



# NATIONAL DISASTER MANAGEMENT OFFICE

## ANNUAL BUSINESS PLAN



January 2017



## FOREWARD AND APPROVAL

The Republic of Vanuatu geographical location in the “South West Pacific Ring Of Fire” and “South Pacific Cyclone Belt”, it has very high level of exposure and vulnerability to diverse natural hazards and man-made hazards. Frequent and seasonal hazards include tropical cyclones, earthquakes, volcanic activities, Tsunami, drought, flooding and climate change impacts.

The United Nation contacted a survey in 2011 using exposure indicators to determine level of risk for each country. Exposure indicators in the report ranked Vanuatu one of the most prone to natural and man-made hazards in the world<sup>1</sup>. The vulnerability to these varying degrees of hazards brings a lot of challenges to both economic and social development efforts and livelihood.

The National Disaster Management Office (NDMO) a mandated Vanuatu Government department under the National Disaster Act (Cap 267) with the task of coordinating responses to natural and man-made emergency and disaster events. This yearly business plan is a joint effort by all staff to work together and prepare it for implementation in 2017. The plan aims at addressing disaster risk management and climate change. The plan outlines priority activities which are to be carried-out this year.

The implementation of this Business Plan will need the support of the Vanuatu Government, Ministry of Climate Change, Line Government agencies, Provincial Governments, Development Partners, the Vanuatu Humanitarian Team network, the private sector and communities throughout Vanuatu working with the NDMO to address disaster risk management (DRM) and climate change adaptation (CCA) programs and activities. The NDMO relies the continuous support of all stake holders from national down to community members.

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DIRECTOR



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## 1. Executive Summary

The National Disaster Management Office (NDMO) strategic planning process and business plan has incorporated global, regional and national documents. It is guided with direction of the Ministry of Climate Change and Public Service Commission Annual Business Plans processes. The plan is developed to carry out national government priorities and goals as reflected in the Sendai Framework, the Framework for Resilient Development in the Pacific, 2016-2020 National Sustainable Development Plan, Ministry of Climate Change Corporate Plan, Disaster Risk Reduction and Climate Change Policy and NDMO Strategic Plan 2016 – 2020 and other National policies.

The annual business planning process gives the NDMO Staff the opportunity to step back and evaluate external environment and internal processes, and adjust vision, service levels, and programs in the context of the NDMO Strategic Plan and financial planning. The Business Plan and associated individual NDMO Public Service Commission (PSC) staff plans provide a comprehensive overview of how and where the department plans to allocate resources to provide good value to Vanuatu citizens in a disciplined, coordinated and transparent way. A significant focus of this plan is on maintaining existing services, including replacing and improving our service delivery to provinces and people at the community level.

The costs of delivering programs and services such as awareness, trainings, and relief coordination during emergencies tend to increase over time. This process depletes large portions of recurrent operational budget for the NDMO to both budgeted activities on ad hoc responses to unbudgeted emergencies.

Expenditures for items such as stationary, IT replacement and new equipment's, travel costs, workshops/meetings and fuel cost are both high at the National and Provincial levels. The department has limited budget to cover the costs for all the services it provides. A significant portion of the department allocated budget does not increase at the same rate as expenditures. That means the department must rigorously pursue cost efficiencies and find effective ways to deliver services.

The 2017 business planning process engaged staff and challenged them to bring forward their best thinking on how to strike a balance between meeting service expectations and achieving fiscal restraint, as outlined in the department Strategy Plan for 2016 - 2020. This is an exciting, but demanding time, and staffs remains flexible to adjust their plans in any way that serves the interests of people better.



## 2. The Role of the Business Plan

The Ministry Corporate Plan, and the Departmental strategy plan, is a series of documents that bridge the Business Plan with day-to-day work plans and budgets. It allows the department to look ahead, focus on key activities, allocate resources, prepare for opportunities and risks, and set priorities accordingly. Most important, the Business Plans ensure that all Departments are moving in the same direction.

Departments prepare Business Plans which have two primary purposes:

- A planning tool to achieve the objectives of Ministry in an organized and efficient manner.
- A communication tool to solicit Ministry feedback and direction on service delivery so that we clearly understand and meet their expectations; and

Every year difficult decisions have to be made around which initiatives to fund, what the appropriate service levels should be and to chart the immediate direction of the organization through the Business Plans. The ultimate goal of this process is always to be cognizant of the long-term viability of the department, to spend public funds wisely, and to maintain the quality of life for all of our citizens during disaster events.

When deliberating business plans and budgets, departments must constantly weigh different National down to community level needs. Increases in service levels must be matched by corresponding allocated budget. By Financial regulation, the department cannot spend more funds than the approved recurrent budget ceiling, and even the department does not have the financial resources or the organizational capacity to do everything at once.

Therefore, choices need to be made on service levels and allocation of budget and this is decided through the business planning process. While this is a challenge, it also presents an opportunity for the organization to become more resilient, to improve, and to do business differently where efficiencies can be achieved.



### 3. Reporting Structure





## 4. Objectives

The Department has a Strategic Plan for 2016-2020 and also the Ministry Corporate Plan, which sets the direction and priorities for how we will spend public funds for that period. This plan aligning priorities with the 2016 - 2020 Strategic Plan and the Ministry's Corporate Plan 2016-2018.

The National Disaster Management Office must prepare and respond to community needs, manage its finances, maintain its assets, and build capacity in terms of resources at both National and Provincial level. Careful Departmental planning and budgeting is required to deliver this sustainably, with a very small number of resources.

The strategy focuses on four main objectives:

**Objective 1:** Strengthen the NDMO governance framework through reporting /M&E, planning, budgeting, legislation, policy and procedures and by advocacy for DRM & CC mainstreaming.

**Objective 2:** Improve Disaster Risk Management (DRM) coordination arrangements with all stakeholders at regional, national, provincial and community levels through advocacy, training and awareness program.

**Objective 3:** Enhance Disaster Risk Management (DRM) operations preparedness, response and recovery for a safer, secure & resilient Vanuatu.

**Objective 4:** Facilitate harmonization and mainstreaming to promote coherence between Disaster Risk Management including Climate Change approaches, systems, programs and stakeholders involved in development (preparedness, response & recovery)

This Departments national strategy and priorities serve as the foundation for developing annual business plans and budgets that guide how we will deliver programs and services to our citizens in 2017.



## 5. Vision Statement

Vision Statement of the National Climate Change Adaption and Disaster Risk Reduction Policy:

Vanuatu is a resilient community, Environment and economy'.

Vision Statement of Ministry of Climate Change Corporate Plan:

Promote a resilient, sustainable, safe and informed Vanuatu.

Vision Statement of the National Disaster Management Office:

Communities are strong and resilient against different negative impacts of disasters occurring in the country.



## 6. Mission Statement

The NDMO works to achieve its Vision by being:

*'The National emergencies and disasters coordination agency to improve its coordination mechanism and building strong capability through establishment of strong partnership with line government agencies ,donors partners, UN Agencies and Civil Society organizations in country and the region to continue to safe live and property of all populations;.*

- a) Effective coordination of responses to emergencies and disasters;
- b) Strengthening disaster and climate change Network at National, Provincial and community level;
- c) Advocate to Mainstream DRR and CCA programs and activities into other sector plans, policy and budget;
- d) Inform community and partners at all layers on hazards and risk for safer development planning program;
- e) To ensure effective and reliable communication networks and linkages amongst all partners at the national, provincial and at community level;
- f) Facilitate capacity building on DRM and CCA at all levels.



