



Vanuatu Meteorology and Geo-Hazards Department



2017 Annual Business Plan

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Business Planning is a requirement from the Public Service Commission for all institutions to provide on an annual basis. The Vanuatu Meteorology and Geo Hazards Department is a department within the Ministry of Climate Change.

Vision

The vision of the VMGD is *to be a world class meteorological and geo-hazards institution that contributes to the sustainable development of Vanuatu, and the Pacific region.*

Mission

The VMGD will achieve its Vision by being:

A fully professional institution comprising skilled and motivated staff, using updated and state of the art science and technology, within an efficient and effective organization, providing high quality meteorological and geo-hazards services that are widely available and accessible, effectively applied, beneficial and highly valued by all sections of the community in Vanuatu

Specifically, this will be achieved through the excellence in the following areas:

- Excellence in weather and climate forecasting processes
- Leader in climate change adaptation and mitigation implementation, monitoring, negotiations
- Active monitoring and state of the art implementation of early warning systems for Geohazards
- Accessing and supporting international and regional observation networks
- Research and innovation targeting improved products and services to all stakeholders
- Facilitating cooperation with respect to its monitoring networks
- Cutting edge technology
- Quality control systems in place with supporting administrative and financial resources in place

Principles

The guiding principles of the VMGD as set out below apply to the implementation of this Strategy.

1. **Vanuatu focus:** The work of the VMGD is primarily focused on effective delivery of meteorological (weather and climate) and geo-hazards services for the benefit of the people and communities of Vanuatu, with its focus of development consistent with the priorities of relevant national sustainable development framework.
2. **Partnerships:** Partnerships with the WMO, regional inter-governmental agencies and organizations, and technical partners are critical to the success of this Strategy. The participation of VMGD in a national and regional coordinated approach enhances effectiveness in increasing resources, targeting effort and managing potential overlap between agencies, organizations and development partners, especially where these are managed through national, bilateral and multilateral arrangements. Partnerships between VMGD and its counterparts in other Pacific Island countries have an important role in ensuring cooperation and sharing of lessons-learned within the region.

3. **Supporting gender equality and the most vulnerable in society:** VMGD accepts the need to operate and deliver services in ways that address principles of gender equality and the needs, both internally of the Department and in the development and delivery of VMGD services to the most vulnerable in Vanuatu society.
4. **Cost effectiveness:** Services should be delivered in an efficient, cost-effective way. VMGD's ability to deliver the actions in this Strategy is critically dependant on the resources available to it. The VMGD will endeavor to be strategic in the alignment of the development and delivery of VMGD services in ways that maximize the development support from national government and from regional partners.
5. **Sharing information:** The VMGD is committed to sharing data in line with national obligations and international policies; in particular the WMO commitment to free and unrestricted exchange of meteorological and related data and products (WMO Resolutions 40 and 25).
6. **Regional and Global contribution:** The VMGD recognizes the regional and global character of weather, climate, and geo-hazards, and the need for an international approach that is consistent with relevant guiding regional frameworks such as the Pacific Islands Meteorological Strategy, the Disaster Risk Management Framework, and the Pacific Islands Framework for Action on Climate Change, amongst others.

Objective

The object can be divided into these main areas:

1. Improve enabling environment for development and improvement of weather, climate, climate change, water, volcano, earthquake and other related environment and geo-hazard information and services
2. Improve weather information, forecasts, services and warnings for air navigation
3. Improving quality, timelines, and availability of climate and other related environment information, forecasts, services and warnings.
4. Improving accuracy, timelines, quality of geo-hazards' information, alerts, warnings and services.
5. Improve quality, timelines, availability, accessibility, presentation and delivery of observation data, weather, climate, flood and geo-hazard information, forecasts, warnings and services both within VMGD and among its sections and, to VMGD's clients.
6. Ensure the safety, security and wellbeing of the people and communities of Vanuatu
7. Fulfill Vanuatu's commitments and obligations under relevant regional and international agreements and conventions.
8. Guide national planners, donors and partners to focus on priority capacity building activities and transfer of technology identified by the VMGD that may be delivered either through national budgetary mechanisms, bilaterally and/or through regional and international approaches;
9. Guide the VMGD towards critical activities aimed at building or strengthening capacity, planning; and,
10. Guide the VMGD with respect to supporting priority actions at the regional level

Programs

The Department consists of six major programs (Activities) to carry out its functions and they are as follows: The Administration, the Weather Forecasting and Services Section, the Climate Services Section which also includes Climate Change, the IT and Engineering Section, the Observation Section and the Geo Hazards Section.

Administration Division

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Revenue	Increase revenue	Strengthen mechanisms and processes for collecting revenue		Director, PSO, Commercial, Finance Officer	Increase in revenue Invoices issued on time Invoices issued from VMGD's end		All year round	
Legislation	Develop legislation for organizational operations and decision making	Strengthen policy, legislative, organizational and decision making arrangements	1.Enact draft Meteorology/Geo-Hazards/Climate change bill into law 2 Change regulation to allow for increase revenue	Director DG Minister State Law	a) State Law reviews and finalises draft Meteorology and Geo Hazard Department act bills c) Bills presented to parliament and enacted d) Regulation changed/revised		March 2016	
Policy	Improvement of weather, climate, climate change, water, volcano, earthquake and related meteorological and geological hazards		Develop policies, SOPs, Directives and Work Instructions	Director, QMS Manager	Policy, SOPs, Directives and work instructions updated yearly		October – December 2015	
Amalgamation	Complete implementation of new structure	Improve service delivery	Implement VMGDs new structure in accordance with the Public service regulations	Director, CSU HR, Rebecca, PTO	ICT/Engineering - PSO Position filled Forecast Division – 4 forecaster position filled Geo-hazards -			

					Observation – PSO position filled Climate – Climatologist position filled Administration – Executive officer position filled			
Strengthening Operations	Deliver better services more effectively	Maintain and review current operations set-up	Maintain and improve joint operations centre for seismic, geo-hazards, weather to achieve a combined delivery dissemination & response	Director and Managers	Discussion Paper	External Funding/World Bank	1st Quarter	
Quality Management System	Sustain QMS on services to Aviation sector, expanding to marine sector.	Conduct one internal Audit per year and one external Audit every five years	Maintain and continually improve the Quality Management System for Aviation and marine Services to ensure that the VMGD comply with ICAO/CAA/WMO regulations.	QMS Manager Forecast Manager Director	Continuous Quality Management System implementation for aviation and marine Services, continuous customer feedback			
	Competency	Conduct competency test for aviation forecasters and observers	Conduct competency test for aviation forecasters and observers once every year	QMS Manager Observations Manager Forecast Manager	Competency test for aviation forecasters and observers conducted Certificate issued at the end of the test		September 2016	
Strengthen services	Strengthen services to rural communities	Support COP activities, strengthen provincial offices	Support COP activities, strengthen provincial offices, train VMGD officers in provinces,	Director, Manager (Obs), Manager (ICT), COP Co-Chairs	Trained officers, COP activities carried out, offices improved (New PC, new Furniture, access to Internet)		August 2016	
Working Groups	Ensure working groups are effective	Working group to meet regularly	Working groups to meet regularly Activities of the working group to be sustained	Chairs of the working group, Director, PTO		1,500,000 internal 1,500,000 external		

Strengthen relationships between partners	Establish MOU's with partners	Develop MOUs with partners	Director and All Managers	Agreements drafted and signed	a) MOU developed between Fiji Met and VMGD b) MOU developed between VMGD and Meteo France, NC c) MOU developed between other research institutes			
Annual Report	Develop appropriate monitoring and reporting systems to meet the required public service standard.	Develop and Strengthen our monitoring and reporting system against the allocated budget and service targets.	a) Establish monitoring and evaluation and reporting mechanism b) Prepare and document all reports against Annual Business Plan	Director and Managers	a) section quarterly report b) Biannual report c) Annual report	Nil	Section report quarterly Biannual report by November Annual Report by December	
Business Plan	Develop business plan	Develop business plan for 2017		Director, all Managers	Completed business plan for 2017			
VMGD Structure	update VMGD structure to reflect changes	Review VMGD Structure	Review VMGD Structure, covering all divisions	Director	Structure reviewed		August 2016	
Appraisal	Conduct appraisal for all staff	Improve VMGD staff performance	Conduct appraisal for VMGD staff, review at mid-year and finalise it by end of year	Director and Managers	Appraisal conducted	Increment for all staff – 500,000	January, July and December	

Review VMGD Strategic Development Plan	Revise VMGD SDP	VMGD SDP updated to reflect changes	Managers and Director to meet quarterly to put forward changes Directors office to compile changes	Director and all managers	Revised VMGD Strategic Development Plan for 2014 to 2023		Third quarter	
Budget	Completed budget	Compile budget that reflect all divisions needs	Complete proposed 2017 on scheduled time	Director, Finance Officer	Completed 2017 budget proposal		April	

