



NATIONAL ADVISORY BOARD

on Climate Change and Disaster Risk Reduction

GOVERNMENT OF VANUATU

Information Management System Procedure **Guideline**

Information Management System Procedure Guideline

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Information Management System Procedure Guideline

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Executive Summary

Purpose

The Information Management System Procedure Guideline provides a comprehensive framework for the effective management of information within the organization. It aims to ensure that all information is handled in a systematic, secure, and efficient manner, aligning with best practices and regulatory requirements.

Scope

This guideline applies to all employees and departments involved in the creation, storage, retrieval, and dissemination of information. It covers both digital and physical information management practices.

Key Objectives

- 1. Consistency and Efficiency:** Establish standardized procedures for managing information to enhance operational efficiency and consistency across the organization.
- 2. Security and Compliance:** Implement measures to safeguard sensitive information and ensure compliance with relevant data protection laws and regulations.
- 3. Data Integrity:** Maintain the accuracy, reliability, and timeliness of information through rigorous management practices.
- 4. Accessibility:** Facilitate easy access to information for authorized users while controlling and monitoring access to sensitive data.

Procedure Overview

- 1. Information Creation:** Guidelines for the proper documentation and entry of new information, including format, metadata, and initial security classification.
- 2. Storage and Retrieval:** Best practices for organizing, storing, and indexing information to ensure ease of retrieval and long-term preservation.
- 3. Data Security:** Protocols for protecting information from unauthorized access, including encryption, access controls, and regular security audits.
- 4. Information Sharing:** Procedures for the dissemination of information internally and externally, including approval processes and confidentiality agreements.
- 5. Archiving and Disposal:** Policies for the systematic archiving of historical information and secure disposal of outdated or unnecessary data.

Roles and Responsibilities

- 1. Information Managers:** Oversee compliance with the guideline, manage data security, and address information management issues.
- 2. Employees:** Follow established procedures for handling information, report any security breaches, and participate in training programs.
- 3. IT Department:** Support the implementation and maintenance of technological systems that facilitate information management.
- 4. NAB Secretariat:** Coordinates the information management systems for the Ministry of Climate change with all CCDRR information's tools and resource for all CCDRR Programs, events, projects, IEC materials and activities and more.

Training and Support: Mandatory training programs will be provided to ensure all employees understand and adhere to the procedures outlined in this guideline. Ongoing support will be available to address any issues or questions.

Review and Updates: The Information Management System Procedure Guideline will be reviewed annually and updated as necessary to adapt to changes in technology, regulations, and organizational needs.

This guideline is designed to enhance the organization's information management practices, ensuring that information is handled with the utmost care and efficiency, ultimately supporting the organization's strategic goals and operational success.

Background

The Vanuatu NAB Portal (www.nab.vu) was initially funded by GIZ in 2012 -2013 and was later upgraded through funds from the Regional Technical Support Mechanism (RTSM) administered by SPREP in partnership with the Pacific ICLIM Project implemented by the Griffith University in Australia.

1 NAB Portal

A Resource Database: that will be useful for any researcher, community, Students, or interested individual seeking Vanuatu Climate Change and Disaster Risk Reduction (CCDRR) information's

Akin to a library that stores information: about Climate Change and Disaster Risk Reduction (CCDRR) not just about Vanuatu but also regional and international

A Coordination tool: that allows organizations in Vanuatu to contribute to climate change and disaster risk reduction information to this central information portal.

A user-friendly knowledge management tool: means anyone who have access with a given password or username by the NAB Secretariat, he/she can login to the portal to upload documents, events, news, and other resourceful things to the portal that are related to CCDRR information's

Link – www.nab.vu

1.1 PORTAL FEATURES

Home

The NAB Portal must always have a Home Tab, it is the default starting point when you open the NAB Portal page. The home page must always have this Main Menu Tabs layout clearly and easy to be seen at the top front of the homepage:

- Home
- Login Tab
- News
- Events
- Projects and Partners
- Programmes
- Resources
- NAB
- Ministry of Climate Change
- Minister
- Announcement
- Shortcut
- Contact
- Writing Instructions

- New Projects displayed

These main tabs also have several subtabs under each one, when you hover the cursor to the main tabs, the subtabs will display a dropdown list of the other subtabs that each main tab has.

Login tab

The login tab, always appears at the top-right corner of the Portal, with the Label, **“Login”**. This tab allows you to login using your login credential provided by the NAB information’s Management System officer. (See next section for NAB Portal Login Credential)

News

News Tab – this is where the international, Regional, national and community news are to be uploaded to the NAB Portal, the news must only be of:

- i. CCDRR related news that are produced from the National, Regional, and international countries.
- i. News within the Ministry of Climate Change and departments and other government and non-government sectors as well as agencies and schools.

Events

The Events on the NAB Portal calendar, is open to all CCDRR events, activities, Workshops, trainings, Conventions and Conference. Either it will be National, Regional, and International.

Any Communications officer or any officer with the NAB Portal User name and Password is allowed to upload any CCDRR events, meeting, workshop, training, and activities to the NAB event calendar in the NAB Portal

It appears in a form or Event calendar: and you may choose whether to view as:

- Month
- Week
- Day
- Year

Projects and Partners

Projects and Partners Tab, must have information’s that are mostly about Projects such as:

- Project
- Partners
- Donors
- Organisations
- Project Status Report
- Projects Map

Programmes

The programmes Tab must include these following Programmes

- Policies
- CC/DRR Finance
- Mitigation
- Adaptation
- Loss and Damage
- Climate Finance

Resource

In the Resource Tab it consists mostly the documents, educational resources, and tools. These are the following subtabs:

- Documents
- Tools
- Job or Tender Opportunity
- Social Media
- Adaptation Actions
- Glossary
- Imagery
- Research
- Educational resources

NAB

This NAB Tab must have these following:

- Information about the NAB Members - The regularly updated list of the NAB Board
- NAB Forms
- NAB Meetings
- FAQ

Ministry of Climate Change

This Tab is link to the Ministry of Climate Change website - www.mocca.gov.vu

Minister

The Minister Tab, includes only the updated information's of the current Minister for Ministry of Climate Change.