## 7. Principles

Department emphasis on cost containment together with modest short term growth forecasts has been reflected in the conservative approach taken to planning and budgeting for 2017. The following principles were applied to the development of the 2017 business plans and budgets:

- i. **Coordination:** organizing and assisting people to work together using shared resources and capacities for DRM and CCA to implement activities mention in the business plan;
- ii. **Accountability:** maintain the integrity of the department by ensuring culturally acceptable provision of services through proper uses of allocated budget ;
- iii. **Transparency:** Operating openly for others to see and to enable effective good relationship among our partners and increased participation in all aspect of the planning and implementation of the activities;
- iv. **Partnership:** working together with other responsible humanitarian actors including government, private ,donors funded projects and civil society organizations to implement priority activities highlighted in the business plan ;
- v. **Inclusiveness:** To encourage greater participation of all groupings in all aspect of interventions thus advocate for gender equity and equality;
- vi. **Sustainability:** Making sure that program and activities continues into the future; and adequate budgets is allocated for continuation of the activities ;
- vii. **Equity:** maintain the principle of neutrality and impartiality and upholding the dignity of all the people we serve;
- viii. **SMART:** Specific Measurable Achievable Realistic Timeframe (SMART).



## 8. Budget

These Business Plan and Budget have been fully integrated with the objective of laying out information in a transparent manner to allow the ministry and interested stakeholders the opportunity to understand how the allocated budget is spent.

The Department business planning process ensures resources and budget are allocated to the various programs and tied to clear and achievable activities. The business planning and budgeting process is transparent and provides the Ministry and donor with information on how department funds are used. It allows for accountability in service delivery, while maintaining a focus on long term sustainability.

**Table 1: NDMO Operational budget for 2017**

| Operation Budget for 2017        |            |                  |
|----------------------------------|------------|------------------|
| Subsistence Allowances           |            | 800000           |
| Vehicles Fuel                    |            | 600000           |
| Transport - Freight              |            | 80,000           |
| Vehicles Hire                    |            | 300,000          |
| Office Cleaning                  |            | 200,000          |
| Advertising - Communications     |            | 130,000          |
| Postage - Communications         |            | 40,000           |
| Printing - Communications        |            | 500,000          |
| Stationery - Communications      |            | 500,000          |
| Telephone / Fax - Communications |            | 1,000,000        |
| Office Rental                    |            | 120,000          |
| Official Entertainment           |            | 100,000          |
| Buildings Repairs & Maintenance  |            | 200,000          |
| Vehicles Repairs & Maintenance   |            | 500,000          |
| Rations Suppliers                |            | 42,904           |
| Local Travel                     |            | 600,000          |
| Electricity Utilities            |            | 1,200,000        |
| Equipment - Computer             |            | 100,000          |
| <b>TOTAL BUDGET</b>              | <b>VUV</b> | <b>7,013,904</b> |



## ***8.1 Financial Planning***

The recurrent budget allocated for department annual operation is very small to meet all the activities stipulated in the strategy plan and this annual business plan. For the department to fill in the gaps, this business plan will help each section to draw their budgets and implementation plan to help the department to seek external support.

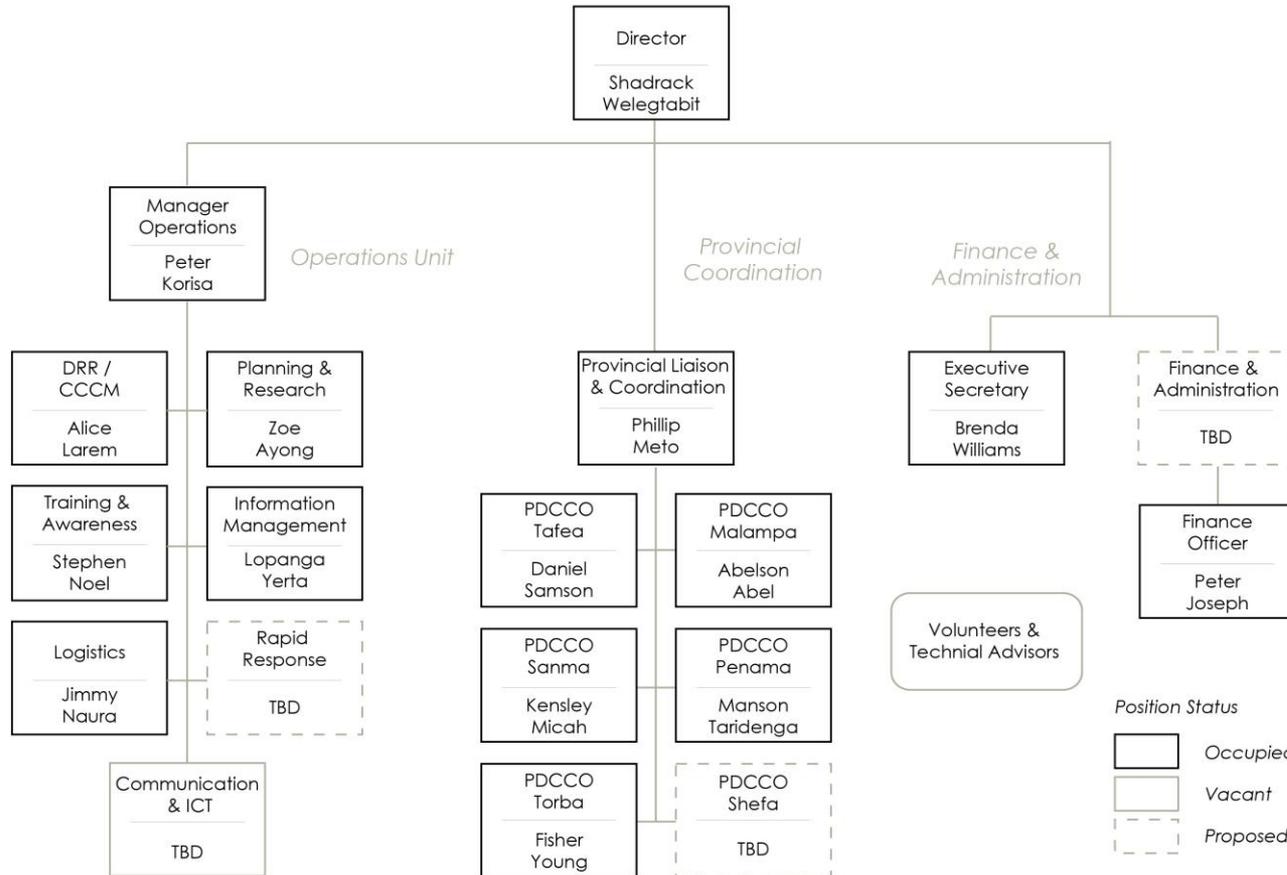
It is obvious that the recurrent budget will only meet the administrations and usual fix expenses, while the programs and other operational activities will depend entirely on seeking other external source of funding for the support. During the course of developing this annual business plan, the department also considered some existing external funded projects that will surely supplement and complement the recurrent budget.



## 9. Achievements in 2016

- National Disaster Management Office has successfully coordinated the response to El Nino events;
- National Disaster Management Office organizational structure has been expanded to capture other main functions for improving the efficient service delivery;
- The department has successfully recruited new Senior Information Management Officer under the new structure
- National policy for Climate Change and Disaster Risk Reduction has been developed and published to guide all DRR and CCA implementation actors in Vanuatu.
- The department has secured funding from EDF10 (BSRP) project and purchased two vehicles for Sanma and Tafea, an out-board motor boat each for Malampa, Torba and Penama
- The creation of new departmental website: [www.ndmo.gov.vu/](http://www.ndmo.gov.vu/)
- Significant improvement in documentation of guidelines and operational guides and procedures for cluster groupings to enhance better coordination among multiple agencies.
- Number of trainings has been conducted in several provinces in collaboration with local humanitarian partners
- Torba provincial DRM plan has been developed as a model for other provinces to use as a tool to guide them develop their DRM plans
- Development of the 2016-2017 Cyclone Support Plan
- Conducted a wide ranging review into the National Disaster Act and made a series of recommendations for improvement

