

NAB IEC ENDORSEMENT PROCESS WORKING GROUP WORK PLAN REPORT - YEAR 2025



NAB Secretariat Office
Ministry of Climate Change
PMB 9074
Port Vila VANUATU

REPORT OUTLINE

1. Introduction
2. IEC Endorsement Process Working
Group Terms of Reference (ToR)
3. IEC Working Group Work Plan Year 2025
Progress on Year 2025 Work Plan
Activities
 - Work Plan Achieved
 - Work Plan Not Achieved
4. NAB IEC Endorsement Process Working
Group Meeting Minutes & Attendance
Sheet
5. Total IEC material Endorsed in year 2025
6. Conclusion
7. Way forward



INTRODUCTION

The Vanuatu NAB Information, Education and Communication (IEC) Endorsement Process Working Group is composed of technical and principal scientific officers, led by the Vanuatu Meteorology and Geo-Hazards Department (VMGD) and coordinated through the National Advisory Board (NAB).

The Working Group brings together relevant government representatives and technical experts in climate change (CC) and disaster risk reduction (DRR) to review IEC materials submitted by organizations, NGOs, development partners, church groups, and the private sector.

Members are responsible for ensuring that all materials are scientifically accurate, consistent with national key messages, and aligned with approved terminology. Where necessary, other technical officers from relevant departments may also be involved, particularly when IEC materials relate to specific sectoral information under their mandate.

Through this collaborative and cross-sectoral approach, the Working Group strengthens the quality, credibility, and consistency of climate change and DRR communication across Vanuatu.

The Working Group operates under an annual workplan for the year 2025, which guides its priorities, review processes, and key activities throughout the year. To effectively implement the workplan and carry out endorsement responsibilities, the Working Group holds four scheduled quarterly meetings. These meetings provide a structured platform to review submitted IEC materials, discuss technical matters, monitor progress, and coordinate additional activities in line with national climate change and DRR objectives.

IEC ENDORSEMENT PROCESS WORKING GROUP TERMS OF REFERENCE (TOR)

Background

The NAB IEC Endorsement Process is formally begins on year 2013, and the main lead is the VMGD department, since they mandated is to check scientific information's and key messages. 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.

There is no single organization in Vanuatu has the technical capacity to provide all relevant information on climate change adaptation and mitigation and DRR. The endorsement process provides an avenue for sourcing and improving the depth and breadth of information IEC materials contain and will ensure factual accuracy and consistency for key messages. This process is seen as an invitation to work alongside government to produce the most meaningful and needed IEC materials.

Therefore, the NAB Secretariat arranges for CC & DRR technical/Principal scientific officers to check for consistency of key messages/terms and confirmed the language is acceptable.

NAB endorsement shows that the IEC materials are factually correct and consistent with climate change science and disaster risk reduction and key messages. This process is seen as an invitation to work alongside government to produce the most meaningful and needed IEC materials.

By submitting the IEC materials to NAB endorsement the Organizations, Departments, Projects, Private Business or Community level groups, show their commitment to providing relevant, up-to-date, factually correct, and clear

messages to national audiences. They will receive the “Endorsed by NAB” logo to place in their IEC materials as a sign of government recognition of the materials



The working group has consisted of several principal scientific officers (PSO) from the five (5) department of the Ministry of Climate Change as the members of the working Group.

Objective

The Vanuatu NAB IEC Endorsement Process is mandated by the NAB under the Meteorology, Geo-hazards and Climate Change Act, No. 25 of 2016. The Vanuatu NAB IEC Endorsement Process to:

- To ensure that the government has standard messages on CC & DRR that goes out to the public and the information used must be consistency and factually correct.
- Is to provide a steering and coordination mechanism among stakeholders to ensure that new IEC materials address relevant climate change and disaster topics, gaps in information are being adequately considered and that factual errors and inaccuracies are minimized. It is also to give developers an approval or recognition of their work by having the NAB logo on their IEC materials on behalf of the government.
- To share information, that all IEC materials that their Content and information are mainly about Climate Change & Disaster Risk Reduction (CCDRR) activities or information's must pass through the NAB IEC endorsement Process for NAB Endorsement.
- Every IEC material developed by all the CC & DRR Projects that has been endorsed by the NAB Board members.

All its IEC materials produced and developed must always come to the NAB Secretariat for endorsement before

it is to be used or print out to public.

- NAB endorsement will ensure materials disseminated to the public have reliable information on CC and DRR.