- Minister's name

- Ministerial Appointments
- Parliamentary Appointment
- Contact Address

Announcement

This Announcement Tab is mainly to show CCDRR announcements or give important information to audience, capturing their attention, by using pictures or announcements that sliding in the front of the Homepage announcement could be in a form of:

- Images or pictures
- Invitations notice
- Announcements
- Slogan or theme for a certain CCDRR activities
- Notice form

Shortcuts

The shortcut icon always appears at the bottom of the portal. These are the following shortcuts:

- Projects,
- Documents,
- Resources

Contact

In this Contact tab, it includes contact of people you wish to find out,

Writing Instruction

The writing Instructions are always at the bottom of the portal, these are the instructions at the specified in:

- Connect with us on Facebook
- Contact Us
- Site Map
- Back to Top / Logout

New Projects displayed

The any three (3) recent projects that are uploaded to the Portal must always be displayed in Summary at the homepage at the bottom left.

1.2 PORTAL VISUAL RULES

Visual Layout – Landscape

- i. For the NAB Portal the Visual must always be the Landscape orientation. It applies to layouts with more than eight columns or Tabs.
- ii. The Visual layout may change according to the different types of devices use by the user. It can be portrait on a phone, but the website visual when building must be always be Landscape, to have all main tabs displayed on the homepage.
- iii. A tab name should concisely and clearly describe the content of the tab.

Theme

The portal must only use the Drupal Themes that are of the Drupal software content web management that is built on. It has several themes. The NAB Theme is the current theme created within the portal and is currently the theme the portal is using now.

1.3 NAB PORTAL LOGIN CREDENTIALS

Responsible Person for providing NAB portal login credentials?

The NAB Secretariat under the role of the NAB Information's Management System officer is the one and only person to provide a user, his/her login credentials, that includes a username and a password.

Organisations and departments Officers that are entitled to have a NAB Portal Username and Password

- Ministry of Climate Change – Corporate Service Unit
- Department of Climate Change (DoCC)
- Vanuatu Meteorology Geo-Hazards Department (VMGD)
- National Disaster Management officer (NDMO)
- Department of Environmental Protection and Conservation (DEPC)
- Department of Energy (DoE)
- Department of Foreign Affairs (DFA)
- Department of Local Authorities (DLA)
- Department of Education Services
- Department of Women Affairs (DWA)
- Department of Finance and Treasury (DoFT)
- Department of Public Works (DPW)
- Department of Agriculture and Rural Development (DARD)
- Department of Forestry (DoF)
- Department of Strategic Planning, Policy and Aid Coordination (DSSPAC)

- Department of Water Resources (DoWR)
- Department of Public Health (DPH)
- Vanuatu Association of Non-Government Organisation (VANGO)
- Department of Fisheries
- Department of Livestock
- Department of Tourism
- Department of Trades

And includes all Non-Government Organisations (NGO) and Private Sectors and interested schools and university that are dealing and working with Climate Change and Disaster Risk Reduction Projects, roles, duties, programmes, activities, events and more. NAB Portal Login Credential will be given upon their request to the NAB Secretariat.

The user must be entitled with what role or positions to have a login Credentials for the NAB

The Login Credentials are given upon a request or during a NAB Portal Training to only the:

- Communication Officer
- Public Relation Officer
- Information Management System Officer
- Project Coordinators for all CCDRR Projects
- Managers or Directors that requested for the NAB Portal logins
- Media Officer
- ICT /IT Officer
- Optional to anyone upon approval by the NAB Strategic Manager and Information Management System officer

Reset Password procedures

If the User forget his or her own password, these are the steps to reset password:

Each user can follow the steps on the nab portal, where it says “**forget password**”. Clicking on the forget will take you through the steps to reset you own password.

If a user is not confident to reset his or her own password, do email the NAB information management system officer or contact by phone to the NAB Secretariat office and the information management officer will reset your password and give you a new password.

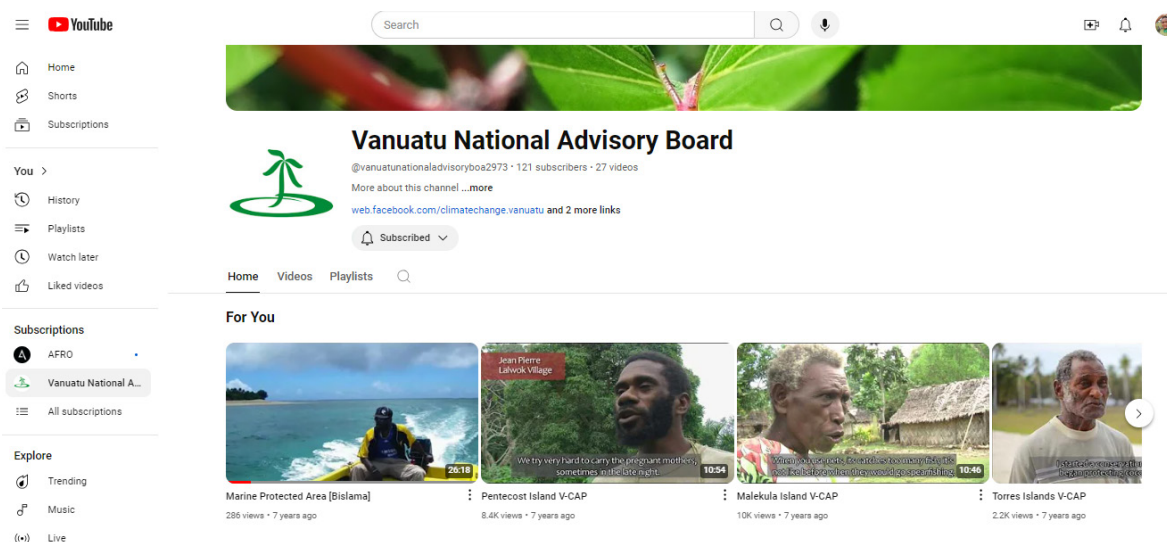
If a User Never use his or her NAB Login Credential:

