	ICT/Engineering Business plan well implemented, annual report	3.	4 th Quarter	
	QMS documents updated, tested and verified	ICT/Eng. QMS documents updated and made available	1. Go through the QMS documents 2. Make any necessary updates 3. Send to senior ICT/Eng staffs for feedbacks 4. Save according to required File Naming Standards 4. Make it available for everyone to access	1 st Quarter	
	Monitoring systems manual developed	Manual document made available	Manager & PSOs to check and compile the documents Store and make it available, easy to access by authorised staff.	4 th Quarter	
	ICT/Engineering staff's capacity building in areas of the staff's work responsibility.	Training gained and report produce	Manager and PSOs to make sure necessary Training needs are captured and facilitate training request process Report submitted	4 th Quarter	
		Address technicians capacity building in collaboration with Aid Donors	ICT and Engineering Technicians capacity gaps addressed, training reports	4 th Quarter	

Activity	Output	Target	Action	Timeframe	Risk Measures
	Workshops, Conferences, Seminars	Report produced	Attend workshops, conferences or seminars by invitation Submit report	4 th Quarter	
	AWS and ARG spare sensors procuring	a) Acquire quotations from supplies overseas Approve quotations and submit for payment process	1. VAT-free quotations for all spares collected 2. Quotations assessed and approved for payment 3. Prepare LPO requisition or follow project payment process.	Mid-year Review	
	Test and deploy communication link devices immediately when required.	1. a). Assessment reports	1. Check communication link devices and connections 2. Inform or communication with ISPs (OGCIO, Vodafone & Digicel) for any outages 3. Work with ISPs to restore communication link 4. Check and test devices and links when connection link is restored 1. Produce communication assessment report	4 th Quarter	
	Test and deploy instruments / sensors immediately when required	2. a). Assessment reports	1. Check instrument/sensor inventory availability 2. Check instrument/sensor for functionality 3. Test instrument/sensor is functioning in its full capacity 4. Deploy suitable and necessary instrument /sensor immediately 5. Produce instrument/senso	4 th Quarter	

Activity	Output	Target	Action	Timeframe	Risk Measures
			r assessment report		
	Radar Land acquisition and ground preparations	a) Site clearing & proper secure the property b) Proper tar seal road and drainage system c) Water catchment installed d) Communications (Fibre optic) and wireless procured e) Upgrade of single phase to 3 phase 100amps 3.	1. 4 th night follow up with Land's acquiring officer 2. Liaise with MIPU 3. Submit updated quote from UNELCO to Finance Manager 4. Installation site clearing and compacting completed 5. Seek funding for proper tar seal road with proper drainage system 6. Seek funding for the whole land clearing and installing security fencing. 7. Report Produced		
Disaster Responses	Carry out Station Assessment.	Assessment Reports	-Attend to station site affected and do assessment -Produce and submit report	4 th Quarter	
	Deploy and Install	Weather Instrument	1. Prepare necessary weather instrument 2. Check and test equipment is functioning and ready for deployment 3. Install on assessment site 4. Check data is collected, transmitted and received at data center	4 th Quarter	

Activity	Output	Target	Action	Timeframe	Risk Measures
			5. submit report		
		ICT & Network Devices	<ol style="list-style-type: none"> 1. Prepare necessary ICT and or Network equipment 2. Check and test equipment is functioning and ready for installation 3. Install on assessment site 4. Check equipment working and all no issues encountered, Submit report 	4 th Quarter	
	Check, Test and Install communication link devices immediately when required.	a). Assessment reports	<ol style="list-style-type: none"> 1. Check communication link devices and connections 2. Inform or communication with ISPs (OGCIO, Vodafone & Digicel) for any outages 3. Work with ISPs to restore communication link 4. Check and test devices and links when connection link is restored 6. Submit assessment report 	4 th Quarter	

Human Resource Operational Plan

Below is a summary of the key actions required during the year in terms of human resource management.

All of the indicators below should correspond to data contained (in more detail) to the overall Ministry Human Resource Development Plan.