Membership

1. Vanuatu Meteorology Geo- Hazards Department (VMGD) Chair

2. NAB Secretariat (Secretariat)

3. National Disaster Management Office (NDMO) Deputy Chair

4. Department of Climate Change (DoCC)

5. Department of Environmental Protection and Conservation (DEPC)

6. Department of Energy (DoE)

The Members should all be present in all Working Group Meetings. For a Working Group meeting to commence, and there is not a lot of members of the working group, the working group members should meet a quorum of four (4) members in order for the Working group meeting to begin.

Other Technical Officers from other department may be involved due to related content of IEC materials of CC and DRR that Link to their respective departments information's (Optional)

-

Deputy Chair Membership Durations

The membership period for the working group member to be appointed as Deputy Chair is for a period of One (1) year.

The members of the Working Group will then vote on the first meeting of each year for the working group for the new Deputy Chair for the NAB IEC Endorsement process Working Group for each year.

Tasks of the NAB IEC Endorsement Process working Group

- ◆ To Check all CCDRR IEC materials produce by a developer (NGOs, government agencies, Church groups, development partners etc.) that their Information, Education and Communication (IEC) materials are consistent and factual correct.
- ◆ Check all scientific terms and language used on a CCDRR IEC materials are correct and consistent.
- ◆ Ensures and do awareness to all CCDRR project to have their IEC Materials by the PSO and formally approved by the NAB IEC endorsement Process
- ◆ Ensure all IEC Materials that their content is of CCDRR must be formally approved by the National Advisory Board (NAB) on Climate Change and Disaster Risk Reduction.
- ◆ To provide comments and recommendation on a CCDRR IEC material to improve its scientific key messages and make sure content are consistent and factually correct.
- ◆ To provide important ideas and structural content that will improve the messaging for all CCDRR IEC Materials so that all IEC Materials that are endorsed must have government standard Key messages to Public
- ◆ Encourage all NAB IEC Members - PSO Officers and DRR Technical officers who are involved in the IEC Endorsement Process on IEC materials to must include this, in their Work Plan
- ◆ To developed CCDRR key messages (a handbook) for all departments within the Ministry of Climate Change. This is to reduce duplication of key messages from different developers.
- ◆ Work together to put key messages together to review IEC materials for the Ministry of Climate Change
- ◆ To organized a National CCDRR Workshop for CCDRR IEC materials for all developers, Stakeholders and partners

Reporting

The working group will report to the NAB on the stock take of IEC materials coming in for endorsement and giving an analysis report for all organizations and departments or projects and other private sector who have been taken part in this Process. Including and the gaps that needs to be address on IEC materials at each meeting, through written briefs and, where necessary, verbal presentation.

Endorsed IEC Materials done by the working group will be shared on the NAB Portal for public information. And Reports and work-plans from the working group will be made available to its members and will be uploaded onto the NAB portal for public information

NAB IEC Endorsement Process Working Group - Dealing with incorrect Information's on CCDRR IEC materials Developed and Disseminated to Public without NAB IEC Endorsement Process.

Climate Change Disaster Risk Reduction (CCDRR) Information Education Communication (IEC) Materials that has been Printed and Disseminated to public with wrong information's or Language used are not Factually Correct:

- ⊕ The IEC working Group member must informed the Chair of the Working group and the NAB Secretariat about these materials not been through the process of the NAB IEC Endorsement. And the issue will be discussed in the NAB IEC Working Group meeting.
- ⊕ If a working group member finds out about an IEC material that the content and language used are of Climate Change and Disaster Risk Reduction key messages and has been printed with:
 - information's not factually correct
 - key messages used are not suitable to be used or mixed up with other key messages

- Scientific languages terms used are wrong and used in wrong content
- The spelling of the Scientific Languages word used are incorrect
- False information's

All working Group Member is responsible to be the person informing the NAB secretariat about the matter and NAB Secretariat will bring that matter to the Chair and the Deputy chair and all Members during a Working Group Meeting or even send an email to inform the matter based on the incorrect information's of that certain IEC Material. There we will refer to the "Penalized CCDRR IEC Working group process" on how to deal with this matter.

Penalized CCDRR IEC Working group process

Penalized based on Not Passing IEC Materials through the NAB IEC Endorsement Process

- ◆ For all developers, they will be informed by a letter from the NAB Secretariat outlining the wrong terms or false information's or content not factually correct or not align with the CCDRR information based on that IEC material being developed. The letter will state that they will stop sharing the material, we have given them two (2) weeks to pass their IEC materials to the NAB Secretariat for the NAB IEC endorsement Process. Working Group Member will discuss this matter on a working group meeting before we response to the developers.
- ◆ IEC Developer Failure to do so, after letter has been given for a period of 2 weeks, and nothing has been done on seeking NAB IEC endorsement Process, a penalized fee will be given to the developers.