- i. If a user was given a NAB Portal login credential and has Never make attempt to login in the NAB Portal and the portal gives indication that this account has never been used for about a year and is not active, the account will be deleted by the information Management System, which is the system administrator for the NAB portal.
- ii. The user if wish do have another NAB portal logins credential, the user must request to the NAB Secretariat office and to the information management system officer in a form of an email, providing your full name, email address, phone number, organisation, or department you are from and reason to have a new nab portal credentials.

Documents that should be uploaded by a NAB portal User(s) when given a password and username.

Any User with the Passwords and Username may be able to upload any climate change disaster risk reduction (CCDRR) Files or documents. These are the format and types of files you may upload or download to the NAB portal:

- PDF
- jpg
- Jpeg
- PNG
- GIF
- Doc
- Docx
- Kml
- Kmx
- Zip
- xls
- xlsx
- txt
- csv
- ppt
- pptx
- Mp3 and Mp4 - currently the Videos and audios are not supported in this Drupal version 7 because it is no longer supported (only in latest version), it can only be shared on NAB YouTube channel <https://www.youtube.com/@vanuatunationaladvisoryboa2973> that can be shared on the NAB Portal the link.
- NAB YouTube Channel



1.4 USER ROLES AND PERMISSION MANAGEMENT

All NAB Portal user are categorized into different type of roles. A user role represents a specific set of tasks or responsibilities assigned to a group of users within an application, and this is especially for assigning user roles, enables organizations to control the actions each user can perform in the system, streamlining their workflow. These are the following Roles that the NAB Portal has:

- i. **Content Administrator** - this role is assigned **only** to the NAB Information Management System officer, NAB Strategic Manager and the VMGD ICT Officer
- ii. **Administrator** - this role is also assigned **only** to the NAB Information Management System officer, NAB Strategic Manager and the VMGD ICT Officer
- iii. **Project Manager** - This role is assigned to **All** user of the NAB Portal

By default, Drupal comes with two user roles:

- i. **Anonymous user** - This role is used for users that do not have a user account or that are not authenticated.
- ii. **Authenticated user** - this role is automatically granted to all logged users.

1.5 NAB PORTAL A CONTENT MANAGEMENT SYSTEM (CMS) - DRUPAL

NAB Portal is built on Drupal - an Open-source Management System

- i. The NAB Portal must always be built on an open-source web Platform called **Drupal version 7 and to the latest of the Drupal**. The Drupal is a free open-source web content management system written in PHP and distributed under the GNU General Public License.
- ii. **The Programming Language** use are PHP and Java Script.
- iii. The operating system that the Drupal can work on is Unix-like and Windows.
- iv. The **Platform** - Web platform
- v. The **Size** - the maximum size for (Drupal Version 7) of the Platform to upload is default is only 8MB but the system administrator can change that to 50Mb if requested and the system allows the size limit varies according to the version of Drupal it is built on.

Install SSL (secure socket layer) Certificate for the NAB Portal

The SSL Certificate also known as Secure Sockets Layer, is a protocol that creates an encrypted link between a web server and a web browser. That means any data exchanged between a visitor and website will be secure. The SSL Certificate must be used on the NAB Portal to secure the portal, since some information's on the portal are personal contacts and a lot of important information's, therefore the portal must be encrypted and keep the portal secure from hackers:

- i. The information Management system officer and the VMGD ICT Technician are responsible for the installation of the SSL Certificate for the NAB Portal, since the NAB Portal is hosted under the VMGD web Server.
- ii. NAB Portal must always purchase the Security Socket Layer (SSL) Certificate
- iii. In such case of finance not available, then using of the free SSL certificate which is called "**Let's Encrypt**" (see detail on how it works - <https://letsencrypt.org/how-it-works/>) Unless if
- iv. **Let's Encrypt** - must always be on **auto-renewal period** for the NAB Portal but most times when it has issues, it will be renewed manually by the VMGD ICT Technician

NAB Portal Domain Renewal Payment

- i. The NAB Portal Domain – www.nab.vu provided is always by VODAFONE
- ii. The Time frame for the renewal of the NAB Portal domain is every five (5) years, renewal will be done after five (5) years' time. A notification or an error message on the portal will show up showing that the domain needs to be renewed
- iii. Vodafone Officers are responsible for the renewal of the NAB domain, at their site and once the Payment are made by the Ministry of Climate Change – NAB Secretariat, by collecting the receipts form Vodafone, the domain should be renewed at once.

Upgrade and backup system

The NAB Portal must be upgraded to Latest version of Drupal 10 and if there is a possible to be hosted by the Cloud then it should be upgraded and hosted by the Cloud. Otherwise, the NAB Portal is currently hosted on the VMGD Web Server, and backup system must be done regularly, so that we have backups for all the data in the NAB Portal. Upgrade should be done every 5 years after a review of the NAB Portal to see if we need to upgrade

1.6 DATA AND INFORMATION'S REQUIREMENT PROCESS BEFORE UPLOADING TO THE PORTAL FOR ALL USER

There are two requirement process for uploading the files to the NAB Portal choose either Requirement 1 or Requirement 2

Requirement 1 - for user with no password and username, or too busy to do an upload or even has a username and a password but not confident enough to use the NAB Portal.