Table 1: detail of total staff in the Ministry

Department	Total Positions (Approved Structure)	Permanent	Vacant Position	Projects/Contract	Intern	Total Employees
VMGD	85	55	30	7	2	64
CSU	22	22	0	2	2	26
DoCC	8	7	1	43	2	42
DEPC	19	14	5	11	2	27
DoE	21	15	6	1	1	16
NGEF	10	7	3	0	0	7
NDMO	21	15	6	0	0	15
Total MoCC	186	135	51	64	9	213

Table 2: Priority vacant post approved in the structure to be advertised

Position Title	Post No	Salary Scale	%	Salary	Allowances	VNPF	Total
National Disaster Management Office							
Senior PR information management officer	17006981	PS 5.5	100%	1,755,200	481,750	75,078	2,312,028
Senior Training & Awareness Officer	17006982	PS 5.5	100%	1,755,200	481,750	75,078	2,312,028
Assistant Finance & Administration Officer	17006987	PS 4.1	100%	1,195,500	481,750	52,690	1,729,940
Shefa Provincial Disaster Officer	17006994	PS 4.1	100%	1,094,600	483,834	48,737	1,627,171
Department of Energy							
Finance & Administration Officer	xxxx	PS 4.1	100%	1,195,500	563,900	55,976	1,815,376
Communications Officer	xxxx	PS 4.1	100%	1,195,500	563,900	55,976	1,815,376
Manager Finance & Admin	xxxx	PS 7.3	100%	2,393,800	611,700	105,820	3,111,320
Department of Environmental Protection & Conservation							
1st Intern Environment Protection	xxxx	PS 1.6	100%	731,100	-	28,924	760,024
Intern Sanma	xxxx	PS 1.6	100%	731,100	-	28,924	760,024
2nd intern Environment Protection	xxxx	PS 1.6	100%	731,100	-	28,924	760,024
Intern Compliance	xxxx	PS 1.6	100%	731,100	-	28,924	760,024
Admin & Finance Officer	xxxx	PS 4.2	100%	1,243,400	-	49,738	1,293,138
EIA Officer	xxxx	PS 5.1	100%	1,513,100	516,000	66,764	2,095,864
Senior Admin Finance & Support Service	xxxx	PS 5.4	100%	1,694,700	516,000	74,028	2,284,728
Senior Engineer	xxxx	PS 6.1	100%	1,906,500	516,000	82,500	2,505,000
Principal EIA	xxxx	PS 6.4	100%	2,106,500	516,000	90,500	2,713,000
Vanuatu Meteorology & Corporate Service Section							
Deputy Director	6801	DIR 1.1	100%	3,968,600	329,000	160,664	4,458,264
Communications & Public Relations Officer	6837	PS 5.1	100%	1,513,100	409,000	62,444	1,984,544

Executive Assistant	6838	PS 2.6	100%	944,600	329,000	39,704	1,313,304
Forecaster	6847	PS 5.2	100%	1,573,600	361,000	62,944	1,997,544
Climatologist, Data Analyst, Homogenisat	6852	PS 4.4	100%	1,345,000	329,000	55,720	1,729,720
Climatologist (Rainfall Network)	6854	PS 4.4	100%	1,345,000	329,000	55,720	1,729,720
Senior Observer-Lamap	6864	PS 4.6	100%	1,434,600	409,000	59,304	1,902,904
Senior Meteo Officer (Analcheuet)	6865	PS 4.6	100%	1,434,600	409,000	59,304	1,902,904
Weather OBSERVER	6875	PS 3.4	100%	1,094,600	329,000	45,704	1,469,304
Rainfall Collectors	xxxx		100%	-	6,048,000	241,920	6,289,920
Geo-hazard Unit							
Finance & Admin Officer	xxxx	PS 5.1	100%	1,513,100	587,232	68,012	2,168,344
Director Geo Hazards Dept	xxxx	DIR 1.2	100%	4,682,900	900,000	199,316	5,782,216
Office of the Director General							
3 Cadets	xxxx	PS 1.6	100%	732,100	-	28,924	761,024
Intern Compliance	xxxx	PS 1.6	100%	732,100	-	28,924	761,024
Security	xxxx	PS 1.6	100%	732,100	-	28,924	761,024
Filing Clerk 1	xxxx	PS 2.2	100%	791,100	-	31,644	822,744
DG Position	xxxx	DG 2.1	100%	5,989,600	870000	245,584	7,105,184
National Advisory Boad							
NAB intern	xxxx	PS 6.1	100%	732,100	-	28,924	761,024
Department of Climate Change							
Senior Officer (Procurement & Contracts)	75007025	PS 5.5	100%	1,755,200	40800	72,128	1,868,128