IEC WORKING GROUP WORK PLAN YEAR 2025

Progress on Year 2025 Work Plan Activities

See table below are workplan that has been achieved by the working group in year 2025

Task	Expected Outcome	Status	Time Frame
Reporting			
NAB IMS Officer to report to the NAB strategic Manager on overall performance of the NAB IEC Endorsement Process and working group	Report of updates on the progress of the NAB IEC Endorsement Process Working Group	completed and ongoing	Quarterly (1 – 4)
Working Group to update the Chair and IMS Officer on what have done and challenges and feedback on the IEC materials	1) report on how many IEC materials, the total number of materials you have checked for standardize CCDRR key messages and correct scientific language term used and from which department or organisations 2) Update will be done every working group Meetings	completed and ongoing	Every working Group meeting (4 WG meeting)
Working Group member to Add this work plan to their individual work plan	This WG work plan of the NAB IEC endorsement process Must be added to each individual member work plan	completed	Quarter 2 - 3

Progress on Year 2025 Work Plan Activities

See table below are workplan that has been achieved by the working group in year 2025

Task	Expected Outcome	Status	Time Frame
Meetings			
The NAB IEC endorsement Process Working Group has four (4) working group Meetings through this year 2025	1) Meet with the NAB IEC endorsement Process Working Group members and Chair 2)Target - 4 Meetings 1st Meeting – 31st March 2025 2nd Meeting - 28th May 2025 3rd Meeting - 19th August 2025 4th Meeting - 17th October 2025 - Cancel	Has been done on these Dates: 1st meeting -31st March 2025 2nd meeting – 30th May 2025 3rd meeting -September 2025 Completed 4th meeting cancel – due to work schedules and activities	Every working Group meeting (4 WG meeting)
WG NAB IEC Endorsement Process Documents and Processes			
To Check all CCDRR IEC materials produce by a developer (NGOs, government agencies, Church groups, development partners etc.) that their Information, Education and Communication (IEC) materials are consistent and factual correct.	PSO & DRR Scientific Officers to Check all scientific terms and language used on a CCDRR IEC materials are correct and consistent.	completed and ongoing	Quarterly (1 – 4)

Progress on Year 2025 Work Plan Activities

See table below are workplan that has been achieved by the working group in year 2025

Task	Expected Outcome	Status	Time Frame
Information and Education			
National CCDRR Workshop	1)Held a national CCDRR Workshop, for all stakeholders and partners, also for government and Non-government departments	completed This national CCDRR Workshop is captured in - MoCC Careers awareness Event in Tafea for all Junior secondary school - PSC day in Tafea Awareness, - Erakor Village community awareness - In Torba Province Climate Change Symposium event	Q2 - Q4

IEC WORKING GROUP WORK PLAN YEAR 2025

Progress on Year 2025 Work Plan Activities

See table below are workplan that has **Not been achieved** in year 2025 and has been move to year 2026.

Task	Expected Outcome	Status	Time Frame
Reporting			
The Working Group to report to the NAB Board	1) End of year report to the NAB Board on the progress of the working group and achievements, on the 6th NAB meeting (December 3rd) for year 2025,	move to next year 2026	Q4
WG NAB IEC Endorsement Process Documents and Processes			
Review the NAB IEC endorsement Process Form Template	1)Working Group member will provide feedbacks on the draft reviewed form Template provided by NAB IMS officer and discussion will be based on the content of the form whether to change or keep it as it is. This is to improve the NAB IEC Endorsement form Section on especially: • on description of your plan for monitoring and evaluating your IEC material • and on the description of the consultation-testing or feedback process you have used and others if needed 2) Workshop Training of new reviewed form to all stakeholders and information sharing to all. date to be confirmed	move to next year 2026 -	Q1 - Q2

Progress on Year 2025 Work Plan Activities

See table below are workplan that has **Not been achieved** in year 2025 and has been move to year 2026.