Climate Division

Programs	Objective	Strategy/ies	ACTION/ Performance Indicators	Expected Key Result Areas/Achievements	Primary Responsibility	Budget Implication	Timeframe
Seasonal Forecasting		Produce, issue and circulate	a. Teleconference preparation	a. Completed outlook tables and email to BOM before teleconference	Daphne Nalawas		
		latest Monthly bulletins to all government and relevant agencies	b. Monthly teleconference	b. Participate in 12 OCOF Teleconferences and chair	Daphne Nalawas		
	Providing relevant information to aid decision making with regards to climate natural hazards		c. Publish rainfall Outlook	c. 12 rainfall outlook bulletins develop	Daphne Nalawas		
			d. Publish monthly VCU	d. Publish 12 VCU through webpage, intranet and email	Daphne Nalawas		
			e. Hold stakeholders meeting	e. Have 4 stakeholders meeting - should ENSO event exist	ENSO committee		
			f. Monthly climate briefing with VMGD officer	f. Have 12 Monthly climate briefing with VMGD officer	Philip Malsale		

			g. Include Bislama language into SCOPIC	g. Bislama language incorporated into SCOPIC Outlook.	Daphne Nalawas		
			h. Update of provincial board	h. Update provincial boards	Daphne Nalawas		
			i. Review of ENSO directive	i. Amended ENSO directive	Philip Malsale		
	Provide a blanket seasonal forecast for a long term outlook	Produce a seasonal (6 months)forecast	j. develop and trial a six month forecast - rainfall and ENSO	j. Draft six months forecast template develop	Philip Malsale		
	Better inform people on mid-season TC information	Review and provide mid-season TC update	k. Produce mid-season TC update	k. draft mid-season TC review and update	Philip Malsale		
			l. Organize a National Climate Outlook Forum	l. Report on the priority and how climate division can work with other sectors	Philip Malsale		
	Working in partnership on seasonal forecast	Working with Red cross to inform community on early action relating to rainfall forecast	m. develop and trial rainfall forecast with specific action for provinces in Vanuatu	m. Template for rainfall forecast and specific actions for different levels of rainfall for 6 provinces in Vanuatu	Philip Malsale		
Climate Early Warning System	To provide climate services to other sectors to aid decision making	Providing useful and timely information to each sector through Dashboard	a. Run workshop	a. Workshop report with priority needs for Agriculture, hydrology, health, energy and DRR captured	V-CAP coordinator		
			b. Purchase AWS	b. 7 AWS procure	V-CAP procurement officer		

			c. Install AWS	c. Installation report	NIWA		
			d. Onsite testing	d. On site testing report	NIWA		
			e. Commission of CLEWS	e. Launching of CLEWS	V-CAP coordinator		
			f. Climate Vehicle procurement	f. Vehicle deliver to VMGD	V-CAP coordinator		
Data Management	Safeguard historical and current climate data to aid national development in Vanuatu		a. Digitize 3 hourly data for Aneityum, Lamap	a. CliDE report of 3 hourly data for Aneityum and Lamap	Mercy Nalawas		
		Digitize and Validate climate meta data and synoptic data into CliDE	b. Validate climate data 2 days per week	b. Complete validate of Bauerfield Synoptic station	Mercy Nalawas		
Data Request	Reporting and proving data request facility to client using up to date technology and mode of communication	a. Well-coordinated data request activity and reporting		a. Collect and archive soft climate data request	Shanna Joseph		
			Analyze data request and report	b. Request statistics in quarterly reports	Shanna Joseph		
				c. Data request form integrated to new VMGD webpage	Shanna Joseph		

Data Archive		a. Continuous monitoring and backup of climate data	a. Produce a spreadsheet of monthly data in hard and soft copy.	a. Monthly data in archive room and include in all quarterly reports	Shanna Joseph		
	Safeguard historical and current climate data to aid national development in Vanuatu		b. Back up climate data into hard drive	b. Monthly electronic archive of all	Mercy Nalawas		
			c. Develop Vanuatu Tropical Cyclone database	c. Vanuatu Tropical cyclone database – Linking TC module (IT Division)	Contractor		
			d. Store all 2015 climate data field books in archive room	d. Report of 2015 archive	Mercy Nalawas		
			e. Store all 2015 climate data in excel in massive storage device provided and CliDE	e. Report of completed archive of 2015 excel data and CliDE	Mercy Nalawas		
Traditional Knowledge			a. Pilot site visit to Tanna.	a. Report on visit and database information	Daphne Nalawas		
			b. Enter TK information collected to TK database (Tanna visit)	b. TK database update	Shanna Joseph		
			c. Pilot Visit to Pentecost	c. Report on visit and database information	Shanna Joseph		
	To provide easy and relevant information	Collect weather and climate traditional	d. Enter TK information collected to	d. TK database update	Shanna Joseph		

	to aid decision making in the communities	knowledge to aid scientific information	TK database (Pentecost visit)				
			e. Pilot visit to Malekula	e. Report on visit and database information	Shanna Joseph		
			f. Enter TK information collected to TK database (Malekula visit)	f. TK database update	Shanna Joseph		
			g. Pilot visit to Gaua	g. Report on visit and database information	Shanna Joseph		
			h. Enter TK information collected to TK database (Gaua visit)	h. TK database update	Shanna Joseph		
Vanuatu Rainfall Network			a. Replace battery and capacitor for automatic rain gauge	a. Report of automatic rainfall visit	Peter Feke		
	Expansion and collection of timely observation data	Continuous monitoring of updated rainfall in all six provinces in Vanuatu	b. Installation of 6 climate sites	b. report of climate site installation	Peter Feke		
			c. Visit all rainfall sites in Malampa province	c. Report of Malampa rainfall visit	Peter Feke		
			d. Visit of rainfall sites in Sanma province	d. Report of Sanma rainfall visit	Peter Feke		
			e. Commit LPO for payment for ANZ,	e. Cheque collected and cash deposit into	Peter Feke		

			NBV, BRED and WESPAC bank	rainfall collector's bank account			
Agro-met	Expansion of climate services to other sectors	Incorporating climate services into decision making in Agriculture Sector	a. Produce 12 agro-met bulletins	a. 12 agro-met bulletin produce	Robson Tigona		
			b. Manage Vanuatu rainfall and agro-met face book for dissemination of information on line	b. Update face book page	Robson Tigona		
			c. Attachment of agriculture officers to climate section and vice versa	c. Attachment of one agri-officer to climate section	Peter Iesul		
			d. Conduct climate field schools in Malampa and Penama province	d. Reports off climate field school in Malekula and Penama province	Technical Team		
			e. Review VMGD and DARD MOA	e. Amended MOA	Philip Malsale		
			f. Review Melanesian agro-Met paper with MSG	f. Melanesian Agro-Met paper submitted and get funding	Philip Malsale		
			g. Talk with Agriculture department to set up Agro-Met stations	g. A report or follow up on initial discussions and secure funding	Philip Malsale		

Hydrology		Incorporating climate services into decision making in Hydrology sector	a. Organize workshop to capture priorities	a. Workshop report with hydrology priority	Erickson Sammy		
			b. Develop a ENSO handbook for Hydrology	b. Printing and distribution of ENSO handbook	Erickson Sammy		
Marine		Incorporating climate services into decision making in Marine sector	a. Organize workshop to capture priorities	a. Workshop report with Marine priority	Kalo Pakoa/NOAA		
			b. Develop a ENSO handbook for Hydrology	b. Printing and distribution of ENSO handbook	Kalo Pakoa/NOAA		
Health		Incorporating climate services into decision making in Health sector	a. Organize workshop to capture priorities	a. Workshop report with Health priority	Nelly Wolusej		
			b. Develop a ENSO handbook for Hydrology	b. Printing and distribution of ENSO handbook	Nelly Wolusej		
Energy		Incorporating climate services into decision making in Energy sector	a. Organize workshop to capture priorities	a. Workshop report with Energy priority	Jesse Benjamin		
Training			a. Attend COP 22	a. Report on COP22	Philip Malsale		
			b. Attend IPCC 43rd season	b. Report on IPCC meeting	Philip Malsale		

	To upgrade skills of climate officers and others to perform effectively and raise the profile of VMGD	Attending internal and external trainings, workshops and conferences through in-kind and donor funded	c. Attend internal and external training/workshop	c. Training/Workshop report with recommendations	Mercy, Peter, Daphne, Shanna		
			d. Attend COSPPac annual planning and steering committee meeting	d. COSPPac meeting report	Philip Malsale		
			e. Attachment with BOM	e. BOM attachment report	Shanna Joseph		
			f. Attachment with NIWA	f. NIWA attachment report	Daphne Nalawas		
			g. CliDE internal training	Training report	Philip Malsale		
		train media about issue of climate	h. FINPAC media training	h. Media training report	Philip Malsale		
Studies		Enroll for further studies in Universities	a. Study foundation and degree courses at USP	a. Exam results	Melinda, Shanna Joseph and Daphne Nalawas		
			b. Apply for PHD Studies	b. Approve and submit application	Philip Malsale		
Policy	Establish mechanism to enable new initiatives in VMGD	Establish workable and collective new initiative that can move activities forward within	a. Develop VMGD uniform policy	a. 1 VMGD Uniform Policy	Philip Malsale		