Table 3: Staff on long-term study leave

Position	Name	Allowances	Area of scholarship
Manager Climate services	Allan Rairai	50% salary cut	PHD- Environmental science
Logistics officer	Rihana Brown	Full salary (first year this year)	Bachelor degree in Information Management
Dan Tari	Scientific officer(seismology)	50% salary cut	Masters of environmental science technology in applied chemistry and chemical engineering
Anna belle Alie	Pollution control officer	50% cut	Masters' environmental science
Ionie Bolenga	Principal Waste control officer	50% cut	Masters in Environmental science
Mathew Tasale	Manager electrification	50%cut	Masters in electrification
Mike Waiwai	Director	50%cut	Masters in climate change diplomacy
Reedly Tari	Executive officer	50% cut	Masters in Climate Change

Meteo Dep	75DF	MGC A	83,345	83,345	83,345	83,345	83,345	83,345	83,345	83,345	83,345	83,345	83,345	83,205
Meteo Dep	75DG	MGC A	83,331	83,331	83,331	83,331	83,331	83,331	83,331	83,331	83,331	83,331	83,331	83,359
Cabinet	86AA	MGA A	2,712,746	7,712,743	4,075,393	2,712,746	3,661,716	2,712,746	6,571,079	2,571,079	2,482,017	2,482,017	2,482,017	0
CSU	87AA	MGB A	25,792,109	8,204,275	3,148,761	4,878,262	1,410,560	1,093,262	793,262	703,262	1,003,262	666,595	427,729	0
CSU	87BB	MGB B	686,151	749,487	851,049	855,049	855,049	957,198	1,861,313	1,957,831	907,831	960,611	960,611	0
Dept of Climate Change	98AA	MGH A	126,907	126,907	126,907	5,126,907	126,907	126,907	126,907	126,907	126,907	126,907	126,907	126,904
Dept of Climate Change	98BA	MGH A	97,998	97,998	97,998	97,998	97,998	97,998	97,998	97,998	5,097,998	97,998	97,998	98,022
Dept of Climate Change	98BC	MGH A	103,667	103,667	103,667	103,667	103,667	103,667	103,667	103,667	103,667	103,667	103,667	103,663
Total			74,933,964	60,376,340	56,627,051	60,356,564	48,844,658	46,325,010	52,552,162	46,821,505	53,860,770	46,444,991	46,001,691	84,313,380

Note that the 2025 ministry's cash flow is only operational recurrent and does not include NPP and other support funds.

Procurement Plan

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Trade-in of G110 & G1202	Services	RFQ	8,548,606
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Office chairs, Cupboard, Filling cabinet- Main office- Port Vila	Goods	RFQ	2,000,000
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Office chairs, Cupboard, Filling cabinet, Office desk- Santo Office	Goods	RFQ	5,000,000
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Back up Generator-Santo Office	Goods	RFQ	7,000,000
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Administration utilities-Santo Office	Services	RFQ	3,000,000
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Warning Centre and conference room Equipments-Santo Office	Services	RFQ	3,000,000
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Server, Computers, Monitors, UPS-Santo Office	Goods	RFQ	8,000,000
4 = Don	Meteo & Geohazards Dept- Fund Pacific (Geo)	750	MGCA	75DA	Volcano seismic equipments, shelter construction and logistics	Goods	RFQ	7,002,075
2 = Gov	Meteo & Geohazards Dept	750	MGCA	75DA	Road access to Radar Site	Services	RFQ	8,000,000
4 = Don	Meteo & Geohazards Dept- VANKIRAP PROJECT	750	MGCA	75DA	Sofar Bouy (x4)	Goods	SO	1,200,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
2	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Vehicule (Trade Inn)	Goods	RFQ	2,000,000
2	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Small Island Awareness	Services	RFQ	5,000,000
2	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Climate Change Symposium	Services	RFQ	5,000,000
2	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Coconut oil generator	Goods	RFT	100,000,000
2	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Solar Mini Grid	Goods	RFT	120,000,000
2	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Feasibility Study	Services	RFT	10,000,000
2	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Protecting plan genetic	Goods	RFT	81,000,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	International Protected Area Planning Specialist	Services	RFT	14,760,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Specialist inputs on endangered species management	Services	RFQ	7,666,566
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel for PA & Environment and Fisheries team	Services	RFQ	3,260,730