All data, documents, and information to be upload on the NAB portal must:

- i. be first email and discuss with the NAB information's Management system officer, in which she or he will get an understanding about the document, the data and information's, news, videos, links to be shared, events or any kinds of information's before it is upload to the NAB Portal
- ii. It is very important for the NAB Information Management System Officer to see that the document must be of Climate Change and Disaster Risk Reduction information's content.
- iii. The NAB Information's Management System officers will then upload the files or documents to the NAB Portal.
- iv. When uploading has been completed and successful the NAB Information's Management system officer will inform the person by emailing the link of the NAB Portal to which the files has been uploaded, confirming the files has been uploaded.
- v. If the document size too be or has other errors the NAB information Management system Officer will continue with other alternatives until it still cannot be uploaded, then will inform the person that the files cannot be uploaded.
- vi. The link can be share for user or audience to view.

Requirement 2 – To those Users with a username and a password

Any user with a username and a password and have done the NAB Portal training, meaning they has been provided access to upload documents and files to the NAB Portal and understands what exactly the documents and files that the content must be of Climate Change and Disaster Risk Reduction (CCDRR) information's that can be uploaded to the NAB Portal

The Requirement Two (2) Process is:

- i. The user uploaded the Documents or Files
- ii. The upload is been successfully go to step (iii) if the upload is not successful go to step (vi)
- iii. The user informs the NAB information Management System Officer by email or phone call that he or she has uploaded this sort of file or document – giving the title or name of the files.
- iv. The user will request that the NAB information Management system officer to check the content and its consistency including, if the user has missed any information while uploading.
- v. The NAB Information Management system officer will check the activity of the user on the NAB Portal and all the content. If the content meets the requirement, the NAB information's system officer send a confirm email to acknowledge the user. If the content needs to be edited again, the NAB information management system officer informs by email and let the user know which part to re- edit or change.
- vi. if upload is not successfully, file size too big or encounter an unexpected error, the user must immediately inform or contact the NAB Information System Officer for assistant at once.

Above all, the information Management system officer has the control over everything uploaded to the NAB Portal,

- i. he or she has the right to remove, delete or correct any information's or data uploaded.
- ii. He or she has the right to notify any user, if any information's or uploads done is incomplete, not done right or not a climate change disaster risk activity, programmes, or events and more.
- iii. He or she will request you by email or phone call to re- edit or complete the information for the documents uploaded.
- iv. In such sensitive post or uploads, he or she will delete or remove uploads or post on the spot

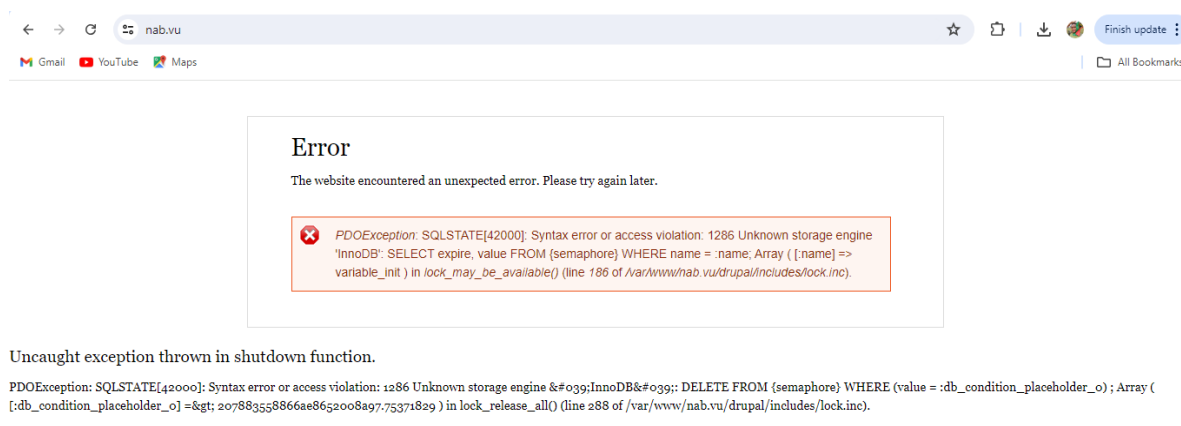
In the absence of NAB Information Management system officer, being sick, on maternity leave, annual leave, traveling and cannot be reach by email, the NAB Strategic Manager will be the next person who checks all NAB Portal Uploads Requirements and activities

1.7 ERROR AND ISSUES DURING UPLOADING IN THE PORTAL

The NAB Portal error can be of these several errors:

1. This error appears if the file or document size is too big (this section is still developing will insert in later)
2. This error shows that you have missed one of the mandate boxes to fill for the document to be uploaded. (this section is still developing will insert in later)
3. This error shows up when uploading a file and it is taking too long and it is not successful (this section is still developing will insert in later)

4. This error appears when you search for the NAB Portal and have loaded and this error appears instead of the Portal home page due to portal down and disconnected.



Should you may encounter these errors mentioned above follow these steps:

- i. Error number one (1)** - you must reduce or comprise the size of your file it must be less than 50Mb
- ii. Error number two (2)** - you must check the boxes that are marked with Asterix (*) and fill up every one of them means the box are mandate to be filled before saving the documents otherwise it will give this error. If you do this you will solve this error from popping out at the top and your files will be saved and uploaded.
- iii. Error number three (3)** - you must contact the NAB Information Management System Officer and wait for his or her instruction on what to do. The NAB Information Management system Officer and the VMGD ICT Technician are working together on this issue.
- iv. Error number four (4)** - you must contact the NAB information Management system officer and wait for his or her instruction on what to do. The NAB Information Management system Officer and the VMGD ICT Technician are working together on this issue.

1.8 NAB PORTAL TRAINING

Who is attending the NAB Portal Training?