Task	Expected Outcome	Status	Time Frame
WG NAB IEC Endorsement Process Documents and Processes			
Develop Memo for NGO to be aware of Process and Timings	Developing of memos for the Process	move to next year 2026	year 2026 Q1
Develop Handbook for Key messages for the Ministry of Climate Change	Develop Key Messages especially for climate change and water or Fisheries and Climate Change and others and do an overall Standard Handbook for all key messages for the Ministry in three (3) Languages, in order for all developers to guide them with this handbook, to reduce duplications and incorrect key messages.	move to next year 2026	year 2026 Q1 - Q2

Progress on Year 2025 Work Plan Activities

See table below are workplan that has **Not been achieved** in year 2025 and has been move to year 2026.

Task	Expected Outcome	Status	Time Frame
Information and Education			
CCDRR IEC Materials that have not been approved by the NAB But already disseminated to Public	Captured IEC Materials that have not been passed through the NAB IEC endorsement Process but have been already disseminated to public and informed that to all working group members during the Meetings, an provide list of those Materials for the Chair to act on this and NAB secretariat to discussed on way forward as well as working group members - PRO to captures in the MoCC communication strategy for all ministry to set guidance for our work. - the working group to develop a template to add and captured material that has been delivered without endorsement	move to next year 2026	year 2026 Q1 - Q4
provide feedbacks on CCDRR IEC materials reviewed and endorsed throughout the year 2025	- Give challenges while reviewing the CCDRR IEC materials and how you would want to improve the information's given out on the IEC Materials. 1)Workshop to be done (same workshop for development of key messages training)	move to next year 2026	year 2026 Q1 - Q2

NAB IEC ENDORSEMENT PROCESS WORKING GROUP MEETING MINUTES & ATTENDANCE SHEET

Meeting Minutes one (#1) for Year 2025



REPUBLIC OF VANUATU

NATIONAL ADVISORY BOARD ON CLIMATE CHANGE AND
DISASTER RISK REDUCTION

C/O Corporate Services Unit
Ministry of Climate Change and Natural Disasters

Private Mail Bag 9054, Port Vila
Telephone: (678) 22608; Fax: (678) 22310
Email: nab@vanuatu.gov.vu; Web: www.nab.vu



Ref. No: NAB-IECC M1310325

NAB IEC Committee Meeting #1

MINUTES

31.03.2025 | Yumi Wok Conference Room, Port Vila

9am – 11am

MEETING CREATED	Cynthy Hosea, NAB Information Management Systems Officer, NAB Sec/CSU, MoCCA
CALL TO ORDER BY:	By the Chair, Florence Iautu.

AGENDA:

1. NAB IEC endorsement Process WG TOR
2. Presentation NAB Board Decision, based on the TOR of the IEC Endorsement Process working Group
3. Presentation Nomination of the Deputy Chair for the NAB IEC endorsement Process WG
4. Discussion on Draft Work Plan and working Group Meeting Calendar

ATTENDEES: Mrs Olivia F William, Communication Officer DoCC, Mr John Ruben, Principal Scientific Officer VMGD Climate, Mr William Worworkon, Outreach Officer, VMGD Admin, Mrs Florence Iautu, NAB Strategic Manager, NAB Sec, CSU, Mrs Alice Iarem, DRR Officer, NDMO, Ms Cynthy Hosea, IMS Officer, NAB SEC, CSU

MEMBERS PRESENT: See participant lists attachment
Apologies: Mr. Royson Willie, CSU

AGENDA

1 | Welcome, by the Chair of the CFWG Florence Iautu

Opening Prayer

- Opening Prayer said by Mr. William Bae.

Call to order by Chair:

- Welcome remarks –
- Agenda adopted

Meeting Minutes one (#1) for Year 2025

- Introduction of all Members Present:

2 | NAB IEC Endorsement Working Group Terms of Reference by Ms. Cynthia Hosea

Discussions/Decisions

1. Discussions based on the IEC Working Group TOR to add in the comments and new additional input for the TOR. Such as the information, IEC materials disseminated but information not correct, duplication of key messages on the IEC materials and how to penalised those Projects that develop this material without getting their IEC material endorsed.
2. An Act to the section under Objective to make it more powerful
3. Mr William Worworkon to go through the other PSO for VMGD, check them
4. Add Loss and damage officer to be added
5. after IEC materials being disseminated but information is not correct – Produced process- working group Process.
6. Developed key messages for each department within ministry of Climate Change and key messages for Ministry of Climate Change
7. Developed a Handbook
8. Working group to do a National CCDRR Workshop for all developers within the Government departments and non- Government departments.
9. Deputy Chairs of the WG is a Durations of one (1) year
10. TOR be emailed back to all members for their comments and review before we finalised this TOR.