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Firm to conduct BIORAP assessment	Services	RFQ	9,682,954
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel for PA & Environment and Fisheries team	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Shipment of FADs to project sites	Services	RFQ	1,677,351
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Awareness raising and Knowledge management materials	Services	RFQ	1,230,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Conduct Baseline survey for 3 Area councils	Services	RFQ	2,870,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	SLM Specialist	Services	RFQ	1,033,815
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel to Conduct and degradation assessment on 3 sites	Services	RFQ	1,033,815
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Community meeting and training on land degradation	Services	RFQ	1,453,368
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Purchase of drone	Goods	RFQ	1,599,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Purchase of Satellite Imagery	Goods	RFQ	4,305,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Purchase of materials for 10 community nurseries	Goods	RFQ	3,075,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Specialist inputs in forestry and SLM specialist areas	Services	RFQ	7,380,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel to 4 project sites and shipment of climate-smart	Services	RFQ	1,394,820
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Climate smart model farm training	Services	RFQ	1,476,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Independent consultant to conduct the Environmental	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Independent consultant to conduct strategic	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Independent Consultant to develop and establish the	Services	RFQ	4,182,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel to SEA and Safeguard Specialist	Services	RFQ	1,328,400
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	DWSSP Training for 5 Area Councils	Services	RFQ	9,348,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Community Water Supply construction materials	Goods /Services	RFT	42,435,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Plumber Training Tools and Training for West Coast santo	Services	RFQ	1,951,272
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel - Flight	Services	RFQ	3,197,754
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Foothpath on Futuna Island	Works	RFQ	4,099,959
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Installation of PV Solar electricity systems	Services	RFQ	7,380,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Specialist Inputs /Infrastructure and Water	Services	RFQ	7,380,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Tracking tools update - Consultant	Services	RFQ	1,230,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Installation of AWS equipment at 6 project sites	Services	RFQ	22,070,242
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	AWS Accessories, solar power, mast and tools for 6 Project sites	Goods	RFQ	7,803,218
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Shipment and Transportation of AWS materials to the 6 projet sites	Services	RFQ	3,229,760
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel to support VMGD staff for installation of AWS at 6 Project sites	Services	RFQ	4,920,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel to support VMGD staff for installation of spare	Services	RFQ	1,377,600
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Supply of HF radio for 7 weather observation sites	Goods	RFQ	2,583,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel for the installation of HF radios and live feed	Services	RFQ	1,377,600
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Procurement of central data collection system	Services	RFQ	3,690,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Installation ARG equipment at 6 project sites	Services	RFT	15,507,805
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel to support VMGD staff for the installation of ARG	Services	RFQ	1,660,500
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Refurbishment of VMGD Laboratory	Goods / Services	RFQ	1,442,931
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Procurement of flood warning and integrated system	Goods	RFQ	3,690,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Refurbishment and installation of TV weather station	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Refurbishment of Early Warning Back up Center	Services	RFT	28,290,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Community CC planning - Local Governance Specialist	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel to the 5 focal Area Council and Provincial officers	Services	RFQ	2,214,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Conduct Workshop, Meeting and consultation at the	Services	RFQ	2,952,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Governance Specialist	Services	RFQ	1,845,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	National Training courses on Cummunity Approaches	Services	RFQ	1,230,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Travel for National Training Courses	Services	RFQ	1,476,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Community Engagement Specialist	Services	RFQ	1,476,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Facilitate community consultative meeting on the	Services	RFQ	1,107,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Local Consultant undertake review of Meteorology	Services	RFQ	1,230,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Recruitment of community PA planning Specialist	Services	RFQ	2,460,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Support Consultations at Provincial and Area council	Services	RFQ	1,107,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	National Validation workshop to review EPC Act-Co	Services	RFQ	1,230,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Analysis specialist - database Establishmnet	Services	RFQ	1,230,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Community Profiling GIS and Database Analyst	Services	RFQ	1,230,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Planning Specialist	Services	RFQ	6,150,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Recrutement of Species strategies specialist	Services	RFQ	1,771,200
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Local Governance Specialist	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Community Engagement Specialist	Services	RFQ	1,771,200
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Community Specialist	Services	RFQ	1,845,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Awareness and Training Specialist	Services	RFQ	1,476,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Participation in UNFCCC COP 30	Services	RFQ	7,380,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Mid-term Review consultant	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	Mid-term Review consultant	Services	RFQ	2,460,000
4	DPT of Climate Change - Complex Procurement - 2025	980	MGHA	98AA	UNDP Direct project cost for identification/recruitment of	Services	RFQ	1,537,500
4	Dept of climate change(DLA)	870	MGBA	87AA	Starlink	goods	RFT	45,675,000
4	DPT Climate change,DLA	870	MGBA	87AA	Starlink	goods	RFQ	8,146,332
4	Climate Change ,DLA	870	MGBA	87AA	Bulding materials	goods	RFQ	2,131,121
4	Climate Change ,DLA	870	MGBA	87AA	Bulding materials	goods	RFQ	8,136,275
4	Climate Change ,DARD	870	MGBA	87AA	Agricultural tools	goods	RFT	13,719,781
4 = Don	DPT Climate Change ,DLA	870	MGBA	87AA	Bulding materials	Goods	RFQ	1,65,560
4 = Don	DPT Climate change ,DLA	870	MGBA	87AA	Bulding materials	Goods	RFQ	4,068,137
4 = Don	DPT Climate change ,DARD	870	MGBA	87AA	Agricultural tools Kits	Goods	RFQ	6,859,890
4 = Don	DPT Climate change ,DLA	870	MGBA	87AA	Bulding materials	Goods	RFQ	2,514,300
4 = Don	DPT Climate Change ,DLA	870	MGBA	87AA	Area council Nurseries	Goods	RFQ	3,196,681
4 = Don	DPT Climate change ,DLA	870	MGBA	87AA	Community nurseries and demo plots	Goods	RFT-S	12,204,412
4 = Don	Climate Change ,DARD	870	MGBA	87AA	Agricultural tools Kits	Goods	RFT-S	19,893,682
4 = Don	Climate change, DARD	870	MGBA	87AA	Area council Nurseries	Goods	RFQ	3,196,681
4 = Don	DPT Climate Change ,DARD	870	MGBA	87AA	Community nurseries and demo plots	Goods	RFT-S	12,204,412
4 = Don	DPT Climate change DARD	870	MGBA	87AA	Agricultural Tool Kits	Goods	RFT-S	19,893,682