		VMGD and in the region					
			b. Update Climate SOP	b. Amended Climate Operating Procedures	Philip Malsale		
			c. Help develop Vanuatu National Drought Policy	c. Vanuatu National drought Policy	Erickson Sammy		
			d. Update ENSO Directive	d. Amended ENSO Directive	Philip Malsale		
			e. Update tropical cyclone seasonal outlook procedures	e. media release on review of TC seasonal outlook	Philip Malsale		
			f. Develop Vanuatu Framework on climate services	f. Launching of Vanuatu Framework on Climate Services	Technical Advisor		
Research	New initiatives to further enhance the work of Climate Services in Vanuatu	Research on paleo-climate to better understand past climate of Vanuatu	Participate in speleothems research	1. Report of Maewo cave (to collect speleothems) research	Peter Feke		
			Participate Efate lake research	2. Report of Lake in Efate regarding Tropical cyclone	Daphne Nalawas		
			Write up TK paper	3. Publish TK paper on how to collect TK information	Philip Malsale		
			Develop a project proposal	4. A research proposal on MJO rainfall contribution on Vanuatu's monthly and annual rainfall. Develop a	Philip Malsale		

				map of the different phase (1-8) of MJO			
Communications		Improvement of Information	a. Participate in 4 talkback shows	a. Include talkback shows in quarterly reports (4 talk back shows)	Philip Malsale		
		Dissemination (Communications)	b. Updated VCU (12), TC seasonal Outlook (1) on provincial noticeboard	b. Provincial notice boards updated	Daphne Nalawas		
	Accessible climate information using modern technology that benefits all citizens of Vanuatu		c. Provide latest seasonal outlook to VNSO for display	c. Monthly updated seasonal outlook display on VNSO screen	Daphne Nalawas		
			d. Provide SMS on climate extreme events or climate seasonal forecast (SMS)through Digicel and TVL network	d. Rainfall collectors can receive climate seasonal forecast. They can also txt back TK indicators and assessment	Philip Malsale		
			e. Upload of Climate information on website and Intranet	e. Latest VCU on climate website and intranet	Daphne Nalawas, Shanna Joseph		
			f. Climate officers to use travel board prior to local travel	f. All local travels for climate officers are in travel board	Philip, Mercy, Peter, Shanna, Daphne		
	Increase VMGD's Outreach Activities	Utilize climate vehicle to increase outreach program	a. Use vehicle to deliver seasonal forecast, awareness and rainfall sites visits	a. Log book fill whenever Vehicle is used and report on visits	Philip Malsale		

			b. Vehicle maintenance	b. Vehicle garage services	Philip Malsale		
		Short Video or documentary	a. Create a climate documentary	a. Launch climate documentary	Contractor		
			a. Upgrade Climate intranet	a. Launch new intranet	Contractor		
		Upgrade online climate information dissemination platform	b. Upgrade Climate webpage	b. Launch new climate webpage	Contractor		
			c. Develop a climate information system/Information Hub	c. Launching of Climate information system	Contractor		
		WMO open day	a. Display of IPCC outreach materials	a. WMO/IPCC to provide materials. WMO open day report	Daphne Nalawas		
Improvement	a. Institutional strengthening	Upgrade of climate division infrastructure and data Centre	a. Purchase of new computers and display screens	a. New computers installed in the climate division	V-CAP coordinator		
			b. Purchase of new climate server	b. New climate server install on server room	Patricia Mawa		
			c. Purchase of printer	c. A new printer install for the climate division	Patts		
			e. Develop Traditional knowledge value added products such as pull down	e. Pull down banner, seasonal calendar are produce	Shanna Joseph		

			banner, seasonal calendar				
			a. Develop review climate structure to include 7 new officers	a. A revised climate structure developed	Philip Malsale		
Restructuring	a. strengthen and expand climate services to effectively provide services and information to aid decision making	a. Expand climate division to other sectors	a. Review and develop climate structure	a. A new structure to include 7 new positions	Philip Malsale		
Reporting	a. Quarterly reports	Improving reporting within Climate division	a. Write up quarterly report for Climate Division	a. 4 quarterly reports, 1 Bi-annual and 1 annual report for climate Division	Philip Malsale		
			Develop Climate electronic reporting	Complete and operate Climate reporting system	Patricia Mawa		
			Review 2016 business plan	2016 business plan reviewed	Philip Malsale		
			Review Climate strategy Plan	Climate strategy plan reviewed	Philip Malsale		
Review	a. Updated working procedures and environment to enable high productivity within Climate Division	Update Climate SOP	a. Review climate SOP with QMS criteria	a. Annual Update of SOP uploaded on intranet and print	Jerry Timothy		
Retirement	a. Appreciate hardworking officers	Retiring climate officers with full benefits	a. Liaise with admin and CSU for payment of benefits	a. Organize a farewell party	Philip Malsale		

Recruitment	To recruit 4 new officers to occupy vacant post	To fully implement climate structure	<ol style="list-style-type: none"> 1. Advertise external for 2 post 2. Upgrade two officers to take permanent post 	<ol style="list-style-type: none"> 1. 2 permanent officers recruited 2. 2 permanent officers recruited 	Bae Williams	Internal	July
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Geo-Hazards Division

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Research and Development+RC:R[56] C[2]	I- Improve current knowledge in Geo-Hazards	Improve scientific research and technical skills by promoting scientific information of Vanuatu volcanoes, earthquakes, and tsunami	a. Engage in research activities with local and international scientists on earthquakes, tsunamis and volcanoes in Vanuatu	a. PSOs/SOs/Data analysts/Manager	a. Research Publication, research agreements and synthetic summary report	Research projects		
			b. Carry out scientific assessment after major volcanic, earthquake and tsunami events	b. PSOs/SOs/Data analysts/Manager	b. Assessment reports	Admin/ Crisis Budget?		
			c. Provide and undertake on the job training in volcano-seismic data processing & analysis	c. Volcanology/ TA/ Admin	c. Workshop and training held	Admin		
			d. Coordinate & facilitate training workshops and attachment with other	d. Manager/ /Admin/ TA	d. Workshop and training held	Admin		

			counterparts in Geohazards field					
			e. Participate in regional and international conferences, trainings and seminars	e. Manager/ PSO /SO/Data	e. Mission report drafted; mingle with other scientists, established contacts for further collaborations	Admin		
			f. Facilitate Internal technical trainings relevant to Geohazards areas of work for Geohazards staff	f. Manager/ PSO/SOs /TA/Technicians	f. Technical needs well addressed			
						Admin		
Scientific collaboration and partnership for Data sharing	II-Enhance collaboration with regional institutes to promote the regional geophysical network	Build Partnership with regional and international partners to improve Geohazards Warning Systems	a: Maintain and strengthen trilateral and multilateral agreements to address Geohazards Observations and data sharing	a. Manager/ Director	a.multi-lateral agreements strenghten	ORSNET		
			b. Share seismic data with other regional seismic observatories to re-enforce earthquake monitoring system in Vanuatu and the region	b. Geohazards/ Geo-Engineering	b. Data well shared for effective management of geohazards events- Annual report	ORSNET		

			c.Cooperate with Regional Partners to maintain and enhance regional seismic network	c. Manager/Geo-Scientists/Geo-technicians	c. Regional seismic network/sever well maintained	ORSNET		
Crisis response	III- Undertake responses to volcanic eruption, earthquakes and tsunami	Collaborate with NDMO, and other stakeholders (locally and internationally) to better coordinate disaster response	a: Liaise with NDMO, and other stake holders for disaster response plan and action in times of volcanic eruptions, earthquake and tsunami	a.Manager/Geo- scientific team	a.Emergency responses to geohazards events are done properly- Annual report	ADMIN		
			b. . Carry out hazard assessment in response to major volcano activity events	b. Volcanology/ Geo technicians/Manager	b. Assessment Reports, conferences presentation abstracts	Admin/Crisis Budget?		
			c. Carry out earthquake intensity survey and hazards assessment in response to major earthquake events	c. Seismology/ Geo-Engineering/Manager	c. Assessment reports, abstract and scientific publications developed	Admin/Crisis budget?		
			d. Carry out tsunami run up and hazards assessment in response to a major tsunami event	d. seismology/ Geo - Engineering/ Manager	d. Assessment reports, abstract and scientific publications developed	Admin/Crisis budget?		

			e. Contribute in the tropical Cyclone shift	e- Any staff	e- Tropical Cyclone response report	VMGD		
			f. Undertake 24 hour analysis on the Geo-Hazards data in times of volcanic, earthquake or tsunami crisis	f- All staffs	f- Crisis response report, activity status report with the information and Alert bulletins	VMGD		
Geo-hazards Warning System	IV-To improve tsunami warning systems in Vanuatu	IV-1- Earthquake, tsunami and volcano warning systems and hazard maps	a. Ensure Geohazards Warning centre operations up and running	a. Geo-Hazards/Geo-Engineering/Admin	a. GeoHazards Warning Center Operational	VMGD		
			b. Contribute to the Development of the reviewed Hazard map and contingency planning for Amabe, Gaua, Lopevi and Vanua Lava	d. Manager/ Volcanology/TA/NDMO	b. Gaua, Vanua-Lava, Lopevi and Ambae Volcano Hazard maps completed essential for community, contingency plans	Funding source		
			c. Install volcano risk map, signage and information board on Ambry, Tanna, Aoba, Gaua, Vanua-Lava, Lopevi	Volcanology, Geo-Engineering	volcano risk management framework well established	<i>Funding source</i>		

			d Participate in the Tsunami sirene installation in Port Vila and Luganville	Geo-Tech	Tsunami sirene installed	<i>MDRR</i>		
Earthquakes and volcano monitoring	V-Improve seismic and volcano monitoring systems to prevent disastrous consequences of natural disasters to humans and the environment	IV-3- Implement the Geo-hazards early warning system	a. Ensure 24H/7 duty services for Geohazards Early Warning systems	a. All Geo Technicians	a. Shift Roster well implemented and weekly technical report	<i>Admin</i>		
			b. Acquire a vehicle dedicated for for the Warning Center operations for quick response Services	b. Manager/Director	b. Geo-hazards warning systems up to date	<i>Project</i>		
			c. Undertake the observations of earthquakes and volcanoes in real-time 24H/7 for tsunami and volcanic eruptions early warning	c. Geo-Hazards /On duty Staffs	c. Timely earthquake and tsunami information/ warning dissemination, weekly routine reports and daily routine notes available	VMGD		
			a. Upgrade, maintain and install Real-time seismic monitoring system on Efate,	b. Geo-Hazards/Geo-Engineering	b. Shed light on seismicity around central New Hebrides fore arc and seismic	IRCCNH		

		monitoring network	Malekula, Maewo, Malo, Santo, Ambae, Gaua, Vanua Lava, Lopevi		gap area- Installation mission reports			
			b. Maintain and upgrade the Efate seismic network	c. Geo technicians	c. Efate network field book updated, daily routine records and weekly reports	VMGD		
			c. Undertake the site survey on Tafea for an additional seismic station site	Geo technicians	d. Site survey Campaign report	VMGD		
			d. Maintain the Geoscope station for global earthquake monitoring network	e. Geo technicians	e. Daily records, SANVU station field book updated, mission report	IPGP		
		V-2-Set up and upgrade volcano monitoring network	a. Daily volcanic hazards Assessment on Ambrym, Tanna, Ambae, Lopevi and Gaua	a. Volcanology/ Manager/TA	a. Up to date Hazards information, assessment reports	VMGD		
			b. Draft the initial proposal for a possible geodetic network for volcano and earthquake monitoring	b. PSO	b. Draft proposal	VMGD		
			c. Maintain volcano and earthquake monitoring systems	c- Geo-engineering	c. Maintenance report	VMGD		