# 10. Departmental Structure



## 11. Implementation Matrix

| Activity (How? & What?)   | Timing (When)          | Resources (Funding – With What? How Much & from where) | Responsibility (Who?)              | Key Performance Indicator (KPI)  | M&E<br><i>(To be completed quarterly)</i> |
|---|------------------------|--|------------------------------------|--|---|
| <i>Objective 1: Strengthen the NDMO governance framework through reporting/M&amp;E, planning, budgeting, resourcing, legislation, policy and procedures and by advocacy for DRM &amp; CC mainstreaming.</i> |                        |  |                                    |  |   |
| 1.1.1 Annual Report contribution prepared by NDMO   | February 2017 annually | Internal Funding                                       | Director                           | <ul style="list-style-type: none"> <li>• NDMO Annual Report section submitted on time</li> </ul>                                 |   |
| 1.1.2 Develop Annual Business Plan  | January 2017           | Internal Funding                                       | Director lead<br>Operation Manager | <ul style="list-style-type: none"> <li>• Annual business for 2017 completed and copies distributed</li> </ul>                    |   |
| 1.1.3 Prepare Budget for 2018   | March 2017             | Internal Government Budget                             | Director                           | <ul style="list-style-type: none"> <li>• MBC approval</li> </ul>   |   |
| 1.1.4 Prepare performance appraisal for all staffs  | February 2017          | No Funding Require                                     | Director and Operation Manager     | <ul style="list-style-type: none"> <li>• All appraisal completed and submitted to HRM</li> </ul>                                 |   |
| 1.1.5 Coordinate the drafting of displacement policy and Submit to COM  | August 2017            | IOM funding Support                                    | Director support by IOM            | <ul style="list-style-type: none"> <li>• Draft drafting of Displacement policy completed and discuss by COM by August</li> </ul> |   |

|   |               |                                     |                  |   |  |
|---|---------------|-------------------------------------|------------------|---|--|
| 1.1.6 Coordinate the Final Drafting of DRM Act for COM decision   | February 2017 | Internal Funding                    | Director and SLO | <ul style="list-style-type: none"> <li>• DRM ACT submitted for COM endorsement</li> </ul>   |  |
| 1.1.7 Finalise and publish Vanuatu MEND guidelines  | March 2017    | IOM Financial & Technical Support   | Director<br>IOM  | <ul style="list-style-type: none"> <li>• Mend Guideline Finalize and copy distributed</li> </ul>  |  |
| 1.1.8 Allocate Budget to 5 provincial Officers  | April 2017    | Government Budget                   | Director         | <ul style="list-style-type: none"> <li>• 5 Provincial officers received the fund and provide the financial report every quarter</li> </ul>    |  |
| 1.1.9 Recruitment of Procurement and construction supervisor engineer   | February 2017 | BSRP project funds                  | Director & SPC   | <ul style="list-style-type: none"> <li>• Position recruited</li> </ul>  |  |
| 1.1.10 Construction of three New Provincial and Climate Change office in three provinces ,Penama, Sanma & Malampa | December 2017 | BSRP project                        | Director & SPC   | <ul style="list-style-type: none"> <li>• Three provincial disaster office completed</li> </ul>  |  |
| 1.1.11 Finalise National CCCM & Displacement Management Framework   | June 2017     | IOM Budget and Technical Support    | Director<br>IOM  | <ul style="list-style-type: none"> <li>• Displacement management tools and guideline completed and distributed to all stakeholders</li> </ul> |  |
| 1.1.12 Recruitment of four officers – three PDCCO, 1 Senior Comms & ICT officer                                   | March 2017    | NDMO Payroll budget                 | Director         | <ul style="list-style-type: none"> <li>• Three PDCCO recruited</li> <li>• Snr Comms &amp; ICT officer recruited</li> </ul>                    |  |
| 1.1.13 Coordinate construction of two NDMO warehouse ,Lugainville and Port Vila                                   | Jan-Dec 2017  | WFP Project and National Government | Director         | <ul style="list-style-type: none"> <li>• Lugainville warehouse completed</li> </ul>   |  |

|   |                |                            |                                    |   |  |
|---|----------------|----------------------------|------------------------------------|---|--|
|   |                |                            |                                    | <ul style="list-style-type: none"> <li>Port Vila warehouse completed</li> </ul>   |  |
| 1.1.14 Conduct Inter-Cluster Meetings   | Jan-Dec 2017   | NDMO Budget                | Director                           | <ul style="list-style-type: none"> <li>At least Six Meeting held with Minutes produce and stakeholders</li> </ul>                         |  |
| 1.1.15 Coordinate the review of the National Disaster Plan  | September 2017 | NDMO Budget                | Director with Operation Manager    | <ul style="list-style-type: none"> <li>National Disaster Plan completed and copy shared with all stakeholders</li> </ul>                  |  |
| 1.1.16 Coordinate the development of the DRM Policy Plan  | December 2017  | NDMO Budget                | Director                           | <ul style="list-style-type: none"> <li>Disaster Risk Management completed and copy of the plan is shared with all stakeholders</li> </ul> |  |
| 1.2.1 Provide Annual Financial Report for 2016  | February 2017  | Internal                   | Administration and Finance Officer | <ul style="list-style-type: none"> <li>Financial report completed and share with all staffs</li> </ul>                                    |  |
| 1.2.2 Develop NDMO financial Business Plan  | February 2017  | Government National Budget | Administration and Finance Officer | <ul style="list-style-type: none"> <li>Financial Plan completed</li> </ul>  |  |
| 1.2.3 Prepare NDMO Budget for 2018  | July 2017      | Government National Budget | Administration and Finance Officer | <ul style="list-style-type: none"> <li>MBC Approval</li> </ul>  |  |
| 1.2.4 Prepare financial Visa for the recruitment of four new staff (3 PDO'S and I Comms and ICT ) | February 2017  | NDMO Payroll Budget        | Administration and Finance officer | <ul style="list-style-type: none"> <li>Four staffs recruited and received their salary</li> </ul>   |  |

|   |                |             |  |   |  |
|---|----------------|-------------|--|---|--|
| 1.2.5 Advertise NDMO four New positions (3 PDOs and 1 COM officer)  | February 2017  | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>Advertisement publish on the media</li> </ul>                              |  |
| 1.2.6 Liaise with PDO to develop budget breakdown for the five provincial officers                              | June 2017      | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>Budget completed for the provincial officers</li> </ul>                    |  |
| 1.2.7 Conduct financial training with the five PDOs and Provincial finance officers                             | June 2017      | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>Number of training conducted</li> </ul>                                    |  |
| 1.2.8 Develop Mid-term Financial Report   | August 2017    | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>Mid –term Financial report completed and shared with all staffs</li> </ul> |  |
| 1.2.9 Update NDMO asset record  | July 2017      | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>Assets registry completed and report release</li> </ul>                    |  |
| 1.2.10 Advertise the procurement and construction supervisor –Engineer  | February 2017  | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>Advertisement publish on media</li> </ul>                                  |  |
| 1.2.11 Coordinate BSRP project funds  | Jan-Dec 2017   | BSRP        | Administration and Finance Officer with Director | <ul style="list-style-type: none"> <li>Mid and Final Financial report provided</li> </ul>                         |  |
| 1.2.12 Provide financial support to administration and operation team   | Jan-Dec        | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>All emoluments for operation staffs provided in time</li> </ul>            |  |
| 1.2.13 Ensure there is proper security of EOC Room through introduction of electronic or Digital security cards | Jan – Dec 2017 | NDMO Budget | Administration and Finance Officer               | <ul style="list-style-type: none"> <li>All NDMO staffs acquire Digital cards to enter NEOC</li> </ul>             |  |