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4 = Don	DPT Climate change ,SCV	870	MGBA	87AA	Production of Training Materials	Services	RFQ	1,106,250
4 = Don	DPT Climate change ,DLA	870	MGBA	87AA	Community Education Activities	Services	RFQ	2,565,720
4 = Don	DPT Climate change DARD	870	MGBA	87AA	School plots	Goods	RFQ	6,780,229
4 = Don	DPT Climate change ,DLA	870	MGBA	87AA	Community Education Activities	Services	RFQ	1,583,104
4 = Don	DPT Climate change DLA	870	MGBA	87AA	Community Education Activities	Services	RFQ	237,656
4 = Don	DPT Climate change ,DARD	870	MGBA	87AA	Procurement of solar Freezers	Goods	RFT-S	152,336,408
4 = Don	DPT Climate change ,DARD	870	MGBA	87AA	procurement of solar dryers	Goods	RFT-S	30,684,517
4 = Don	DPT Climate change ,DARD	870	MGBA	87AA	Instillation of Equipment (nat-AC)	Goods	RFQ	6,554,520
4 = Don	DPT Climate change ,DARD	870	MGBA	87AA	Installation of Equipment (NAT-AC Communities)	Goods	RFT-S	10,182,915
4 = Don	DPT Climate change ,SCV	870	MGBA	87AA	Production of Training Materials	Goods	RFQ	1,106,250
4 = Don	DPT Climate Change ,DLA	870	MGBA	87AA	Community Engagement Activities	Services	RFQ	158,104
4 = Don	DPT Climate change ,DLA	870	MGBA	87AA	Community Engagement Activities	Services	RFQ	1,583,104
4 = Don	DPT Climate change DLA	870	MGBA	87AA	Area council officer support costs	Goods	RFT-S	11,670,978
4 = Don	DPT Climate change	870	MGBA	87AA	Project visits from high level government officials	Services	RFQ	146,160
4 = Don	DPT SCV	870	MGBA	87AA	Laptop internet cost	Goods	RFQ	936,360