		VI-1- Update Geo-hazards databas	a. Collect, analyse, backup and store volcano data and analysis software in a daily basis from national and international monitoring network	a. Volcanology/ /Manager/TA/Geo-Engineering	a. Gigabtes of volcano data stored per year	VMGD		
			b. Collect, analyse, backup and store earthquake and tsunami data and analysis software in a daily basis from national and International monitoring network	b. Seismology/ /Manager/TA /Geo-Engineering	b. Gigabtes of f earthquake data stored per year	VMGD		
			c- Ensure daily data quality checks on volcanic and Earthquake data	c. Geo technicians and analysts	c- Data avalability report	VMGD		
Geo-hazards data/products and services	VI-Organise Geo-hazards information into the hazards database and issue the correspondi ng hazards information to reduce Geohazards risks to local	VI-2-Issue and disseminate Geo-hazards observations information for public safety	a. Issue earthquake occurrence bulletins to relevant authorities, and media outlets	a. Seismology PSO/ Data Analysts/ Geohazards on duty staffs	a. Earthquake bulletins issued and archived	VMGD		

	communities, the general public and the tourism industry							
			b. Issue monthly and annual earthquake bulletins for scientific communities	b. Data Analysts/Seismology PSO/Manager	b. Monthly and annual earthquake bulletins issued and archived	VMGD		
			c. Issue volcano Alert Bulletins for tourism industry, relevant authorities and media outlets	c. Volcanology SO/Data Analyst/ /Manager	c. Volcano bulletins issued	VMGD		
			d. Issue monthly and annual volcano activity bulletins for scientific communities	d. Volcanology Data analyst/ SO/Manager	d. Annual and monthly volcano activity bulletin up to date	VMGD		
			e. Issue monthly volcano activity update bulletins for general public	e. Volcanology Data Analyst/SO/ Manager	e. Monthly volcano activity up to date, copies of bulletin	VMGD		
			f. Issue weekly report of Geo-hazards monitoring systems and operations	f. staffs on duty/Manager	f. Routine observations well recorded, Weekly report, daily routine notes available	VMGD		
			g. Issue daily report of Geo-Hazards observations and analysis	Staffs of duty	g. Daily observations well recorded and archived	VMGD		

			h. Contribute in the VMGD warning dissemination platform activities and add a display screen of tide data in the warning center	All	g. Information well disseminated, tide data screen display installed	VMGD		
		IV-3- Educate communities and the general public about Geological Hazards in Vanuatu	a. Review and develop specific education and awareness materials for specific audience using specific software	a. PSOs/SOs/ Manager	a. Number of PowerPoint presentations, pamphlets distributed and students assisted per quarter	VMGD		
			b. Participate in COP activities	b. Scientific team	b.. Number of awareness events attended and PowerPoint presentations, pamphlets distributed and Posters displayed per month	VMGD		
Geo-Hazards management and operating procedures	V-To ensure a high standard operation of the Vanuatu Geo-hazards Observatory and a proper management of Geo-	1-Formalise the Emergency response Manual Operation Procedures for cases of volcanic eruption, earthquakes	a. Update Draft SOPs/instructions/templates Geohazards response, emergency response, Issuance of Geohazards products	a. Manager/Director/PSOs/SOs/TA	a.SOPs and directive finalised	VMGD		

	Hazards staffs and assets	and tsunamis.						
			b. Review Tsunami detection and operation procedures	b. Manager/PSO	b. Tsunami SOP reviewed			
			c. Update Geo-Hazards operating manual/Geo- Hazards Directive including all hazards/Geo-Hazards Monitoring systems Manual	c. Manager/ PSO/ SOs/Director	c. Geo-Hazards Operating Manual well Established, Geo- Hazards monitoring systems Manual developed, Geo- Hazards directive finalised	VMGD		
		2-Manage Geo-Hazards resources, plans and reporting	a. Engage in the VMGD Business/corporate planning and annual budgeting for 2014/2015	a. Manager/ Geo-Hazards Division/	a.Plans developed, reports written, assets controlled and staffs well managed	VMGD		
			b. Report annually and bi-annually on the Geo- hazards operations and achievements 2013	b.Manager/Geo-Hazards section/Geo-Engineering	b.Reports compiled	VMGD		
			c. Assess staffs through staffs appraisal	c. Manager/ PSO/Senior officers	c.Appraisal submitted	VMGD		
			d. Control the Geohazards assets	d.Manager/ TA/ senior officers of Geohazards and Geo-Engineering	d. Geohazards inventory Checked on a bi-annual basis,	VMGD		

					Instruments/equipment log book up to date			
			e. Address Geo-Hazards capacity building in collaboration with Aid Donors and Scientific partners	e. Manager/ Admin	e. Geo-Hazards capacity gaps well addressed, training reports	VMGD		
			f. Ensure the Geo-Hazards business plan is well implemented within means and timeframe	f. Manager/ Admin	f. Geohazards Buisness plan well implemented, annual report	VMGD		

CLIMATE CHANGE AND DISASTER RISK REDUCTION PROJECT MANAGEMENT UNIT (PMU)

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Services and support for the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) transferred to the established NAB secretariat	NAB is recognised as an on-going decision-making and advisory body NAB secretariat will function independently from PMU	By December 2016 ensure that all relevant functions of the NAB secretariat is handed over to the NAB secretariat proper under the CSU of MCC	a. Hand over templates and SOPs b. Conduct trainings c. Update the NAB on status of transition from PMU	a. Manager, PMU	a. Shared directory for NAB secretariat set up with all SOPs and NAB related documents archived b. Training report c. NAB decision separating the functions of the NAB secretariat from the PMU	a. UNDP-PRRP b. UNDP - PRRP c. UNDP-PRRP	a. Ongoing until June 2016 b. Commencing November 2015 c. December 2015	Lead is Manager, but supported by PMU staff and TAs
Support the coordination, management and implementation of	PMU and NAB is aware of all CC & DRR u being undertaken or planned	Existing project management systems maintained and improved	a. Collate SOPs and ensure project compliance with existing or new	a. Manager, PMU b. TAs c. M&E & Comms Officer,	a. All implementing agencies are aware of and use the PMU-established systems and	a. WB-IRCCNH, MDRR, FCPF, UNDP-VCAP	a. By June 2016 b. On-going c. On-going d. Quarterly	“a” and “c” supported by PMU

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
relevant CC and DRR projects endorsed by the NAB	in Vanuatu and coordinates to ensure complementarity PMU supports and facilitates the implementation of CCA/DRR programmes and projects with NAB stakeholders	to meet relevant donor requirements and implementing agency needs Document and maintain lessons and best practices from CC/DRR projects	management systems b. Update and further develop existing project management systems (GIS, Financial, procurement etc) c. Maintain CC & DRR project calendar of events on NAB portal d. Maintain and coordinate progressive reporting of all projects directly managed through PMU e. Explore opportunities for new	Project Coordinators d. M&E Officer e. Manager, PMU	processes to effectively implement projects b. SOPs are updated to adapt to new donor requirements c. Public and stakeholders are informed and engaged in relevant CC/DRR events d. NAB, donors and all stakeholders are up to date with project progresses e. Sustainability and continuity of relevant CC/DRR initiatives f. MoU developed or	b. WB-IRCCNH, MDRR c. ICLIM, UNDP-VCAP d. WB-IRCCNH, MDRR, FCPF, UNDP-VCAP, PRRP, SPREP/GIZ-EBA e. As above f. As above	e. On-going f. Ongoing	staff and TAs