All government sectors and non- government sectors, Private sectors, partners, and Agencies:

- Communication Officer,
- Public Relation Officer,
- Information Management System Officer
- Project Coordinators for all CCDRR Projects and
- Project Managers.
- Media Officer
- Journalist
- ICT / IT Officer

Including any participants who has been invited by the Ministry of Climate Change - NAB Secretariat to attend and take part in the NAB Portal Training.

Training can also be done to certain interested working groups or organisations upon to their request and schedule for the NAB Secretariat office.

How to do a NAB Portal Training

The NAB portal Training is done by the NAB Secretariat under the role of the NAB Information Management System Officer. The NAB Information Management System officer is mandated for this role to facilitate, organise, and coordinated the NAB Portal trainings to everyone.

Steps to successfully facilitate the NA Portal Training:

- i. Have a contact List of people who will be attending the NAB Portal Training (see chapter 1.8, a) usually we divide the NGO from the governments sectors and sometimes when limited participants we joined them together, this arrangement can be done according to the NAB Information Management system officer decision to decide, based on the situations and number of participants to be invited.
- ii. Develop an invitation letter to be sign off by the director general for the Ministry of Climate Change with the Ministry of Climate Change Stamp
- iii. Develop a draft agenda and submit that to the NAB Strategic Manager to have a look through.
- iv. Deliver letter with the agenda to all invited participants and send an email to all their emails with the agenda. the letter and email should mention the date of the Training, agenda, laptop to bring with them to use during the training, including the objectives of the workshop.
- v. Arrange and collect quotations for the catering and venue if needed. All the quotations must be collected and provide these quotations to the Finance team. For creating LPO. (make sure this arrangement is done prior to the training workshop)
- vi. Always get ready your presentations and activity especially theory and Hands on Training for the NAB Portal. Always use and refer to the NAB Portal user Manual



Time Frame of The NAB Portal Training?

- i. The NAB Portal Training must be done twice every year, schedule date according to the Information management system officer workplan. but it can be more than twice depend on the provincial Trips the awareness event and training between departments, organisation, and other partners that requested for a NAB Portal Training.

Portal Auditing Process

A portal audit helps identify any issues with the data in the portal, such as missing or duplicate data information's and inaccurate information. The Time frame for the NAB Portal auditing is every two (2) years.

The NAB Portal Auditing Process:

- Define goals such as the objective for the Auditing process
- Review data
- Identify areas for improvement
- Develop a NAB Portal action plan
- Implement NAB Portal action Plan
- Evaluation and monitoring

Dashboard and other resourceful tools on the NAB Portal

All dashboard and Platforms hosted by the NAB Portal, will be hosted on their own main dashboards. The link will be shared on to the NAB Portal. This means that, it will have its own dashboard and the link on the NAB portal will be pointing out to the dashboard. Whenever a person goes on the nab portal and click on the dashboard link, it will re-direct them to the main hub of the dashboard page or site.

The dashboard that to be hosted and linked to the NAB Portal are of climate change and disaster risk reduction dashboards, tools, and resources:

- National Vulnerability Assessment Framework (NVAF) Dashboard
- The Vanuatu Projects dashboard

2 NAB Project Profile Process for upload to the Portal

Project Profile Upload Steps

- i. All CCDRR Project must all have a NAB Project Profile Form (see in annex page)
- ii. The CCDRR Project must pass through the Project Screening Committee
- iii. The CCDRR Project Must get an endorsement by the National Advisory Board,
- iv. After getting a NAB endorsement, the NAB information Management System officer will collect the hard and soft copy from the NAB Project Development Officer.
- v. The NAB information Management System officer, then uploaded the project profile to the NAB Portal and the detailed information on the NAB Project Profile for that project is used to fill in the template on the NAB Portal.
- vi. The NAB Project Development Officer Must Always Provide a hardcopy and softcopy to the information Management System officer to be uploaded to the NAB Portal
- vii. All endorsed NAB Project Profile for all CCDRR Projects must be uploaded to the NAB Portal no longer than two (2) weeks after the date of endorsement from the NAB Board Meeting. If the NAB Portal has encounter some technical issues, then the uploading of project profile can be more than 2 weeks.
- viii. The hardcopy of All CCDRR NAB Project Profile form are to be sorted and filed into the NAB Filing cabinet or folders and save in the NAB Share drive.

3 Policy Process for Upload to the NAB Portal

The Policy that has been uploaded to the NAB Portal are Policy that are cross cutting that includes environment, climate change disaster risk reduction and those policy that has a component and link with Climate Change or are relevant to each one area that can be find in the NAB Portal:

Policy Upload Process:

- i. The NAB Policy and Planning officer will always be the person to go through all policy even if it is from other departments, sectors or NGO and other partners.
- ii. The NAB Policy and Planning officer will then check and review the policy on the NAB Portal, if there is a need to upload more policy that are inline with the CCDRR Policy, the NAB Policy and planning officer will develop a list of Polices and Strategies and the files and pdf documents, that needed to be uploaded or updated into the Portal.
- iii. The Information Management System officer, follow the list and upload only the Policies and strategies on that list.
- iv. If a new policy or strategy plan was launched, and it is cross cutting with the CCDRR Policy and implementations, the information management system officer must always work and confirm with the NAB Policy and Planning officer in which he will confirm and the nab information management system officer will upload that to the NAB Portal.
- v. The policies and strategies are mostly uploaded to the NAB Portal for those with file size too big, the link has been shared on the name of the policy, by clicking the name it will link back to the files on its on site or the NAB google drive.

3.1 Policy Search tool (beta) – National Policies and Strategies Tool

In the NAB Portal, under policy you can find and use the Policy Search tool (beta) it has been developed to assist projects proponent find supporting policy statements. Please note that this is simply intended to be a convenient tool to assist policy research. Policy statements must not be taken out of context and always consult the original policies and strategies to ensure contextual alignment.