ACTION

RESPONSIBILITY DEADLINE

- | ACTION | RESPONSIBILITY | DEADLINE |
|--|----------------|------------|
| 1. Draft TOR to be circulated to all Members for comments | NAB Sec | Q 3 – 2025 |
| 2. Final TOR to be finalized and circulated to all Members | NAB Sec | |

3.Nomination of the Deputy Chair by Ms. Cynthia Hosea

Decisions:

1. Nominations for Deputy Chair of the Working group is nominated by the Five (5) member of the working. Therefore, the National Disaster Management office (NDMO) will be the **Deputy Chair and that is Mrs Alice Iarem**,

ACTIONS

RESPONSIBILITY

DEADLINE

- | ACTIONS | RESPONSIBILITY | DEADLINE |
|---|-----------------|----------|
| 1. VMGD to Chair the next meeting | NAB Secretariat | Ongoing |
| 2. NDMO will be the deputy chair of the working group | NAB Secretariat | |

4 | Work Plan 2025 by Ms. Cynthia Hosea

Decisions:

1. To add in comments and inputs for the Draft work plan
2. WG members to add to their own work plans, to work together to put key messages together, to review IEC materials for MoCC and to do suggestion for this working group
3. NAB SEC IMS Officer to edit the draft workplan for the WG adding these:

Meeting Minutes one (#1) for Year 2025

4. Develop memo for NGO to aware of Process a timing of the NAB IEC Endorsement
5. Develop handbook for key messages for Climate Change and water, or Climate Change and Fisheries and more as guidelines in three (3) languages and help them develop their own key messages
6. Target to do workshop on the areas especially, during the IDRR (UN women has funding based on gender for recovery IEC IDRRR)
7. National CCDRR Workshop Date to be confirmed by the WG members.

ACTIONS	RESPONSIBILITY	DEADLINE
1. Work Plan to be updated and circulated to all Members	NAB Sec	Q2- 2025

Any Other Business:

- None

Chair: Closing remarks

ADJOURNMENT

- Meeting adjourned by Chair at 12midday
- Closing Prayer by Mr. John Ruben

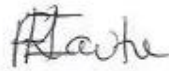
NEXT SCHEDULED MEETING

- Next Meeting on Tuesday 27th May 2025.

MINUTES PREPARED BY NAB Secretariat

MINUTES APPROVED BY

CHAIR APPROVAL:
(Signature & Date)



25/05/25

Florence Iautu, Strategic Manager, NAB Sec, Chair IEC Endorsement WG

Meeting Minutes one (#1) for Year 2025Attendance Sheet:

NAB + EC WG Meeting # One (1)

Date: 31-02-2025

Venue: Yumi Work Conf

Name	Department	Signatures
Olivia William	DOCC	O.W
John Ruben	VMGD	J. R.
William Worworen	VMGD	W. W
Florence Iautu	NAB SEC	F. I
Alice Iarem	NDMO	A. I
Cynthia HSec.	NAB SEC.	C. H.

Meeting Minutes Two (#2) for Year 2025



REPUBLIC OF VANUATU
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Ref. No: NAB-M2006

NAB IEC Committee MEETING #2

MINUTES

30.05.2025 | VMGD Conference room, Ministry of Climate Change Port Vila

9:00 am – 10:00 am

MEETING CREATED BY: Cynthy Hosea NAB Information Management Systems Officer NAB Sec/CSU, MCCA

CALL TO ORDER BY: By the Chair, Mr John Ruben,

AGENDA:

1. *Minutes Meeting one (1)*
2. *Final Work Plan*
3. *Update of IEC Endorsement Process for Quarter 1 & 2*
4. *IEC Endorsement for In Progress IEC Materials for Initial Comments and feedback – Taman Willie – 10 song lyrics to be assessed*

ATTENDEES: Mr Royson Willie, Public Relation Officer PRO CSU, Mr John Ruben, Principal Scientific Officer VMGD, Mrs Florence Iautu, NAB Strategic Manager NAB SEC/CSU, Ms Cynthy Hosea, IMS Officer, NAB SEC/CSU

MEMBERS PRESENT: See participant lists attachment

Apologies: Mrs Olivia Finau, Communication Officer, DOCC

AGENDA

1 | Welcome, Agenda, by the Chair VMGD, of the NAB IEC WG John Ruben

Opening Prayer

- Opening Prayer said by Ms Cynthy Hosea

Meeting Minutes Two (#2) for Year 2025

Call to order by Chair of the NAB

- Welcome remarks -
- Agenda adopted

Overview and Adoption of the Agenda

- Agenda overview;
 1. Minutes meeting one (1), Final Work Plan, Update of IEC Endorsement Process for Quarter 1 & 2, IEC *IEC Endorsement for In Progress IEC Materials for initial Comments and feedback – Taman Willie – 10 song lyrics to be reviewed*