|   |                         |                    |                                    |   |  |
|---|-------------------------|--------------------|------------------------------------|---|--|
|   |                         |                    |                                    | <ul style="list-style-type: none"> <li>• NEOC has well secured door</li> </ul>  |  |
| 1.2.14 Ensure all machine are maintained and operational. i.e. Computer, Phone, Photocopy Machine, Printers, Video Screen and Projector | February 2017           | NDMO Budget        | Administration and Finance Officer | <ul style="list-style-type: none"> <li>• NEOC vital equipment's are safe and operational report on the status of the equipment's release every Month .</li> </ul> |  |
| 1.2.15 Ensure to work closely with IT section to purchase NDMO New Server   | March 2017              | NDMO Fund          | Administration and Finance Officer | <ul style="list-style-type: none"> <li>• Server and purchase and recorded in the asset registry</li> </ul>  |  |
| 1.3.1 Print annual report for 2016  | February 2017           | NDMO Budget        | Executive Secretary                | <ul style="list-style-type: none"> <li>• Number of copies printed</li> </ul>  |  |
| 1.3.2 Update NDMO contact List  | Jan- 2017               | Internal resources | Executive Secretary                | <ul style="list-style-type: none"> <li>• Contact list updated and share with all stakeholder per quarter</li> </ul>   |  |
| 1.3.3 Provide secretarial support to the director and all NDMO officers   | January-December 2017   | Existing Resources | Executive Secretary                | <ul style="list-style-type: none"> <li>• Number of minutes and report produce per quarter and annual</li> </ul>   |  |
| 1.3.4 Maintain and update filling to electronic archiving system  | January – December 2017 | NDMO Budget        | Executive Secretary                | <ul style="list-style-type: none"> <li>• Archiving system is operational and updated</li> </ul>   |  |
| 1.3.5 Assist senior training officer to run training  | January – December 2017 | NDMO Budget        | Executive Secretary                | <ul style="list-style-type: none"> <li>• Number of trainings Involved with</li> </ul>   |  |

|  |                         |                    |                     |   |  |
|--|-------------------------|--------------------|---------------------|---|--|
| 1.3.6 Answer all phone calls and keep record in phone call register          | January – December 2017 | NDMO Budget        | Executive Secretary | <ul style="list-style-type: none"> <li>Number of phone calls received and recorded per year</li> </ul>                                    |  |
| 1.3.7 Assist finance officer to collect quotations and invoices for payments | January – December 2017 | Existing resources | Executive Secretary | <ul style="list-style-type: none"> <li>Quotation and invoices recorded and keep in file</li> </ul>  |  |
| 1.3.8 Register and organise incoming and dispatch outgoing mail              | Jan-Dec 2017            | NDMO Budget        | Executive Secretary | <ul style="list-style-type: none"> <li>Number of incoming and out-going mail recorded and keep in file</li> </ul>                         |  |
| 1.3.9 Maintain the tidiness of the office at all time                        | Jan-Dec 2017            | NDMO               | Executive Secretary | <ul style="list-style-type: none"> <li>Office space clear at all time</li> </ul>  |  |
| 1.3.10 Liaise with HR to update annual leave and staff sick leaves           | Jan-Dec 2017            | Existing Resources | Executive Secretary | <ul style="list-style-type: none"> <li>Number of leave taken by each individual staffs recorded and report produce end of year</li> </ul> |  |
| <b>Operational Section</b>   |                         |                    |                     |   |  |
| 1.4.1 Annual business plan for 2017 prepared for all staffs                  | January 2017            | NDMO Budget        | Operation Manager   | <ul style="list-style-type: none"> <li>Annual business completed and copy shared with all staffs</li> </ul>                               |  |
| 1.4.2 Performance appraisal report for operational staffs for 2016 completed | January 2017            | Internal Resources | Operation Manager   | <ul style="list-style-type: none"> <li>Performance appraisal report for all staffs completed and Submit to HRM</li> </ul>                 |  |

|  |                              |                               |   |  |  |
|--|------------------------------|-------------------------------|---|--|--|
| 1.4.3 Annual report for all staffs compile and incorporated into the overall departmental annual report                                      | February 2017                | NDMO Budget                   | Operation Manager   | <ul style="list-style-type: none"> <li>Annual report completed and Print by the ministry</li> </ul>  |  |
| 1.4.4 Coordinate the development of activity implementation Plan for operational staffs  | February 2017                | Existing available resource   | Operation Manager   | <ul style="list-style-type: none"> <li>Implementation Plan completed and activity implemented</li> <li>Report produce quarterly on the progress of the activities to Director and Ops</li> </ul> |  |
| 1.4.5 Coordinate the quarterly reports on the activities for all staffs  | March ,June, September ,2017 | NDMO Budget                   | Operation Manager   | <ul style="list-style-type: none"> <li>Copies of quarterly reports are made available to Director</li> </ul>   |  |
| 1.4.6 Coordinate and organise weekly meetings  | January – December 2017      | NDMO Budget                   | Operation Manager   | <ul style="list-style-type: none"> <li>Number of Minutes produce for all meetings</li> </ul>   |  |
| 1.4.7 Liaise with other internal and external partners to strengthen the capacity of NDMO during emergencies                                 | Jan-Dec 2017                 | Internal resources            | Operation Manager   | <ul style="list-style-type: none"> <li>MOU and Standby agreement to developed between all partners</li> </ul>  |  |
| 1.4.8 Ensure that all hazards support plans and SOP's are reviewed and develop in line with DRM Framework and proper incident Command System | Jan-Dec 2017                 | Internal and External Funding | Operation Manager<br>With Snr Research and Planning Officer | <ul style="list-style-type: none"> <li>NEOC SOP reviewed and finalize</li> <li>Cyclone support plan</li> <li>Tsunami Support Plan</li> <li>Earthquake Support Plan</li> </ul>                    |  |

|   |                         |                               |   |   |  |
|---|-------------------------|-------------------------------|---|---|--|
|   |                         |                               |   | <ul style="list-style-type: none"> <li>• Drought Support Plan</li> </ul>  |  |
| 1.4.9 Participate in the development of SOPs and Contingency plan for all clusters and other government and private sectors.                | Jan-Dec 2017            | External Funding              | Operation Manager   | <ul style="list-style-type: none"> <li>• NDMO inputs is integrated into the cluster ,Govts and private sectors plans and SOP's</li> </ul>   |  |
| 1.4.10 Attend national and regional workshops and seminars and contribute to national and regional initiatives/Policy and frameworks        | Jan- Dec 2017           | Internal and External Funding | Operation Manager   | <ul style="list-style-type: none"> <li>• NDMO inputs is incorporated into national and regional policies and framework</li> </ul>   |  |
| 1.4.11 Chair the Disaster Response Coordination group meetings of both line response department ,cluster lead ,Partners and Civil societies | Jan-Dec 2017            | Internal Funding              | Operation Manager   | <ul style="list-style-type: none"> <li>• Recommendations on the reports and minutes produce during every meetings</li> </ul>  |  |
| 1.4.12 Provide direction and management on the implementation of PARTneR projects   | January – December 2017 | NIWA and MFAT Aid             | Operation Manager and Information Management Officer                      | <ul style="list-style-type: none"> <li>• Reports on the project progress shared to all staffs and stakeholders</li> </ul>   |  |
| 1.5.1 Undertake Community Profiling Template including the displacement management tools plus DTM   | January – March 2017    | DFAT,IOM, NDMO Funding        | Snr Disaster Risk Reduction and Camp Coordination camp Management officer | <ul style="list-style-type: none"> <li>• Displacement Management Tools and methodology completed and validation in process ( CBDRR Hand Book and Assessment form and guideline are</li> </ul> |  |