Link <https://nab.vu/node/26789#> to the Policy Search Tool(beta) and can be downloaded to be used.

4 The United Nations Framework of Climate Change Convention (UNFCCC) Vanuatu Submissions Upload Process

The Multilateral Environmental Agreement officer is the only person that coordinates the development for all UNFCCC documents and Vanuatu submissions that are to be uploaded to the nab Portal.

The UNFCCC Upload Process:

- i. The Multilateral Environmental Agreement Officers is the only person that checked and confirmed all information for UNFCCC especially Submissions and other international country reports and documents before it is to be uploaded to the NAB Portal.
- ii. The Multilateral Environmental Agreement Officers confirm and submit the information's document or report to the NAB information Management System Officer for Upload to the NAB Portal.
- iii. The expected time for documents and reports to be uploaded depends on the Multilateral Environmental Agreement Officers, if she or he required that information to be shared very soon, he or she will inform the NAB information Management System officer accordingly
- iv. If may encountered errors or file size too big, when uploading, the documents or Reports, it will be shared on the NAB Secretariat google drive and the link will be shared on the NAB Portal.
- v. Documents that are submitted on the UNFCCC Portal has been linked to the NAB Portal under the Programmes Tab and the subtab UNFCCC and are also link to the UNFCCC website <https://unfccc.int/>

5 NAB Secretariat Shared Drives

Apart from the NAB Portal as the resource database, the NAB Secretariat has two main working shared drives, in which the Secretariat managed all its resources and data information's in it. The drives are used to store documents, managed data, and shared information's to NAB Board Members and other people in which the NAB Secretariat wishes to share and give access to. The drives are to be access only by the NAB Secretariat Officers. Others who wish to have access must request approval from the NAB strategic manager.

These are the two Shared Drives

- NAB shared drive
 - MOCCA NAB (\\salmon-vm) (N:)
- NAB secretariat google drive
 - NAB Secretariat (secretariatnab@gmail.com)– drive.google.com

NAB Information, Education and Communication Endorsement

The NAB Information Education and Communication Endorsement, it is a process that helps developers (NGOs, government agencies, Church groups, development partners etc.) to have their Information, Education and Communication (IEC) materials formally approved by the National Advisory Board (NAB) on Climate Change and Disaster Risk Reduction.

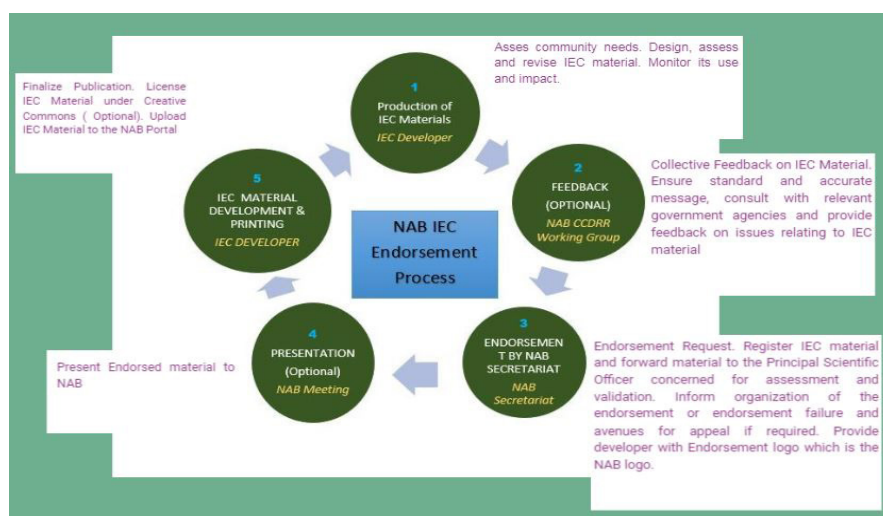
The NAB endorsement shows that the IEC materials are factually correct and consistent with climate change and disaster risk reduction science and key messages. This process is seen as an invitation to work alongside government to produce the most meaningful and needed IEC materials. NAB endorsement will ensure materials disseminated to the public have reliable information on CC and DRR.

6.1 IEC Developer(s)

The IEC developers are any person within the:

- Non-Government Organisations,
- Government Department / sectors and agencies,
- Development partners,
- Any Communication Officer
- Any Public Relation Officer
- Projects
- and others, that develop an IEC material having its Content and information based or related to Climate Change and Disaster Risk Reduction (CCDRR)

6.2 NAB IEC Endorsement Process Diagram



- Step 1 – Production of IEC Materials (IEC Developer)
- Step 2 – Feedback (Optional) (NAB CCDRR Working Group)
- Step 3 – Endorsement by the NAB Secretariat (NAB Secretariat)
- Step 4 – Presentation (Optional) (NAB Meeting)
- Step 5 – IEC Material Development & Printing (IEC Developer)

It is very important for all IEC material that has been endorsed by the NAB Secretariat meaning they have gone through the NAB Endorsement Process, must always have the NAB Logo inserted to their Draft Design before printing the final material

NAB Logo:



The NAB logo shows public that, this information's on the IEC material are reliable and it content CCDRR information's and key messages that are factual correct and the language terms use are correct and consistent. This process shows that we have a Standardise CCDRR government scientific and key messages.