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<p>projects and scaling up of existing projects</p> <p>f. Maintain and strength working relationships with implementing partner agencies</p>		<p>updated where necessary and relevant information shared between PMU and implementing agencies</p>			
Advisory Services	<p>PMU is recognised as an informed, accurate source of best practice knowledge for CC and DRR</p> <p>PMU provides timely and appropriate</p>	Set up mechanisms for provision of advice	<p>a. Establish system (including via the NAB portal) for managing requests to the PMU, including allocation to appropriate implementing agencies, tracking and follow up</p>	<p>a. Manager, PMU</p> <p>b. Manager, PMU and staff</p> <p>c. All</p>	<p>a. All requests received are recorded and actioned in a timely manner</p> <p>b. Consistencies and alignment with existing PMU project activities and donor requirements</p> <p>c. PMU formally represented in</p>	<p>a. All projects</p> <p>b. As above</p> <p>c. As above</p>	<p>a. On-going</p> <p>b. Ongoing</p> <p>c. Ongoing</p>	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
	advice to GoV, NGO and CSO actors on CC and DRR issues		<ul style="list-style-type: none"> b. Review and support key CC/DRR perspectives in partner reports, training, project proposals and work plans c. Represent CC & DRR perspectives in sectoral discussions related to projects and initiatives 		sectoral steering groups and CC/DRR issues considered in sectoral discussions/for a			
Policy and Strategy	<p>Support the implementation of CCDRR Policy.</p> <p>Support the development and implementation of CCDRR</p>	Engage in mechanisms for stakeholder engagement in national CC & DRR action plan.	a. Input CC & DRR priorities into VMGD and NDMO strategic plans	a. Manager	<ul style="list-style-type: none"> a. VMGD and NDMO strategic plans include CC & DRR priorities and actions b. Identified capacity and climate finance priorities and recommendations that are used to inform PMU projects and 	a. VCAP,U NDP-PRR (x), IRCCNH	a. ongoing	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
	Policy action plan.				<p>National CC & DRR action plan</p> <p>c. CC & DRR mainstreamed into sector policies and plans either through the national policy or individual sector plans where possible</p> <p>d. Support the review of the legal framework for DRM in Vanuatu.</p>			
Project Management and Operations	<p>Effective PMU coordination and project management</p> <p>PMU adequately staffed</p>	<p>Develop comprehensive PMU operational procedures</p> <p>Seek additional funding to extend</p>	a. Develop PMU operational procedures for planning, coordination, monitoring, reporting, financial management, procurement,	<p>a. All</p> <p>b. Director, Manager, CCA/DRR PA</p>	<p>a. PMU operational procedures completed</p> <p>b. Departmental and external funding secured for PMU positions in 2014</p>	<p>a. IRCCNH (TDB); UNDP-PRR (TBD)</p> <p>b. VCAP</p> <p>c. Departmental, Other (TBD)</p>	a. Ongoing	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		contracts for existing PMU positions and to fill vacant positions	<p>record keeping, HR, grievance, staff induction & asset management</p> <p>b. Seek Departmental and external funding for 2014 for PMU positions</p>			d. Ministry of Climate Change and Natural Disaster		
International CC & DRR obligations	Support the national implementation of international CCA/DRR obligations	<p>Contribute to NDMO's annual reporting against the Hyogo Framework</p> <p>Contribute to the 2017 Global Platform for Disaster Risk Management</p>	<p>a. Support NDMO to contribute to annual reporting against the Hyogo Framework</p> <p>b. Support preparations of presentations of Vanuatu position for Pacific Platform negotiations</p>	<p>a. Manager , PSOs</p> <p>b. As above plus TA support as necessary</p> <p>c. As above</p>	<p>a. NAB PMU provide timely and appropriate support to NDMO for the Hyogo Framework Report</p> <p>b. Vanuatu prepare presentations and a position paper prior to the event</p>	<p>a. IRCCNH, MDRR, VCAP, PRRP</p> <p>b. As above</p> <p>c. As above</p>	a.Ongoing	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		Contribute to UNFCCC reporting obligations	<p>c. Support Preparation of presentations and Vanuatu position for Global Platform negotiations</p> <p>d. Support preparations for UNFCCC submissions and any other relevant reporting requirements</p>		c. Vanuatu prepare presentations and a position paper prior to the event			
Participation in international agenda	Support to raise capacity of GoV representatives to participate in international fora	Support training and information sharing	<p>a. Attend international and/or regional CC/DRR negotiating meetings</p> <p>b. Support and attend at least one training session on international negotiating for</p>	a. As above	<p>a. 2 x international and 2 x regional CC/DRR meetings attended by 2 GoV representatives</p> <p>b. At least one training session on</p>	<p>a. IRCCNH, MDRR, PRRP, VCAP & TA staff salaries;</p> <p>b. As above</p>	a. Ongoing	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<p>potential Vanuatu representatives</p> <p>c. Support pre- and de-briefing meetings for key international negotiating meetings to be attended by Vanuatu representatives</p>		<p>international negotiations delivered/attended and PMU staff aware of key international negotiating issues</p> <p>c. Pre- and de-briefings held for key international negotiating meetings attended by Vanuatu representatives</p>			
Adaptation & DRR	Support CCA & DRR initiatives in Vanuatu	Enhance data collection activities and build information sharing and technical knowledge of	a. Coordinate existing and new CCDRR initiatives endorsed by the NAB	a) All PMU and project staff.	a. Number of sector stakeholders trained in land and coastal management sector adaptation practices; workshop	a. As above	a. Ongoing	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		<p>stakeholders/ partners to underpin and better inform CCA & DRR work in Vanuatu</p> <p>Facilitate the development of Vanuatu's NAP? – think Brian will provide further guidance on this</p>			<p>reports produced including data collected and priority strategies and actions to inform the policy.</p> <p>b. Number of coordinators trained in climate change data collection and DRR impact observations and communication; and priority strategies and actions identified for the policy.</p> <p>c. PMU has supported finalisation of the framework for collection and use of</p>			

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
					Traditional Knowledge Indicators.			
Climate Change Mitigation	Support Improved GoV oversight of CC mitigation projects in Vanuatu Support mainstream CC perspectives into energy-related projects and improve CC mitigation outcomes	Ensure PMU input to mitigation and energy-related projects in Vanuatu Actively participate in cross-sectoral committees and working groups	a. Support DOE on the implementation of: i) the Pacific Islands Greenhouse Gas Abatement through Renewable Energy Projects (PIGGAREP) programme ii) the Pacific Appliance Labelling and Standards (PALS) project iii) the ADB-IIEC Promoting Energy	All PMU staff.	a. PMU has supported and provided input to DoE on: i) Awareness on PALS and the development of draft labelling legislation ii) Training on RE to provinces; a feasibility study on hydro power; and wind resource analysis iii) VMGD audit completed, recommendations implemented	a. US\$230K PIGGAREP TBD; ADB & SPC-GIZ funding for VMGD/PEEP TBD b. US\$250K SREP	Ongoing	The PMU will have limited capacity to contribute significant staff time to these projects

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<p>Efficiency in the Pacific (PEEP) project including overseeing the completion of the VMGD energy audit, implementation of audit recommendations & development of a proposal for a medium-scale solar PV installation on the VMGD building (PEEP)</p>		<p>d & Solar PV project commenced; Energy efficiency guidelines and project activity plan are developed for the VMGD building</p> <p>b. Implementation plan for the SREP project is progressed or completed and incorporates PMU analysis</p> <p>c. Geothermal Taskforce meets and provides facilitation and steering for projects as necessary</p>			

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<ul style="list-style-type: none"> b. Support the development of the Implementation Plan for the Scaling Up Renewable Energy Projects (SREP) programme c. Act as Secretariat to the Geothermal Taskforce Committee d. Establish a Designated National Authority (DNA) for the Clean Development Mechanism (CDM) within PMU including capacity building 		<ul style="list-style-type: none"> d. A DNA is established and recognised by the UNFCCC and DNA processes included in the NAB ToR and PMU SOP e. Vanuatu REDD+ Readiness Preparation Proposal completed and submitted to the World Bank (Forest Carbon Partnership Facility); NAB engaged in REDD+ agenda; REDD+ incorporated into national CC & DRR 			

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<p>e. Participate in the REDD+ Steering Committee and assist the REDD+ Coordinator in the development and implementation of the National REDD+ Programme</p> <p>f. Provide assistance to consultants in the development of Nationally Appropriate Mitigation Actions (NAMAs)</p> <p>g. Provide support for the implementation</p>		<p>policy and action plan</p> <p>f. PMU and NAB involved in the development of any NAMAs</p> <p>g. Blue Carbon Taskforce meets and functions as necessary; GoV provides input as necessary to the feasibility study and any subsequent framework (if applicable)</p>			

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			n of the Blue carbon initiative					
Financial Management & Procurement	<p>Establish PMU capacity to manage donor funds</p> <p>Support NAB oversight of all GoV managed CC&DRR funding</p>	<p>Develop financial management system for PMU management of donor funding</p> <p>Build financial reporting systems with implementing agencies</p>	<p>a. Work with VMGD staff and relevant donor agencies (eg. World Bank) to maintain established PMU financial management systems</p> <p>b. Prepare annual PMU budget and project budgets and procurement plans as necessary</p> <p>c. Prepare regular financial reports as necessary</p>	<p>a. Finance Officer</p> <p>b. Finance Officer, Manager, Project Coordinators</p> <p>c. Finance Officer</p> <p>d. Finance Officer, Partnerships Coordinator</p>	<p>a. Financial management system operational and adhered to.</p> <p>b. Annual PMU and project budgets and procurement plans prepared; project goods and services procured</p> <p>c. Financial reports submitted as per donor and GoV requirements</p> <p>d. Half-yearly CC&DRR financial status reports</p>	<p>a. MDRR & IRCCNH, PRRP, VCAP, FCPF (Finance & Procurement positions); TA staff salaries</p> <p>b. As above</p> <p>c. As above</p> <p>d. As above</p>	<p>a. Ongoing</p> <p>b. Ongoing</p> <p>c. Ongoing</p> <p>d. ongoing</p>	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			d. Prepare/compile half yearly financial reports to NAB from all government-implemented CC & DRM programmes		submitted to NAB			
Monitoring, Evaluation and Reporting	<p>Monitor progress and outcomes of government and externally funded CC & DRR projects</p> <p>Monitor and evaluate the work of the PMU</p>	Build and implement M&E system for the PMU and key PMU-led projects	<p>a. Coordinate baseline studies</p> <p>b. Build M&E frameworks for PMU-led projects and for the National CC & DRR Policy and action plan and ensure these are disseminated via the NAB portal</p> <p>c. Integrate the different M&E frameworks</p>	<p>a. M&E Officer, Project Coordinators</p> <p>b. M&E Officer, Project Coordinators, Climate Change Officer</p> <p>c. M&E Officer, Partnerships Coordinator</p>	<p>a. Baselines established for MDRR, IRCCNH and other PMU-projects as necessary</p> <p>b. A monitoring and evaluation framework (including systems, collection methods and schedule) is produced for key projects and the Policy and Action Plan</p>	All: IRCCNHP (baseline study funding x);	a. Varies according to different project time frames	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<p>together and with a database of activities</p> <p>d. Train key staff and stakeholders in M&E processes and reporting</p> <p>e. Prepare Annual PMU Report</p> <p>f. Publish and circulate M&E results</p>	<p>d. M&E Officer, VMGD Training Officer</p> <p>e. Manager, M&E Officer</p> <p>f. M&E Officer</p>	<p>c. M&E systems integrated and linked with relevant databases</p> <p>d. At least one member of NAB, VMGD and NDMO are trained in PMU M+E processes and reporting; at least one training session held with key NAB stakeholders on M+E for the national policy and action plan</p> <p>e. Annual PMU report</p> <p>f. M&E results published in annual PMU report plus in half yearly PMU analysis</p>			