|  |   |                               |   |   |  |
|--|---|-------------------------------|---|---|--|
|  |   |                               |   | completed and approved  |  |
| 1.5.2 Progress disaster risk management mainstreaming initiatives at national, sectoral and local levels   | February – December 2017  | Internal and External Funding | Snr Disaster Risk Reduction and Camp Coordination camp Management officer   | <ul style="list-style-type: none"> <li>Annual Report produce on mainstreaming DRR programs</li> </ul>                     |  |
| 1.5.3 Represent the NDMO in the shelter cluster and Evacuation Centre Working group  | February 2017   | Internal and External Funding | Snr Disaster Risk Reduction and CCCM Officer  | <ul style="list-style-type: none"> <li>Minutes &amp; copy of reports of the meeting is shared</li> </ul>                  |  |
| 1.6.1 Provide training for CDCs to collect data  | June –Sept 2017   | Internal                      | <p>Snr Provincial Liaison and Coordination officer</p> <p>Snr Training Officer, Area Councils, CDCCCs, PD&amp;CC Officers</p> | <ul style="list-style-type: none"> <li>Number of Training undertaken</li> <li>Reported in Annual Report</li> </ul>        |  |
| 1.6.2 Review Provincial Disaster Plans + related Contingency Plans for Multi-Hazard natural & man made hazards for Sanma, Penama, Malampa, Shefa | <p>Feb 2017 – Shefa</p> <p>March 2017 – Sanma</p> <p>July 2017 - Penama</p> <p>August 2017 -Malampa</p> | Internal and External Funding | Snr Provincial Liaison and Coordination officer   | <ul style="list-style-type: none"> <li>Four provincial disaster plan is completed and number of copies printed</li> </ul> |  |
| 1.6.3 Progress standard Operating Procedures for Disaster Response Plans for Torba ,Tafea ,Sanma and Shefa                                       | January –Dec 2017   | VHT & Save the children       | Snr Provincial Liaison and Coordination officer   | <ul style="list-style-type: none"> <li>Number of SOP's completed and print for distribution</li> </ul>                    |  |

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|   |   |   | Support by Snr Research and Planning Officer  |  |  |
| 1.6.4 Train PDC ,Area Councils and CDC personnel to ensure accurate and timely initial analysis & assessments are carried out   | Jan-Dec 2017  | VHT ,NDMO and DLA and others              | Snr Provincial Liaison and Coordination officer   | <ul style="list-style-type: none"> <li>• Number of training conducted and reported</li> </ul>  |  |
| 1.6.5 Populate the copies of guidelines and multi-hazard advocacy plan to contribute and to strengthen the provincial disaster response plan                              | September 2017  | NDMO, DLA, CBDRR WG etc                   | Snr Provincial Liaison and Coordination officer   | <ul style="list-style-type: none"> <li>• Number of copies printed and distributed</li> </ul>   |  |
| 1.6.6 Organise Provincial Workshop to reach coordination agreement, funding & responsibilities/roles for new multi-hazard Disaster Response Plan for Torba, Tafea, Penama | May –June 2017–Sanma and Shefa<br><br>August – September 2017- Penama<br><br>September-2017 - Malampa | 1,000,000 (est.)<br>Funding source by VHT | Snr Provincial Liaison and Coordination Officer<br><br>Red Cross, PDCs, PD & CC Officers, CDCs, Prov Govt's | <ul style="list-style-type: none"> <li>• Number of workshops and meeting held</li> <li>• Number of province visited</li> <li>• Report produce</li> </ul> |  |
| 1.7.1 Design an asset maintenance and replacement plan and allocate sufficient budget for the plan for NDMO central office & provincial facilities                        | January – march 2017  | Internal and External funding             | Senior Logistic Officer   | <ul style="list-style-type: none"> <li>• Asset Maintenance &amp; Equipment Replacement Plan completed</li> </ul>   |  |
| 1.7.2 Identify, seek funding and replace aging equipment's(IT's ,communication tools and so forth) in NEOC  | November 2017   | Internal and External funding             | Senior Logistic Officer   | <ul style="list-style-type: none"> <li>• Equipment procured and reported</li> <li>• Assets Register updated annually</li> </ul>                          |  |

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| 1.8.1 Mainstream gender & protection; shelter, WASH, health and education issues in Disaster Risk Management Plans                           | January –Dec 2017         | Internal                         | Snr Senior Research and Planning   | <ul style="list-style-type: none"> <li>• Social sector benchmarks and activities in Disaster Plans</li> </ul>   |  |
| 1.8.2 Membership of women + PLWD on PDC + CDCs   | January –Dec 2017         | Internal                         | Snr Research and Planning Officer<br><br>, DoWA, VNCW, VSDP, Donors, NGOs, PD & CC Officers, | <ul style="list-style-type: none"> <li>• Membership of women + PLWD on PDC + CDCs reported</li> </ul>   |  |
| 1.8.3 Gender and PLWD participation in SIMEXs  | January –Dec 2017         | Internal                         | Snr Research and Planning Officer  | <ul style="list-style-type: none"> <li>• Gender and PLWD participation in SIMEXs reported in Annual Report</li> </ul>   |  |
| 1.8.4 Gender and PLWD participation in disaster & emergency training programs  | January –Dec 2017         | Internal                         | Snr Research and Planning Officer  | <ul style="list-style-type: none"> <li>• Gender and PLWD participation reported in Annual Report</li> </ul>   |  |
| 1.8.5 Ensure that all hazards support plans and SOP's are reviewed and develop in line with DRM Framework and proper incident Command System | February – September 2017 | NDMO budget and External Funding | Snr Research and Planning Officer  | <ul style="list-style-type: none"> <li>• NEOC SOP reviewed and finalize</li> <li>• Cyclone support plan</li> <li>• Tsunami Support Plan</li> <li>• Earthquake Support Plan</li> <li>• Drought Support Plan</li> </ul> |  |

*Objective 2: Improve Disaster Risk Management (DRM) coordination arrangements with all stakeholders at regional, national, provincial and community levels through advocacy ,training and awareness*

| Activity (How? & What?)  | Timing (When)           | Resources (Funding – With What? How Much & from where) | Responsibility (Who?)  | Key Performance Indicator<br>• (KPI)   | M&E<br>(To be completed quarterly) |
|--|-------------------------|--|--|--|------------------------------------|
| 2.1.1 Work with logistic Cluster and Emergency Telecommunication Cluster develop effective early warning communication system during preparedness ,response and recovery   | January – December 2017 | OGCIO ,TRR and External Partners                       | Operation Manager<br>With Logistic Officer                                     | <ul style="list-style-type: none"> <li>• Report on the development of progress</li> <li>• Number of meeting attends</li> </ul>   |                                    |
| 2.1.2 Work with line government agencies to strengthen multi-hazards risk mapping and early warning system   | March 2017              | VMGD ,SPC ,NIWA and bilateral and Multilateral donors  | Operation Manager with other line government partners and development partners | <ul style="list-style-type: none"> <li>• Multi-hazard map produce</li> <li>• Early procedures is design and use</li> <li>• Hazard risk modelling tool in introduce in country</li> </ul> |                                    |
| 2.2.1 Ensure the guidelines tools and advocacy packages are shared with the provincial liaison officer for the mainstreaming those into provincial disaster response plans | January –March 2017     | NDMO,IOM,DLA Faith Based groups                        | Snr Disaster Risk Reduction & CCCM   | <ul style="list-style-type: none"> <li>• Tools and guidelines shared with the provincial officer</li> </ul>  |                                    |
| 2.2.2 To ensure IEC materials is shared with the Provincial Liaison Officer for the provinces and communities and mainstreamed in other programs/Sectors                   | July –Sept 2017         | NDMO,NAB,IOM & CBDRR                                   | Snr Disaster Risk Reduction & CCCM   | <ul style="list-style-type: none"> <li>• IEC materials in standardised language under process</li> </ul>   |                                    |