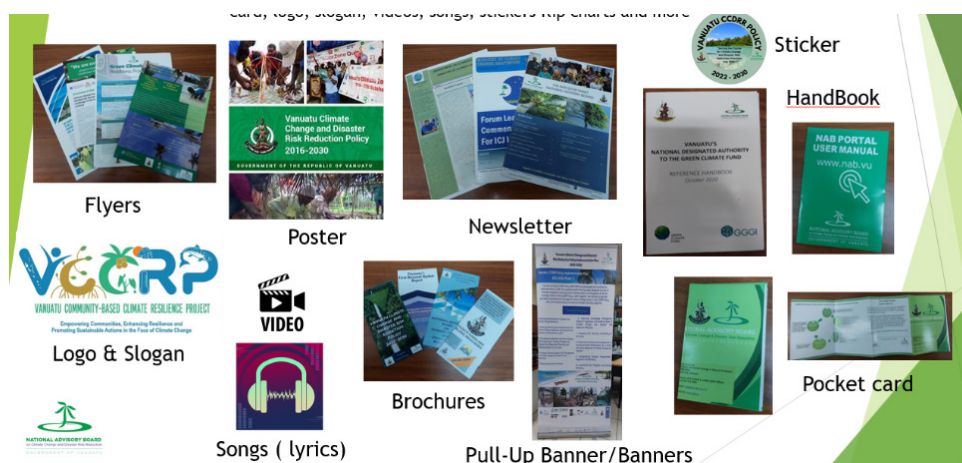
6.3 The Principal Scientific (PSO) or technical officer (TO) that are involved in the IEC Endorsement Process

The Principal Scientific Officer that are involved in the NAB IEC Endorsement Process are:

- 1. Department of Climate Change (DoCC)** - Senior Mitigation Officer and Senior Adaptation Officer
- 2. National Disaster Management Office (NDMO)** - Senior Officer within the NDMO Office such as , Senior Disaster risk reduction officer, Displacement Officer and Information Management and Planning Officer
- 3. Department of Environmental Protection and Conservation (DEPC)** - All Senior Environmental Officers and Managers
- 4. Vanuatu Meteorology and Geo- Hazards Department (VMDG)** - Senior Officer in all four Units within the VMGD Department
- 5. Department of Energy (DoE)** - Senior officer that the duties and roles are related to the Mitigation activities and Greenhouse Gas emissions

6.4 Type of IEC Materials Must be Endorsed by NAB Secretariat

IEC Materials are all materials that were developed by an IEC developer that is purposely for awareness and educational purposes E.g.: posters, booklets, brochures, flyers, pull-up, Guideline, banners, pocket card, logo, slogan, videos, songs, stickers flip charts and more



These materials developed with a content of Climate Change and disaster risk reduction must pass through the NAB IEC endorsement Process:

- Brochure
- Flyer
- Poster
- Newsletter
- Pull-up banner
- Banner
- Handbook
- Pocket card
- Logo
- Slogan
- Video (lyrics & Script)
- Song (lyrics)
- Sticker
- Flash Cards
- Advertisement
- Billboard
- Notice board
- Sign post
- Any platform

6.5 Time frame for the IEC endorsement process

The time frame for the NAB IEC Endorsement Process, it is a maximum of two (2) weeks, which is ten (10) working days. The time is given for the NAB information Management system officer to have to coordinated the IEC forms received from the IEC developer of the IEC material to all the relevant principal Scientific Officer (PSO) that needs to check the content of the IEC material. This period will also give enough time, if your IEC material content uses, a lot of key messages, words and terms needs to be changed and corrected. The two weeks period provides develop, NAB Secretariat and PSO a lot of exchange and understanding, to improve the IEC materials within those two (2) weeks. In most time, the process will only take a few days before an IEC developer received his or her endorsement from the NAB Secretariat.

6.6 IEC Final Product after NAB Endorsement

The Final IEC Materials soft copies that have the NAB logo insert into the material must be sent back to the NAB Secretariat, to be documented and uploaded to the NAB Portal – www.nab.vu

1. Only IEC Materials that the developer has ticked (yes) on the NAB IEC endorsement process form, to be uploaded to the NAB Portal and that can be use by other Sectors or third party by reducing duplication.
2. IEC Materials that tick (No) on the Form. It will not be uploaded to the NAB Portal but the sample of the material, will be documented to the NAB IEC Filing Folders.
3. Currently there are a lot of CCDRR IEC materials that still need to pass through the NAB IEC endorsement Process. In case where materials have been already disseminated to the public will acknowledge that but if an updated and review of that material will be done, always remember to pass the new updated IEC material to the NAB IEC endorsement Process.

6.7 NAB IEC Endorsement Process Form (English)

 Ministry of Natural Change	NAB SECRETARIAT INFORMATION EDUCATION COMMUNICATION MATERIAL ENDORSEMENT APPLICATION FORM	 NATIONAL ADVISORY BOARD	HAVE YOU PROVIDED: ☐ A hard-copy of the material in all languages being produced ☐ A soft-copy of the material in all languages being produced ☐ A description of the consultation, pre-testing or feedback process you have used ☐ A description of your plan for monitoring and evaluating your materials ☐ Do you agree to upload completed materials to the NAB Portal Yes / No (circle) (optional) ☐ Do you agree to license your material for use by others through Creative Commons license (optional) Y / N				
Organization: Name of material (s): Language used in material: Date received by NAB Sec:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 50%; text-align: left;">ENDORSEMENT CRITERIA</th> <th style="width: 50%; text-align: left;">FEEDBACK TO DEVELOPER</th> </tr> <tr> <td style="vertical-align: top;"> Principle Scientific Officer (PSO) to complete: Factually Correct? Yes/No If not, which part to correct? Recommended for endorsement Yes/No If no, give reason _____ _____ _____ _____ Appeal process: If you wish to appeal the endorsement decision or require further information, the appeal process is described at www.nab.vu </td> <td style="vertical-align: top;"> NAB Secretariat to complete: How does this material fit into existing materials? _____ _____ _____ _____ _____ Any recommendations for further consultation or to engage with other Government endorsement processes? _____ _____ _____ _____ </td> </tr> </table>			ENDORSEMENT CRITERIA	FEEDBACK TO DEVELOPER	Principle Scientific Officer (PSO) to complete: Factually Correct? Yes/No If not, which part to correct? Recommended for endorsement Yes/No If no, give reason _____ _____ _____ _____ Appeal process: If you wish to appeal the endorsement decision or require further information, the appeal process is described at www.nab.vu	NAB Secretariat to complete: How does this material fit into existing materials? _____ _____ _____ _____ _____ Any recommendations for further consultation or to engage with other Government endorsement processes? _____ _____ _____ _____
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Send the completed form to the NAB Secretariat @ nab@vanuatu.gov.vu							
NAB Secretariat Office P.O. Box 9054, Port Vila, Vanuatu Tel: (+678) 22068 VOIP: 5410 & 24260 www.nab.vu							