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
					reports to the NAB			
Information management	Collect, manage and make accessible data and information on CC & DRR knowledge and activities relevant to Vanuatu	Collect information, establish databases and ensure accessibility	<ul style="list-style-type: none"> a. Develop databases for: <ul style="list-style-type: none"> i) Contacts, including expertise ii) Current and past CC & DRR projects and activities in Vanuatu iii) Vanuatu CC & DRR projects related documents, reports, proposals, assessments and evaluations iv) CCA & DRR reports, studies, shared baseline 	<ul style="list-style-type: none"> a. Information M&E Officer, Comms Officer, Admin Officer b. As above 	<ul style="list-style-type: none"> a. CCA/DRR project information expertise, reports, studies, and lessons learned are collected and easily accessible to PMU and NAB stakeholders b. As above 	Project contributions currently managed through PMU (PRRP, V-CAP, IRCCNH, ICLIM, MDRR)	<ul style="list-style-type: none"> a. 1st to 4th quarters 2016 b. 4th quarter 2016 	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<p>data, lessons learned and information relevant to Vanuatu</p> <p>v) CCA/DRR adaptation and risk reduction strategies, including their location, effectiveness, and lessons learned</p> <p>b. Ensure all publically relevant NAB information is accessible through the NAB Portal</p>					
Communication &	Raise awareness of NAB and	Begin implementation of PMU	a. Achieve implementation of PMU	a. As identified	a. As identified in CEP Strategy	Project contributions currently	a. Varies according to different	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Engagement	<p>PMU activities</p> <p>Ensure visibility of all NAB related decisions and initiatives</p> <p>Build partnerships with VMGD sections, NDMO and NAB stakeholders</p> <p>Ensure appropriate visibility of all PMU managed projects</p>	<p>sections of VMGD CEP Strategy</p> <p>Complete and implement national ICS strategy</p> <p>Develop standardised messages</p> <p>Undertake Visibility Plan activities under each project in line with donor requirements</p>	<p>activities identified in CEP Strategy</p> <p>b. launch NAB logo and branding material</p> <p>c. NAB Internet Portal</p> <p>i) Finalise portal</p> <p>ii) Maintain upload of core material</p> <p>iii) Maintain portal</p> <p>iv) Train users and build partner commitment</p> <p>d. Develop and implement national CC & DRR Information and Communication Strategy and materials</p>	<p>d in CEP Strategy</p> <p>b. Partnerships Coordinator, Comms Officer</p> <p>c. Info M&E Officer, Partnerships Coordinator</p> <p>d. Partnerships Coordinator, Comms Officer, TA</p> <p>e. Comms Officer; Policy Advisor; Partnerships</p>	<p>b. All NAB-related material incorporates logo</p> <p>c. Portal finalised and fully functional with all core material uploaded, NAB partners trained, and partners aware of and using the portal</p> <p>d. National CC & DRR ICS approved and implementation commenced</p> <p>e. Consistent messaging workshop held &</p>	<p>managed through PMU (PRRP, V-CAP, IRCCNH, ICLIM, MDRR)</p>	<p>project time frames</p>	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			<p>e. Undertake consistent messaging project</p> <p>f. Implement Visibility Plan & produce communication materials (MDRR and IRCCNH)</p>	<p>Coordinator</p> <p>f. Comms Officer, Partnerships Coordinator</p> <p>g. Comms Officer Partnerships Coordinator Info M&E Officer</p>	<p>number of people attended</p> <p>f. Number of organisations participating in Symposium</p> <p>g. Visibility Plan produced and accepted by EU; items as identified in plan produced on-schedule and within budget</p> <p>h. Newsletter produced quarterly on CC & DRR related activities relevant to Vanuatu</p>			

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Training and capacity building	Increase PMU, VMGD & NDMO staff capacity to implement NAB agenda	Facilitate and/or find opportunities for training for VMGD & NDMO staff	<ul style="list-style-type: none"> a. Develop an intern program b. PMU staff attend regional or international training events relevant to PMU work 	<ul style="list-style-type: none"> a. Manager , VMGD Training Officer b. Manager 	<ul style="list-style-type: none"> a. PMU intern program established b. Number of technical trainings attending by PMU staff 	a. Various	On-going according to different project time frames	

Observations Division

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Provision of Weather & climate Monitoring	365 days & 24/7 recording and measurement of land and Atmospheric conditions	Allocate staffing and equipment to all 7 synoptic sites around the country	-3 hourly synop/Metar data observations. -Hourly Metar observations -daily upperair observations for buerfeild -daily climate data	Manager I SMOs& Observers.	- Monthly Climate data Reports - Monthly synoptics data Reports - Monthly Metar data Reports. -Monthly Upper-air Report	NA	On-going	Ensure all stations performs above 90%
VCAP Climate Early warning systems	Install 6 Automatic weather stations (AWS) in 3 airports and 3 weather sites	Sites Assessment Land approval Civil aviation approval	To consult with provincial government, land owners, airports officers and on site staff to upgrade provincial weather sites	Manager & All Observers	Site inspection Report -site agreements - communication s test report	VCAP Funding 1,000,000 vt	January 2016	
Improve upper air Building.	House upper-air observations Equipment for measuring profile of the atmospeher	Identify a contractor to do the structural works	Old roofing removed and construct new roof	Manager, OBs, Technicians	New roofing completed	3,600,000 vt	Jan-Feb 2016	Roofing damaged by Tc Pam.

PSC PMS SECTION A	Manage staff performances to achieve VMGD BP	Performance Management System. (PMS)	All staff appraised	Manager Obs PSO, SMO	Section A of PMS form completed	NA	Jan-feb 2016	Requires funding in 2017
	Prepare one observer to attend Class 1 meteorology training in BOM 2017	One Observer to attach with Forecasting Division	Attach with duty forecasters daily to learn roles n duties of a forecaster	Manager Obs/Forecast	-able to interpret weather charts, sat pics, models, and produce daily weather forecast, marine n aviation products	NA	Jan-Dec 2016	Franky to Melbourne 2017
Improvement of data networking in the rural weather Office.	Improve provincial weather offices to support rural communities	-develop a list of appliance for each site -Source 3 quotes solar suppliers. -3 quotes from office furniture's suppliers	Quotes for solar systems & office equipment and furniture completed.	Joe Mala Manager Observations	-Select Solar supplier. -select office equipment suppliers -installation solar powers	3,000,000 vt	Feb-April	
Upgrade communications Link & Equipment for Provincial weather sites	Improve real-time transmission of weather & provincial weather sites to access VMGD products for rural users	Source potential suppliers	Collect quotes and make payments of PC,internet connection, printer	Obs/ICT	Communications via internet is improved for fast data transmission		Mar-Apr 2016	
Data Quality	Constructive QMS In place	Collaborate with forecasting to improve the QMS	Review & amend current QMS	Forecasting/Obs	QMS completed	NA	May 2016	

Training & Development	Enhance staff skills	Collaborate with forecasting to improve the QMS	Do a refresher course for observers in aviation and cloud observations	Forecat/Obs	Training completed	1,000,000vt	June 2016	
PSC PMS SECTION B	Ensure staff performs duties well	Staff Aprsails	Review PMS with ALL staff	Manager	Section B Completed	NA	July 2016	
AWS Training	Enhance staff skills	Onsite training	onsite training	NIWA	Ale to calibrate and install aws	2,000,000 v	September	
PSC PMS section C	Ensure staff performs duties well	Staff appraisals	All staff aprased	Magar Obs	Section complted	NA	December-2016-Feb 2017	
Annual Report							Dec 2016 – Jan 2017	

ICT/Engineering Division

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Data and Computing Services	<i>To provide computing and data storage services to support all VMGD operations and housed departments and projects.</i>	1-Improve ICT/Engineering support services	i-Helpdesk system created and made available online via intranet	Manager		20,000	1st Qtr	
			ii-Ensure all active directories are properly configured for each departments and respective domains	Senior Network Officer, ICT Helpdesk Support	b. Each divisions/units has auto schedule rights for printing, wireless access and file sharing repositories	100,000	2nd Qtr	
			iii-Carry out annual desktop upgrades for each divisions	Senior Network Officer, ICT Helpdesk Support	c. Desktops upgraded for Observations and Admin Divisions	2,000,000		
			iv-Carry out daily ICT support services to all operations within the VMGD building HQ and throughout Provincial stations	All ICT/Engineering Technicians	d. Monthly reports submitted		Daily	
			v. Ensure technicians are equipped with field laptops	Manager ICT/Engineering	e. Procurement of 3 laptops	250,000		