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| 2.2.3 To follow up on and update the Geographical Mapping of the CDCCC & Evacuation Centres ( Preparedness) | February –May 2017 | NDMO,DLA,PLO,& IOM      | Snr Disaster Risk Reduction & CCCM | <ul style="list-style-type: none"> <li>GIS Mapping and master list of CDCCC &amp; Evac Centres are ready and integrated into IM.GIS mapping done</li> </ul> |  |
| 2.2.4 Messaging mainstreamed on DRM & CC into school curriculum   | Sept –Dec 2017     | NDMO Budget, PMO Budget | Snr Disaster Risk Reduction & CCCM | <ul style="list-style-type: none"> <li>DRR &amp; CC Reflected in National school curriculum frameworks</li> </ul>   |  |
| 2.2.5 A baseline survey conducted on pre-select Evacuation centres for further assessment                   | May –June 2017     | NDMO,IOM & VHT          | Snr Disaster Risk Reduction & CCCM | <ul style="list-style-type: none"> <li>Data collected and analyst to share with other stakeholders</li> </ul>   |  |
| 2.3.1 Develop training and awareness annual report 2016   | February 2017      | Internal resources      | Snr Training and Awareness officer | <ul style="list-style-type: none"> <li>Report completed</li> </ul>  |  |
| 2.3.2Develop Training and Awareness Business plan   | January 2017       | NDMO Budget             | Snr Training and Awareness Officer | <ul style="list-style-type: none"> <li>Business Plan completed</li> </ul>   |  |
| 2.3.3 Develop NDMO Human Resource Plan  | February 2017      | NDMO Budget             | Snr Training and Awareness Officer | <ul style="list-style-type: none"> <li>Human development Plan completed and copy share with all staffs</li> </ul>   |  |
| 2.3.4 Develop annual training plan for the department   | February 2017      | NDMO Budget             | Snr Training and Awareness Officer | <ul style="list-style-type: none"> <li>Annual training plan completed</li> </ul>  |  |
| 2.3.5 Conduct staff orientation training for four new staff   | March 2017         | NDMO Budget             | Snr Training and Awareness Officer | <ul style="list-style-type: none"> <li>Orientation training report produce</li> </ul>   |  |

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|   |               |                                      | Finance officer and Human Resource Officer               |  |  |
| 2.3.6 Liaise with WFP to conduct Tsunami simulation exercise  | July 2017     | WFP and NDMO Budget                  | Snr Training and Awareness Officer                       | <ul style="list-style-type: none"> <li>Simulation exercise conduct and report produce on the exercise</li> </ul>                   |  |
| 2.3.7 Develop Tsunami response plan for Municipal and two provincial government (Shefa and Sanma)             | August 2017   | Internal and external funding        | Snr Training and Awareness Officer                       | <ul style="list-style-type: none"> <li>Copies of Tsunami response plan</li> <li>Number of plan developed</li> </ul>                |  |
| 2.3.8 Provide mid-term training and awareness report for 2017   | August 2017   | Internal resource                    | Snr Training and Awareness Officer                       | <ul style="list-style-type: none"> <li>Mid-term completed and submit to Operation Manager and Director</li> </ul>                  |  |
| 2.3.9 Design Tsunami Simulation exercise  | June 2017     | NDMO Budget and Technical Assistance | Snr Training and Awareness Officer                       | <ul style="list-style-type: none"> <li>Tsunami Simulation Exercise design plan completed and copy made available</li> </ul>        |  |
| 2.3.10 Assist other NDMO staff organise training  | Feb-Dec 2017  | NDMO and External funding            | Snr Training and Awareness Officer                       | <ul style="list-style-type: none"> <li>Number of training conducted</li> </ul>   |  |
| 2.3.11 Liaise with VHT and Provincial liaison officer to conduct training with provincial government and CDCs | February 2017 | Internal and External Funding        | Snr Training and Awareness Officer with Director Support | <ul style="list-style-type: none"> <li>Number of secured training program</li> <li>Number training actually carried out</li> </ul> |  |

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| 2.3.12 Carry out training priorities identify under HRD plan for 2017   | February –Dec 2017      | External and Internal Funding | Snr Training and Awareness Officer            | <ul style="list-style-type: none"> <li>• Number of training provided to staffs</li> <li>• Type of training formal or informal</li> </ul>                                    |  |
| 2.3.13 Develop M&E framework to track activities result   | February 2017           | Internal resource             | Snr Training and Awareness Officer            | <ul style="list-style-type: none"> <li>• M&amp;E developed</li> </ul>   |  |
| 2.3.14 Assist International and Regional partners to conduct training with NDMO potential partners                            | January –December 2017  | External Funding              | Snr Training and Awareness Officer            | <ul style="list-style-type: none"> <li>• Number of training conducted</li> <li>• Type of training conducted with formal report to Operation Manager and Director</li> </ul> |  |
| 2.3.15 Attend Health Cluster Meeting  | January –December 2017  | Internal funding              | Snr Training and Awareness Officer            | <ul style="list-style-type: none"> <li>• Cluster report produce and number of minutes share to all stakeholders</li> </ul>  |  |
| 2.3.16 Liaise with IM officer to create training data base  | November 2017           | Internal funding              | Snr Training and Awareness Officer            | <ul style="list-style-type: none"> <li>• Data base created and report produce out from the data base</li> </ul>   |  |
| 2.3.17 conduct Awareness on DRM at the national and provincial level  | February –December 2017 | Internal and External funding | Snr Training and Awareness Officer            | <ul style="list-style-type: none"> <li>• Number of awareness conduct per year.</li> </ul>   |  |
| 2.4.1 Train PDC, Area Councils and CDC personnel to ensure accurate and timely initial analysis & assessments are carried out | January –December 2017  | VHT ,NDMO/DLA and so forth    | Snr Provincial Liaison & Coordination officer | <ul style="list-style-type: none"> <li>• Number of training conducted and reported on quarterly report</li> </ul>   |  |

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| 2.4.2 Populate the copies of guidelines multi-hazard plan to contribute and to strengthen the provincial disaster response plans                          | September 2017      | NDMO/DLA, CBDRR WG, and so forth                                  | Snr Provincial Liaison & Coordination officer | <ul style="list-style-type: none"> <li>Number of copies printed and distributed</li> </ul>   |  |
| 2.4.3 CDCCCs registered with Provincial Government & NDMO with regular quarterly updating to NDMO, Vila Office.   | April –May 2017     | Seek Training Budget 6,000,000 from NGOs (1 million per province) | Snr Provincial Liaison & Coordination officer | <ul style="list-style-type: none"> <li>Number of Training provided CDCCC's</li> </ul>  |  |
| 2.4.4 Hold Simulation Exercises at community level  | April –May 2017     | VHT and NDMO  | Snr Provincial Liaison & Coordination officer | <ul style="list-style-type: none"> <li>Number of simulation exercise conducted and report produce</li> <li>Media release on SIMEX</li> </ul> |  |
| 2.4.5 Undertake monitoring and evaluation and assessment of IRCCNH project in Tafea province  | March 2017          | Internal funding  | Snr Provincial Liaison & Coordination officer | <ul style="list-style-type: none"> <li>Mission reported produce</li> </ul>   |  |
| 2.4.6 Develop Hazard Specific Disaster Response Plans specific to each province   | July 2017           | Internal and External Funding                                     | Snr Provincial Liaison & Coordination officer | <ul style="list-style-type: none"> <li>Number of Hazard specific response Support plan completed for all province</li> </ul>                 |  |
| 2.4.7 In coordination and support of DRR Officer, build capacity and support CDCCCs with roll-out of CBDRR handbook at the provincial and community level | May –September 2017 | NDMO/DLA and Donor partners                                       | Snr Provincial Liaison & Coordination officer | <ul style="list-style-type: none"> <li>Number of training provided to CDCCC</li> <li>Numbers of CBDRR handbook distributed</li> </ul>        |  |
| 2.5.1 Prepare a Sector Map to track resources, equipment etc held by sector partners/stakeholders   | March 2017          | Internal Funding  | Snr Logistic Officer                          | <ul style="list-style-type: none"> <li>Resource mapping for all stakeholder is up to date</li> </ul>   |  |

