

**GOVERNMENT OF THE
REPUBLIC OF VANUATU**
MINISTRY OF CLIMATE CHANGE
ADAPTATION, METEOROLOGY,
GEO-HAZARDS, ENVIRONMENT
& ENERGY
PMB 9054, PORT VILA
VANUATU



**GOVERNEMENT DE LA
RÉPUBLIQUE DE VANUATU**
MINISTÈRE DE L'ADAPTATION AU
CHANGEMENT CLIMATIQUE, LA
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Island Managers and Partners
Port Vila
Vanuatu

13 May 2015

Dear Island Managers and Partners

Re: NDMO Food Distribution Workshop.

Dear Partners,

Thank you for your active participation in the 2nd Push Lessons Learned Workshop today. Your contributions have been invaluable and certainly, there will be much to take forward with us for the 3rd and final push. In order to ensure a successful and timely completion of 3rd push food distributions we have highlighted below a way forward for Island Managers, WFP and NGO partners to shape improvements for the next push. We ask that you take the following into consideration as you formulate your plan for the 3rd push:

- Island managers must submit their reports including status of actual remaining stocks from completion of 2nd push, to the Director General's office by **COB today**. Inputs are critical to the success of the operation.
- Food Release Notes (FRN) must be signed by all parties and submitted to me for approval by **Friday 12 pm**. Without the FRNs, logistics and distribution cannot move ahead.
- Final distribution rations have been approved. Any revised plans need to be submitted to Director General's office by **Friday 12 pm**.
- It is important that clear roles and responsibilities are established between island managers, NGO partners, and provincial and local authorities.
- Communication is key. Ensure that all stakeholders are aware of where they are supposed to be, when and why.
- Establish a contingency plan for islands. This is particularly important for hard to reach areas and in bad weather.

As we have heard in the workshop this morning – there are many lessons to be taken away from the 2nd push. Let's take this opportunity to improve and learn from it, to ensure we reach the people we are there to assist in a timely manner. For those who could not attend the workshop today, please refer to the highlights above. Contact Pete Turnbull 710 1507 or pturnbull@vanuatu.gov.vu for more information.

Yours Sincerely,

A handwritten signature in blue ink, appearing to read 'Jotham Napat'.

Jotham Napat
Director General – Ministry of Climate Change & Disaster Management
Chairman – National Disaster Committee