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		2-Improve VMGD LAN/WLAN monitoring network	i-Update VMGD LAN network with VLAN subnets	Manager ICT/Engineering	b. new network diagram updated	-	1st Qtr	
			ii. Network monitoring properly managed	Senior Network Officer	b. Security cameras installed	500,000	2nd Qtr	
				Manager ICT/Engineering	c. Operational network monthly traffic reports produced	150,000	Quarterly	
		3-Improve data redundancies and storage	i. Ensure VMGD has a centralised standard database server for all common operations	ICT Helpdesk Support	a. Database server installed and fully operational with respective documentation	1,000,000	3rd Qtr	
			ii. Ensure VMGD's Data Centre's operations adheres to standard operations	Senior Network Officer, ICT Helpdesk Support	b. Servers undergone maintenance with reports produced	300,000	Mid Year	
				Manager ICT/Engineering	c. VMGD's Data Centre Environment monitoring plan developed	-	2nd Qtr	
			iii. Ensure VMGD operations and NDMO, Energy Dept. and CSU storage units fully operational.	Manager ICT/Engineering	d. project proposal developed for acquiring centralised storage	-	2nd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
					servers for all Ministry needs and submitted			
			iv. Ensure VMGD Operations and MoCC Units employs a fully off-site redundant system	Manager ICT/Engineering	e. Project proposal developed for acquiring an off-site redundant Data Centre to service all MoCC Units online and storage operations	-	2nd Qtr	
			v. Ensure all data and services employ scheduled automatic backups	Senior Network Officer, ICT Helpdesk Support	f. Logs of scheduled backups are produced	-	2nd Qtr	
		4-Improve data security services environment	i. Employ secure Internet support services	Manager ICT/Engineering	a. Firewall Policies tightened and documented.	1,000,000	1st/2nd Qtr	
				Manager ICT/Engineering	b. DNS subscription services supported annually	200,000	Annually	
			ii. Trial out employment of proxy services	ICT Helpdesk Support	a Proxy environment prototype employed	150,000	2nd/3rd Qtr	
			iii. Enhance the quality use of anti spam, malware and anti viruses protection services	Senior Network Officer	a. Anti Viruses, anti-spams and malware applications employed and updated	500,000	3rd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
				Manager ICT/Engineering	b. Security application subscription service supported annually	170,000	Annually	
				Manager ICT/Engineering				
Telecommunications	<i>To provide and maintain a telecommunications network to transmit weather, seismic and volcanic observations from instrumentation located throughout Vanuatu to VMGD operations, and to distribute weather forecasts, climate and geo-hazards bulletins and data nationally and to WMO members worldwide together with Geosciences regional partners.</i>	1-Upgrade VMGD's website	ii. work with each divisions to discuss new design of website	Manager ICT/Engineering	b. a meeting with each divisions to discuss website design	-	1st/2nd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			iii. website upgraded with relevant users services	Manager ICT/Engineering	c. temporary website made available online for staff	200,000	3rd Qtr	
			iv. website hosting server made available	Manager ICT/Engineering	d. new website goes live	200,000	3rd Qtr	
						5,000,000	4th Qtr	
		2-Redesign and upgrade VMGDs Intranet	i. server identified and installed with respective services	ICT Officer	a. Intranet host made available online	100,000	3rd Qtr	
				ICT Officer	b. Staff training provided	50,000	2nd Qtr	
		3-Ensure VMGD provincial and real-time monitoring stations are connected online	i. Ensure communication hubs and power packs purchased, configured and installed for all sites - VCAP Project	Manager ICT/Engineering	a. Routers, switches and E1 connections with respective power packs purchased for Sola, Norsup, Lamap, Ambae, Aneityum and Tanna sites		2nd Qtr	
				Senior Network Officer	b. Communications transmission survey done for Tanna, Sola, Lakatoro, Ambae and Pekoa		2nd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
					c. Procurement of equipment and recorded			
					d. Clearance and shipment of equipment			
				Senior Network Officer	e. Sola, Norsup, Aneityum, Lamap, Ambae and Tanna stations connected directly to VMGD domain	-	2nd Qtr	
			ii. Ensure new AWS and new Tide stations communications fully operational with real-time data monitoring	Manager ICT/Engineering	a. Realtime communications are made for AWS on respective new sites	500,000	2nd Qtr	
				ICT Helpdesk Support	b. Data displays on monitor for stations			
			iv. Ensure realtime monitoring back to HQ		a. All data stream live to VMGD HQ			
		4-Secure VPN connection to be established to VMGD domain	i. VPN host be tested, installed	ICT Helpdesk Support	a. Secure VPN connection established and connected to vmgd domain	150,000	2nd/3rd Qtr	
		5-Ensure all HF Radio communications as backup	i. Polish HF communications reception on each station	Senior Technician,	a. acquire 2 HF Antennae for Bauerfield and Anietyum		3rd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		comms are made available per provincial station		Manager Observations				
		6-Ensure GTS communications MSS operates smoothly	i. GTS MSS maintained	Manager ICT/Engineering, Senior Technician	a. GTS MSS operates smoothly	-	2nd/3rd Qtr	
				Manager ICT/Engineering	b. GTS data traffic logged monthly	-	monthly	
		7. Ensure VMGD Exchange Server fully operational with limited downtime	i. New Exchange server installed and operational	Manager ICT/Engineering	a. Exchange server annual subscription service supported	180,000	Annually	
				ICT Helpdesk Support	b. Exchange server and services installed	-	2nd Qtr	
				ICT Helpdesk Support	c. Exchange services made available online	-	2nd Qtr	
				ICT Helpdesk Support	d. Exchange service documentation produced	-	2nd/3rd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		8. Ensure an Early Warning Disemination Platform is established	i. New Early Warning Dissemination Platform developed		a. EWDP Server operational and fully functional			
Infrastructure Management	<i>To maintain a robust and sustainable national observations infrastructure and capability to meet VMGD and regional partners needs</i>	1. Ensure weather instruments are annually serviced	i. Weather instruments serviced at 3 stations	Instrument technician	a. Sola, Peko and Aneityum station's instruments maintenance works carried out	500,000	2nd/3rd Qtr	
		2. Ensure Upper Air station is fully operational	i. Upper Air station serviced quarterly	Senior Technician	a. Upper Air station equipment serviced and hydrogen operations smoothly operational	200,000	Qtrly	
				Senior Technician	b. Upper Air flights operations logged monthly	-	monthly	
		3. Ensure Electrical Efficient (EE) appliances are operational throughout VMGD buildings	i. VMGD buildings employs EE lightings	Technician Electrical	a. EE lightings installed throughout all VMGD building infrastructure	50,000	2nd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		4. Provision of Engineering workshop environment is employed	i. Designing of a new standard engineering workshop	Senior Technician	a. A project proposal developed for funding of new standard engineering workshop	-	2nd/3rd Qtr	
		5. Ensure provision of automatic weather station transition are met	i. Transition of manual to AWS data infrastructure and communications for 2 stations	Senior Technician	a. AWS installed for Pekoa and Bauerfield Station	-	2nd Qtr	
				Manager ICT/Engineering	b. AWS communications and data logger connected real-time	-	2nd Qtr	
			ii. Digital wind systems upgrade for stations	Senior Technician	a. Upgrade windsystems and respective display for Pekoa and Whitegrass station	200,000	2nd/3rd Qtr	
			iii. Employ security measures for new stations Tide stations' infrastructure	Senior Technician	a. Tide stations' infrastructure fenced	600,000	1st/2nd Qtr	
		6. Ensure upgrade of manual instruments to digital/electronic	i. Provision of weather instruments upgrade be made	Senior Technician	a. A project proposal devised to upgrade all weather instruments to	-	3rd Qtr	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		instruments with respective spares are made for all stations			modern electronic data sensors			
		7. Ensure proper use of all electrical appliances within VMGD premises	i. Ensure safe electrical appliances/equipment installations and operations in VMGD buildings	Technician Electrical	a. Air conditions quarterly serviced with maintenance logs	50,000	Bi-annually	
				Technician Electrical	b. Lightings bi-annually serviced	20,000	Bi-annually	
				Technician Electrical	c. Backup generators quarterly services with maintenance logs	-	Qtrly	
			ii. Ensure corrective maintenance principals are applied	Technician Electrical	a. Rewiring of electrical light switches of VMGD HQ	150,000	1st/2nd Qtr	
		8. Provision of regular preventative maintenance	i. Ensure all equipment/receivers/transceivers are regularly serviced/maintained	Technician Electrical	a. Communications receivers/antennae, cleaned/ bi-annually	50,000	Bi-annually	
				Technician Electrical	b. Electrical wiring cabling works for all systems			

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
		9. Provision of Server Rooms UPS fully operational	i. Ensure server room's UPS cabinet and system operational and functioning	Technician Electrical	a. Electrical wiring installed properly and clearly identified in the archive room	1,000,000	2nd Quarter 2016	
					b. Respective air condition installed and operationsl			
ICT/Engr Management & Operating Procedures	<i>To ensure a high standard operation of the ICT/Engineering Division and a proper management of ICT/Engineering Staff and assets</i>	1-Formalise a contingency plans for cases of power and communications failure	i. Provision of contingency plans for VMGD response for power and communication failures	Manager ICT/Engineering	a. Plan drafted and finalised	-	2nd Quarter 2016	
		2-Formalise standard operations procedures	i. Finalise ICT/Engineering Operations Directive including all systems operations procedures	Manager ICT/Engineering	a. ICT/Engineering Operations Manual developed and standard operation procedures finalised	-	3rd/4th Qtr	
		3-Manage ICT/Engineering resources, plans and reporting	i. Engage in the VMGD Business/corporate planning and annual budgeting for 2016/2017	Manager ICT/Engineering	a.Plans developed, reports written, assets controlled and staffs well managed	-	On-going	
			ii. Report annually and bi-annually on the ICT/Engineering operations and achievements 2015	Manager ICT/Engineering	b.Reports compiled	-	On-going	