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| 2.5.2 Standardise NFI Items   | 1st Quarter of January –March 2017 | Internal Funding and regional support (WFP) | Snr Logistic Officer  | <ul style="list-style-type: none"> <li>Standardise NFI protocol is completed and use</li> </ul>   |  |
| 2.5.3 Undertake prepositioning of NFIs at provincial level to facilitate faster distribution and storage solution (warehouse for Luganville and Port Vila ),  | March –Dec 2017                    | WFP   | Snr Logistic Officer  | <ul style="list-style-type: none"> <li>Warehouse completed at Luganville and port Vila</li> </ul>   |  |
| 2.5.4 Strengthening communication dissemination and coordination including early warning two ways and across communities by utilising HF Radios, VHF, internet, SMS, satellite phones, Digicel, TVL and development partners and ETC and Logistic cluster | Feb-July 2017                      | Internal and External (SPC & WFP)funding    | Snr Logistic Officer working with Emergency Telecommunication Cluster             | <ul style="list-style-type: none"> <li>Equipment procurement undertaken</li> <li>Equipment in place with location/type recorded</li> <li>Reported in Annual Report</li> </ul> |  |
| 2.6.1 Strengthen regional IM by attending regional meetings for IM, including Pacific Humanitarian Partnerships (PHP) meetings  | February –March 2017               | Internal, PARTneR project ,UNESCAP          | Snr Information Management Officer<br><br>Snr PR & Media Officer & Snr IM Officer | <ul style="list-style-type: none"> <li># Seminars attended</li> <li>Report on PHP attendance</li> </ul>   |  |
| 2.6.2 Develop mechanisms for capturing best practice in IM in Vanuatu (from national to community levels) to share at regional level  | February –May 2017                 | Internal & UN                               | Snr Information Management Officer  | <ul style="list-style-type: none"> <li>Presentations by NDMO team reported in Annual Report</li> <li>Participation as co-author on research papers</li> </ul>                 |  |
| 2.6.3 Encourage on-going professional relationships to improve access to expertise and knowledge on IM systems including peer exchange, mentoring   | March –December 2017               | Internal and PARTneR Project                | Snr Information a Management Officer  | <ul style="list-style-type: none"> <li>Training reported in Annual Report</li> </ul>  |  |

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| 2.6.4 Support regional standardisation of data collection & IM tools to link with  | February-May 2017                          | Internal ,UN and Projects   | Snr Information Management Officer<br>SPREP, SPC<br>UNOCHA                                    | <ul style="list-style-type: none"> <li>Promotion of standardised Data collection &amp; IM tools reported in Quarter and Annual Report</li> </ul>                                   |  |
| 2.6.5 Link data bases of contacts for critical personnel and organisations   | February –December 2017                    | Internal  | Snr Information Management Officer<br>, Ops Manager, Snr PR & Media Officer & Snr IM Officer  | <ul style="list-style-type: none"> <li>Up-dated data base</li> <li>Data base created and utilize by the staffs</li> </ul>  |  |
| 2.6.6 Establish, coordinate and maintain a NDMO DR IM system by building from available datasets (NSO, Health, Communications, Police, Area Secretary's, including core datasets for DRR needs | Ongoing, baseline established by June 2017 | NDMO budget and donor support   | Snr Information Management Officer ,<br>OCHA Support  | <ul style="list-style-type: none"> <li>System is built</li> <li>Baseline is established</li> <li>Regular system of maintaining database is in place</li> </ul>                     |  |
| 2.6.7 Support the establishment and utilisation of IM Units for Preparedness and Response within agencies and clusters by actively seeking NSO support for technical resources                 | April –July 2017                           | HR, computers, office space, GIS Software or licenses                           | Snr Information Management Officer<br>with technical support from OCHA, NSO, SPREP and UNESCO | <ul style="list-style-type: none"> <li>Units are established</li> <li>Information is used</li> <li>NSO is engaged with activities reported in quarter and Annual Report</li> </ul> |  |
| 2.6.8 Establish MOUs for central data sharing and Intellectual Property (IP) protection between agencies and organisations   | February -March 2017                       | Seek donor support for funding for Software, MOU agreements, data, data system, | Snr Information Management Officer  | <ul style="list-style-type: none"> <li>Processes and standards developed and implemented with report in Annual Report</li> </ul>   |  |

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|  |                      |  |  | <ul style="list-style-type: none"> <li>• Number of MOU reported.</li> </ul>  |  |
| 2.6.9 Follow up on the nominee IMWG Focal Points for Line Ministries and Clusters  | February –March 2017 | Cluster representatives                      | <p>Snr Information Management Officer</p> <p>Respective cluster lead</p> | <ul style="list-style-type: none"> <li>• Establishment of Cluster IM focal group Contact list</li> <li>• # of meetings reported in annual report.</li> </ul>                       |  |
| 2.6.10 Improve GIS Mapping Capacity through software systems to support ICS system, command structure system in place, with internal processes established to provide support within Gov't and across clusters, shared management processes, dissemination | February –July 2017  | UNESCAP and PARTneR project                  | Snr Information Management Officer                                       | <ul style="list-style-type: none"> <li>• GIS mapping undertaken</li> <li>• GIS mapping utilised by Clusters</li> <li>• GIS mapping activities reported in Annual Report</li> </ul> |  |
| 2.6.19 Maintain “4 Ws” What? Where? Who? When? for peace time and emergencies and cover preparedness and response  | February –Sept 2017  | Funding identified through Clusters          | <p>Snr Information Management Officer</p> <p>Cluster Leads and VHT</p>   | <ul style="list-style-type: none"> <li>• 4Ws maintained and reported with regular update.</li> <li>• 4WS report release every quarter</li> </ul>                                   |  |
| 2.6.20 Investigate equipment provision for Area Secretaries and Provincial Planners to promote better IM flows   | Sept –Dec 2017       | External Funding                             | Snr Information Management Officer                                       | <ul style="list-style-type: none"> <li>• Information included in Equipment list and share with all stakeholders</li> </ul>   |  |
| 2.7.1 Harmonise community profiling by establishing community profiling which captures all information for each community, province etc. which can facilitate rapid  | June 2017            | 6,000,000 (1 million per province from donor | Snr Research and Planning Officer  | <ul style="list-style-type: none"> <li>• Community profiling completed and updated regularly</li> </ul>  |  |

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| responses based on informed assumptions emphasising data integrity as paramount  |                         |                               |   |   |  |
| 2.7.2 Strengthen linkages between regional scientific and technical agencies with national, sectoral and local level agencies to ensure the integration of risk information into development planning and decision-making processes and systems. | July –December 2017     | Internal & Donor              | Snr Research and planning officer   | <ul style="list-style-type: none"> <li>• Meeting reports and finding shared among stakeholders</li> <li>• Guidance documents disseminated</li> </ul>                                  |  |
| 2.7.3 Develop risk exposure database.  | April –Sept 2017        | WB and SPC.                   | Snr Research and Planning officer<br><br>SPC, WB,   | <ul style="list-style-type: none"> <li>• National risk and exposure data are collected, compiled and collated, and the Risk Exposure Database is developed and maintained.</li> </ul> |  |
| 2.7.4 Develop Guidelines to address security protocols and agency Roles and Responsibilities for PLWD, women and children  | February 2017           | Internal VHT Clusters         | Snr Research and Planning officer – Lead  | <ul style="list-style-type: none"> <li>• Guidelines developed</li> </ul>  |  |
| 2.7.5 Progress contingency planning for Hazard events  | February -December 2017 | Internal & donor (World Bank) | Snr Research and Planning Officer<br><br>Provincial Government, VHT<br><br>Donor partners | <ul style="list-style-type: none"> <li>• Multi Hazard Plans developed</li> </ul>  |  |
| 2.7.6 Identify Roles and Responsibilities for Hazard Specific Disaster Response Plans  | February- June 2017     | NDMO budget, VHT,             | Snr Research and Planning Officers ,  | <ul style="list-style-type: none"> <li>• Disaster Hazard specific Support Response Plan</li> </ul>  |  |