Verified by:

PSO Name	Signature	Date
_____	_____	_____

NAB Endorsement

NAB Secretariat	Signature	Date
_____	_____	_____

NAB Endorsement Stamp

(Bislama version refer to the NAB Portal – www.nab.vu)

NAB Visibility

7.1 NAB Logo

The National Advisory Board Logo



The NAB Logo Colour

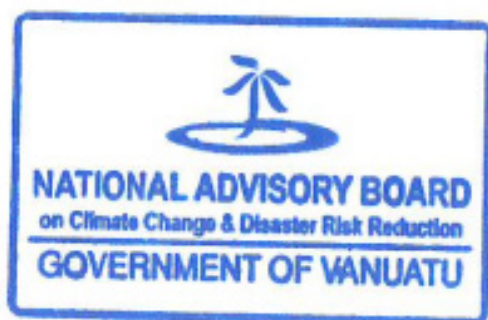
The NAB Logo colour is Green - meaning Environment



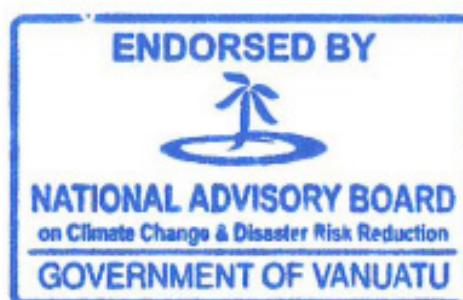
7.2 NAB Stamp Head

There are two head stamps for the National Advisory Board

1. National Advisory Board Stamp - used for official purposes



2. The NAB Endorsement Stamp - use for endorsing of CCDRR Project and IEC Materials



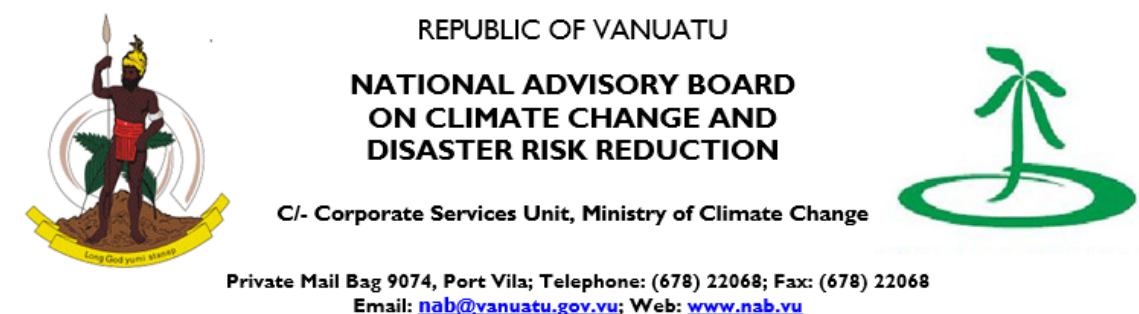
7.3 NAB Signatures

There must only be two signatures:

1. Signatures one (1) for the Chair of the NAB Board
2. Signatures two (2) for the NAB Strategic Manager

7.4 NAB Letterhead

This is the approved NAB Letterhead, it must not be changed or rearranged, the Letterhead must be of this arrangement, colours, and information's in it.



7.5 NAB Brand and colour

The NAB Brand

The branding will be anything that the Nab logo is on it.

The NAB Colour

CMYK colour values:

- Green: C100 M0 Y100 K10 – Meaning Environment 
- Blue: C100 M100 Y0 K10 – Meaning Ocean 

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Data Approval

The NAB Secretariat gives approval to CCDRR end product and CCDRR information's for all information education and communication materials and CCDRR projects but not raw data. For all raw data, seek approval and information's from the Vanuatu Meteorology and Geo-hazards Department (VMGD). Also, the NAB secretariat stores and documented all approved and CCDRR endorsed IEC materials and Project.

9 NAB Secretariat Contacts & Email

The NAB Secretariat Contact

Phone +678 22068
+678 34360 (NAB Office)

VoIP Number 5410 & 5365

Government Email nab@vanuatu.gov.vu

Gmail secretariatnab@gmail.com

Address NAB Secretariat
Ministry of Climate Change
PMB 9074
Port Vila, VANUATU

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NAB Templates and Forms

Refer to the NAB Portal - www.nab.vu to have access to these forms:

1. IEC Endorsement Form (English)
2. IEC Endorsement Form (Bislama)
3. NAB SOP Project screening form final
4. NAB SOP Project reporting template final
5. NAB SOP Project Profile Form final
6. NAB SOP FGRM final
7. NAB SOP Code of Conduct final
8. GCF project profile form
9. NDMO Initial Community Disaster Assessment form (Bislama)
10. IEC Endorsement Process Fact sheet

A stylized, light green palm tree graphic is positioned on the right side of the page, extending from the bottom towards the middle. It has a long, slender trunk and several large, curved fronds.

NAB Secretariat

Ministry of Climate Change
PMB 9054
Port Vila, Vanuatu

Phone: +678 34360 / 22068 (Ext. 5410 / 5365)

Email: nab@vanuatu.gov.vu

Website: www.nab.vu