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
			iii. Assess staffs through staffs appraisal	Manager ICT/Engineering	c.Appraisal submitted	-	On-going	
			iv. Control the ICT and equipment assets	ICT Officer	d. Equipment inventory checked and updated bi-annually	50,000	On-going	
			v. Address technicians capacity building in collaboration with Aid Donors	Manager ICT/Engineering	e. ICT and Engineering Technicians capacity gaps addressed, training reports	-	On-going	
			vi. Ensure the ICT/Engineering business plan is well implemented within means and timeframe	Manager ICT/Engineering	f. ICT/Engineering Business plan well implemented, annual report	-	On-going	
		3-Long Term Human resource development	i. Assist in the Drafting of the human resource development plan	Manager ICT/Engineering	a. Draft Human Resources plan completed	-	3rd/4th Qtr	
			ii. Address ICT and Engineering career paths for future technicians	ICT Officer	a. ICT and Engineering career path pamphlets and brochures created	-	1st/2nd Qtr	
						-		
ICT/Engr Management & Operating Procedures		4-Ensure QMS documents updated	i-QMS documents updated, tested and verified	Manager ICT/Engineering. Senior Technician, PSO	a. ICT/Engr QMS documents created and made available	-	3rd/4th Qtr	

Weather Forecasting and Services Division

Programs	Objective (Targets)	Strategy/ies	ACTION/ Performance Indicators	Responsibility	Expected Key Result Areas/Achievements	Budget Implication (Amount)	Time Frame	Comments
Aviation Weather Services	Maintain all current Aviation forecasts and Develop additional products and Services	Improve and develop Aviation weather forecasts	1. Terminal Aerodrome Forecast for NVSC, NVSG, NVSS, NVSL, NVVV, NVVW AND NVVA	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Aviation Weather Services	Maintain all current Aviation forecasts and Develop additional products and Services	Improve and develop Aviation weather forecasts	2. AREA FORECAST (issued every 6 hours)	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Aviation Weather Services	Maintain all current Aviation forecasts and Develop additional products and Services	Improve and develop Aviation weather forecasts	3. ROUTE FORECAST for Air Vanuatu Flights departing Bauerfield and Peko International Airports based on weekly flight schedules	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	

Aviation Weather Services	Maintain all current Aviation forecasts and Develop additional products and Services	Improve and develop Aviation weather forecasts	4. TTF for NVVV, NVSS and NVVW when weather condition warranted	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Marine Weather Products & Services	Maintain all current Marine forecasts and develop additional products and services	Improve and develop Marine weather Forecasts	5. Marine Forecast, covering Northern, Central, Channel between Efate and Erromango & Southern Waters including Port Vila and Luganville harbours	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Marine Weather Services	Maintain all current Marine forecasts and develop additional products and services	Improve and develop Marine weather Forecasts	6. Marine Warnings (Strong, Gale, Storm and Hurricane) when warranted	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Marine Weather Services	Maintain all current Marine forecasts and develop additional products and services	Improve and develop Marine weather Forecasts	7. High Seas Forecast	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	

Marine Weather Services	Maintain all current Marine forecasts and develop additional products and services	Improve and develop Marine weather Forecasts	8. High Seas warning when weather condition warranted	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current Commercial & Public Weather Forecasts and Develop additional products and services	Improve and develop Commercial & Public weather Forecasts	9. Radio Vanuatu Forecast, issued every four hours	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	10. 7-Day Forecast For Selected Centers issued twice daily	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	11. 7-Day Forecast for Media Print (IPV & Independent) for Port Vila and Luganville (issued once a week)	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	New Format for Independent Newspaper Forecast and additional information added (Weather icons, Marine Forecast,

								Tides and Sunrise/set information)
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	12. Daily Post Forecast new format, issued daily	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	13. Daily Post Forecast for Website (uploaded once daily)	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	14. Surface charts (issued every 6 hours)	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	15. Forecast Policy (uploaded on VMGD website every 12 hours)	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	Inclusion of main upper level wind in Policy discussion (925, 850, 700, 500, 250 hPa)
Commercial & Public	Maintain all current forecasting Services &	Improve and produce additional	<u>16. Forecasts uploaded on VMGD Website</u>	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	

Weather Services	Integrate new Products	products & services						
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	17. Provincial Forecasts displayed on VMGD Website	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	18. Cities Forecast (covering all provincial center including Port Vila and Luganville) - displayed on WMO Website	Manager WFSD	Archived file reviewed during TC shift and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	19. Severe Weather Warnings issued when weather conditions warranted (issued every 6 hours)	Manager WFSD	Archived file reviewed during Tsunami shift and Manager copied on communication		Ongoing	
Commercial & Public Weather Services	Maintain all current forecasting Services & Integrate new Products	Improve and produce additional products & services	20. Severe Weather Outlook	Manager WFSD	TC Report is produced and presented		Ongoing	
Commercial & Public	Maintain all current forecasting	Improve and produce additional	<u>21. Recorded Variables, data provided by the Observation Division</u>	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Ongoing	

Weather Services	Services & Integrate new Products	products & services						
Commercial & Public Weather Services	Maintain monthly Weather Summary and develop additional products and services	Improve and develop monthly weather summary	22. Monthly weather Summary	Manager WFSD	Monthly Weather Summary is produced and presented to the WFSD			
Tropical Cyclone Services	Maintain all current TC forecasts and develop additional products and services	Improve and develop Tropical Cyclone Forecasts	23. TC information, Advisories and Warnings, number based on number of Tropical Cyclones affecting Vanuatu per cyclone season	Manager WFSD	Archived file reviewed weekly and Manager copied on communication		Seasonal	
Tropical Cyclone Services	Maintain all current TC forecasts and develop additional products and services	Improve and develop Tropical Cyclone Forecasts	24. 5-Day TC Outlook via VMGD Website during 2014/2015 TC Season	Manager WFSD	Archived file reviewed weekly Manager copied on communication		Seasonal	
Tropical Cyclone Services	Maintain all current TC forecasts and develop additional products and services	Improve and develop Tropical Cyclone Forecasts	25. Tropical Cyclone Season Report	Manager WFSD	Archived file reviewed weekly Manager copied on communication		Seasonal	

Tsunami Advisory Services	Maintain all current Tsunami Information & Advisory products and services	Improve and develop Tsunami warning system	26. Tsunami Information and Advisory, number based on number of events per year	Manager WFSD	Archived file reviewed weekly Manager copied on communication		When warranted	
Quality Management System	Attain ISO 9001:2008 Certification	Conduct two internal audits per year and one external audit every three years	Maintain and continually improve the Quality Management System for Aviation Services to ensure that the VMGD complies with ICAO regulations.	Acting Manager QMS & Manager WFSD		200,000	(1) CAAV: first internal audit in June 2017 (2) CAAV: second audit in November 2017 (3) ISO external audit to be confirmed by CAAV	
Quality Management System	Improve verification	Improve verification of TC and Rainfall forecasts	Include rainfall network readings in verification. Include analysis from user survey	Acting Manager QMS & Manager WFSD		300,000		
Qualification requirement	All Forecasters to eventually be Uni graduates	Allow one forecaster at a time for WMO Fellowship each year	All Forecasters to obtain a WMO Class 1 Qualification to better adhere to ICAO and MWO standards and requirements	Manager WFSD	Record file for all WMO Class 1 Forecasters	WMO Funding	End of 2017	
Upgrade Synergie Platform with an IWFS (VCAP)	To purchase and install synergie IWFS software and PCs through	Synergie IWFS software and PC be installed at the WFSD	Conduct an internal training on the new Synergie IWF system for its precision and functionality	Manager ICT	Synergie IWFS Software to be tested for its automation capabilities	VCAP Project fund (50,000,000)	Before end of 2017	

	VCAP funding							
Annual Internal Training	Conduct in-house training and assessment	Improve performance by conducting internal trainings	Tropical Cyclone, Aviation, Marine and Commercial/Public Weather Trainings	Manager WFSD	2-week In-house training conducted Assess staff knowledge before and after training	200,000	End of October 2017	
TC Module French text warning version	Develop French text warning version on TC Module	Develop and improve French texts for TC warning	French text warning version for Information, Advisory and Warning	Manager ICT/Manager WFSD	Meet Users' demand	200,000	Scope it by June, Develop it by August, Test it by Sept, Training by Oct and Application by Nov 2017	
Awareness Material	Improve Vanuatu TC Tracking map	Revise and update Vanuatu TC Tracking map	Improve usability Make available in 3 languages Distribute widely and update TVL Phonebook TC Tracking map	Manager WFSD	Meet Users' demand	100,000 (FINPAC support)	Distribution as soon as printing is done	
Awareness Material	Marketing of Commercial & Public Weather Products & Services	Identify new potential subscribers and stakeholders Market new products & Services	Improve existing Products, Develop new Services and Identify potential subscribers/stakeholders	PSO - Commercial & Public Weather	Meet Users' demand	500,000		
Forecasting Technology & Equipment	To improve weather forecasting capability with Weather RADAR	Develop a project proposal for a Weather RADAR	Improve Early warning of the Severe Weather Phenomena	Manager WFSD		Project Fund	Jun-17	