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|  |  |  |  | completed and<br>utilised |  |
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| <b>OBJECTIVE 3: STRENGTHEN DISASTER RISK MANAGEMENT (DRM) OPERATIONS IN PREPAREDNESS, RESPONSE AND RECOVERY FOR A SAFER, SECURE AND RESILIENT VANUATU</b> |                        |  |   |  |  |
|---|------------------------|--|---|--|--|
| <b>Activity (How? &amp; What?)</b>  | <b>Timing (When)</b>   | <b>Resources (Funding – With What? How Much &amp; from where)</b>  | <b>Responsibility (Who?)</b>                                    | <b>Key Performance Indicator</b><br><br>• <b>(KPI)</b>                             | <b>M&amp;E</b><br><br><i>(To be completed quarterly)</i> |
| 3.1.1 Production of IEC materials for DRM incorporating traditional resilience & coping strategies and recognising Custom Culture, ecosystems impact      | February –April 2017   | National Govt<br><br>VHT and Donor Partners                        | Snr Disaster Risk Reduction & Camp Coordination Camp Management | • Number of Leaflet ,posters and Brochures produce and distributed                 |  |
| 3.2.2 NDMO develops updated list of pre-positioned supplies   | February –March 2017   | NGO, VHT Partners, Provincial Government& Faith Base Organizations | Senior Logistic Officer<br><br>PDO, CDC, NGOs                   | • Prepositioned stock update at the National and Provincial level reported to NDMO |  |
| 3.3.3 Represent NDMO in all logistical matters  | January –December 2017 | Internal Resource  | Senior Logistic Officer   | • Minutes and report produce   |  |
| 3.3.4 Streamline the incoming overseas freight process  | January –December 2017 | Internal Resource  | Senior Logistic Officer   | • Process finalize and approve and adopt by all stakeholders                       |  |
| 3.3.5 Coordinate and guide VLC working group  | January –December 2017 | Internal Resource  | Senior Logistic Officer   | • Minutes and report produce   |  |
| 3.3.6 Attend the logistic and ETC meetings  | January –December 2017 | Internal Resource  | Senior Logistic Officer   | • Minutes produce  |  |

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| 3.3.7 Develop a Cluster agreement on recommended specification of relief goods likely to be useful   | February 2017     | Stakeholders and Clusters     | Senior Logistic Officer                               | <ul style="list-style-type: none"> <li>• Specification finalize and approve by NDC</li> </ul>  |  |
| 3.3.8 Assist the establishment of stand-by communication means in each province (HF, VHF, Sat-phone and radio station)                                 | January –May 2017 | Donor Partners and NDMO       | Senior Logistic Officer<br><br>Work with OGCI0 or ETC | <ul style="list-style-type: none"> <li>• Stand-by communication means established</li> </ul>   |  |
| 3.4.1 NDMO update population data, facilities like schools and health centres, infrastructure, highest point for evacuation for Multi Hazard responses |                   |                               | Snr Information Management Officer                    | <ul style="list-style-type: none"> <li>• Updated logistic data</li> <li>• School mapping data established in each province</li> <li>• Updated population database established in each province</li> <li>• Updated Infrastructure map in each province</li> </ul> |  |
| 3.4.2 NDMO update population data, facilities like schools and health centres, infrastructure, highest point for evacuation for Multi Hazard responses | February-May 2017 | Internal and External funding | Snr Information Management Officer                    | <ul style="list-style-type: none"> <li>• Updated logistic data</li> <li>• School mapping data established in each province</li> <li>• Updated population database established in each province</li> </ul>  |  |
| 3.4.3 Provide demographic data to the Provincial level or to Implementing agencies   | February 2017     | Internal and External Funding | Snr Research and Planning Officer                     | <ul style="list-style-type: none"> <li>• One population database completed</li> </ul>  |  |

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|--|---------------------|--|--|--|--|
|  |                     |  |  | <ul style="list-style-type: none"> <li>• One population map completed</li> <li>• Updated demographic data every 6 months</li> <li>• IM format created</li> <li>• data based established</li> </ul> |  |
| 3.4.4 Provide geographic data (water sources, infrastructure, high point) at the Provincial level and to implementing agencies | March –June 2017    | Funding allocated from Government line agencies, VHT | Snr Research and Planning Officer  | <ul style="list-style-type: none"> <li>• Geographical information is made available to all provincial govts and stakeholders</li> </ul>  |  |
| 3.4.5 Establish national minimum standards for NFI, nutrition (food basket) etc for each cluster                               | February 2017       | Internal & External Funding                          | Snr Research and Planning Officer<br><br>All cluster members and Operation Manager | <ul style="list-style-type: none"> <li>• Standard NFI manuals completed</li> </ul>   |  |
| 3.3.4 Improve return flow of information with impact assessment mapping and monitoring   | July –December 2017 | Internal, donor partners                             | Snr Research and Planning Officer  | <ul style="list-style-type: none"> <li>• Impact assessment reporting</li> <li>• Impact assessment tools develop</li> </ul>   |  |

*Objective 4: Facilitate harmonisation and mainstreaming to promote coherence between Disaster Risk Management including Climate Change approaches, systems, programmes and stakeholders involved in development (preparedness, response & recovery)*

| <b>Activity (How? &amp; What?)</b>   | <b>Timing (When)</b>      | <b>Resources (Funding – With What? How Much &amp; from where)</b> | <b>Responsibility (Who?)</b>  | <b>Key Performance Indicator</b><br><br>• (KPI)   | <b>M&amp;E</b><br><br><i>(To be completed quarterly)</i> |
|--|---------------------------|---|---|---|--|
| 4.1.1 NDMO to review IEC procedures/guidelines and assign responsibility to reflect NAB & NDC requirements | February 2017             | Externally funded projects/IOM                                    | Snr Disaster Risk Reduction & Camp Coordination Camp Management<br><br>All government and partner agencies                  | • NAB endorsement letter and reported   |  |
| 4.2.2 Work with OGCIO for integrated data sharing protocols  | September – December 2017 | Internal funding  | Snr Information Management Office<br><br>OGCIO, Snr IM Officer and Snr Media & PR Officer, Telecoms, NSO, DSPPAC, NAB, NDMO | • Protocols approved and implemented in 2018  |  |
| 4.3.1 Develop a community centric multi-hazard early warning system and DRM/CC monitoring system           | September – December 2017 | External and government   | Snr Research and Planning Officer   | Early warning system established to capture effects and impacts of natural/CC disasters |  |

|   |             |                    |   |   |  |
|---|-------------|--------------------|---|---|--|
| 4.3.2 Promote and undertake multidisciplinary research with other stakeholders and partners | August 2017 | Government         | Snr Research and Planning Officer , VMGD<br>NAB, Other stakeholders         | <ul style="list-style-type: none"> <li>• Research publications produced and reported</li> <li>• Papers available on NAB Portal &amp; NDMO Web Site</li> </ul> |  |
| 4.3.3 Undertake research into traditional coping resilience and response knowledge          | July 2017   | Seek donor funding | Snr Research and Planning Officer ,<br>Donor, Malvatumauri, Cultural Centre | <ul style="list-style-type: none"> <li>• Research Paper</li> <li>• Traditional knowledge informs CC &amp; DRM Planning</li> </ul>                             |  |

## 12. Monitoring and Evaluation

Monitoring is the routine collection and analysis of information to track progress against set plans and check compliance to established standards. It helps identify trends and patterns, adapt strategies and inform decisions for project/programme management. Evaluation involves identifying and reflecting upon the effects of what has been done, and judging their worth. The findings allow project/programme managers, beneficiaries, partners, donors and other project/programme stakeholders to learn from the experience and improve future interventions.

The Department will develop tools to help monitor and evaluate (M&E) all activities highlighted in this plan. The Department will develop tools, and allocate time and budget for M&E at the commencement of activities, and undertaken to input into the mid-year, and annual report.