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4 = Don	Dept of Environment	640	MGEA	640-1	Hire consultant to identify gaps in existing data knowledge systems, and institutional monitoring frameworks for biodiversity status and trends, aligning with NBSAP and GBF targets. And to Develop a plan to strengthen national monitoring systems in response to updated targets, GBF, and its monitoring framework. Include initial costing and sequencing of investment support. The plan should take into account the region's and country's existing database(s) on biodiversity, budgeting, and M&E systems, including the national reporting system developed by the CBD	Consultant service	RFQ	2,000,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
4 = Don	Dept of Environment	640	MGEA	640-1	Hire consultant to Conduct a rapid review of existing national policies and policy instruments (e.g. legislation) related to biodiversity and/or the goals and targets of the GBF and assess their alignment with the GBF and the NBSAP. And to develop prioritized action plan for greater policy coherence and for early implementation related to policy and institutional alignment exercises.			2,000,000
4 = Don	Dept of Environment	640	MGEA	640-1	Hire consultant to review biodiversity expenditure, estimate cost for GBF-related Actions, review biodiversity-harmful subsidies and developed finance Action Plan	Consultant service	RFQ	2,000,000
4 = Don	Dept of Environment	640	MGEA	640-1	Special skills allowance for the EAS project core team (6 members, estimate 500,000Vt per person)	Special skills allowance		3,000,000
2 = Gov	Dept of Energy		MGDA	6302	Schedule No. 1 Plant and Mandatory Spare Parts - Payment 1 (10%)	Works	RFT-S	11,597

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
2 = Gov	Dept of Energy		MGDA	6302	Schedule No. 1 Plant and Mandatory Spare Parts - Payment 2 (50%)	Works	RFT-S	1,056,454
2 = Gov	Dept of Energy		MGDA	6302	Schedule No. 1 Plant and Mandatory Spare Parts - Payment 3 (30%)	Works	RFT-S	633,872
2 = Gov	Dept of Energy		MGDA	6302	Schedule No. 1 Plant and Mandatory Spare Parts - Payment 4 (5%)	Works	RFT-S	105,645
2 = Gov	Dept of Energy		MGDA	6302	Schedule No. 1 Plant and Mandatory Spare Parts - Payment 5 (5%)	Works	RFT-S	106,645
2 = Gov	Dept of Energy		MGDA	6302	Schedule No. 2 Design Services - Payment 2 (90%)	Works	RFT-S	51,762
2 = Gov	Dept of Energy		MGDA	6302	Schedule No. 2 Design Services - Payment 2 (90%)	Works	RFT-S	12,940
2 = Gov	Dept of Energy		MGDA	6302	Schedule No.3 Installation and Other Services - Payment 1 (10%)	Works	RFT-S	1,361
2 = Gov	Dept of Energy		MGDA	6302	Schedule No.3 Installation and Other Services - Payment 2 (80%)	Works	RFT-S	217,314
2 = Gov	Dept of Energy		MGDA	6302	Schedule No.3 Installation and Other Services - Payment 2 (80%)	Works	RFT-S	556,269
2 = Gov	Dept of Energy		MGDA	6302	Schedule No.3 Installation and Other Services - Payment 2 (80%)	Works	RFT-S	100,000

Fund	Dept	Program	Activity	Cost Centre	Description of Purchase	Contract Type	Procurement Type	Procurement Value (VT)
2 = Gov	Dept of Energy		MGDA	6302	Schedule No.3 Installation and Other Services - Payment 3 (5%)	Services	RFT-S	54,599
2 = Gov	Dept of Energy		MGDA	6302	Schedule No.3 Installation and Other Services - Payment 4 (5%)	Services	RFT-S	54,599
2 = Gov	Dept of Energy		MGDA	6302	Contingency	Services	RFT-S	199,698

Assistance

If you have quires regarding the Ministry's Business Plan, contact the Executive Officer of the MoCC or visit main office at Nambatu Area, Lini High Way, Contact: 22068.