ACTION	RESPONSIBILITY	DEADLINE
Previous NAB Meeting one (1) minutes: Action, approved	NAB Sec	Q2 - 2025

2. Working Group *Final Work Plan* by Ms. Cynthia Hosea

Discussions /Decisions

- NAB IEC Working Group - Work Plan draft has been reviewed and finalized with all inputs from all members during circulation of workplan and for the previous 1st NAB Meeting, and it has been approved by members at the 2nd WG Meeting.

ACTION	RESPONSIBILITY	DEADLINE
Working Group Updated and Approved Final Workplan for year 2025	NAB Sec	Q2 - 2025

3. *Update of IEC Materials Endorsement Process for Quarter 1 & 2* by Ms. Cynthia Hosea

Updating working group members on IEC Materials that have been delivered to the NAB Secretariat seeking for an endorsement.

DOCC IEC Materials Endorsed

- Pull up Banner - Loss and Damage the, unavoidable cost of
- Pull up Banner – Mitigation
- Flyer (General) Understanding Climate Change what does it means? – (French & English)

VCCRP IEC Materials Endorsed

- Signboard - Integrated Farming (English)
- NEM – Difrens bitwin Weta mo Klaemaet – Content for flip chart and Handbook (Bislama & English)
- Billboard – Coastal Sea Erosion (Bislama)
- Water Bottle, totebag for VCCRP Logo

Mr Willie Taman String band song

- 10 climate change and environment songs (Bislama) are still in progress of PSO to check and will be reviewing in today meeting,

ACTION	RESPONSIBILITY	DEADLINE
Endorsement for seven (7) IEC Materials approved and endorsed	NAB Sec	Q2 – 2025
In progress Reviewing 10 String band songs for Mr Willie Taman	WG Members & PSO	Q3 - 2025

Meeting Minutes Two (#2) for Year 2025

4. IEC Endorsement for In Progress IEC Materials for initial Comments and feedback – Taman Willie – 10 song lyrics to be assessed by Ms. Cynthia Hosea

Discussions/ Decisions

- 10 Song lyrics has been shared among the four (4) Group members that are present to review the Song lyrics IEC materials and provide feedbacks before, Mr John ruben, Mr Dean L and Mr Nelson Kalo PSO to sign for approval on the climate change and environment songs Listed below:

ACTION

Sign and Approved and do Correction on terms/ Languages used in 10 String band songs for Mr Willie Taman
NAB Sec to endorsed and approved the 10 song Lyrics

RESPONSIBILITY

Principal scientific
Officer (PSO)
NAB Sec

DEADLINE

Q3 – 2025
Q3- 2025

Any questions & Comments:

- None

Chair: Closing remarks

ADJOURNMENT

- Meeting adjourned by Chair at 12midday
- Closing Prayer by Mr Royson Willie

NEXT SCHEDULED MEETING

- Next Meeting on Tuesday 30th September 2025

Venue and Agenda for the next meeting is to be confirmed.

MINUTES PREPARED BY NAB Secretariat

MINUTES APPROVED BY

CHAIR APPROVAL:
(Signature & Date)



30/09/25

John Ruben, Principal Scientific Officer (PSO), VMGD, Chair IEC Endorsement

Meeting Minutes Two (#2) for Year 2025

Attendance Sheet:

Venue: VMGD Conf. Meeting # 2 - 30.05.25. NAB IEC Endorsement WG			
Date	Name	Department	Signatures
30.05.25.	Royce Wiliwe	CSU	
11	John Reuben	VMGD-climate	
11	Cynthia Sandra Horro	NAB Sec.	
11	Florence Iavuta	NAB Sec	

Meeting Minutes Three (#3) for Year 2025



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Ref. No: NAB-IEC M3300925

NAB IEC Committee MEETING #3

MINUTES

30.09.2025 | MoCC Farea, Ministry of Climate Change Port Vila

10:10 am – 11:10 am

MEETING CREATED BY: Cynthy Hosea NAB Information Management Systems Officer NAB Sec/CSU, MCCA

CALL TO ORDER BY: By the Chair, Mr John Ruben,

AGENDA:

1. Welcome and Opening Prayer

Review Meeting Minutes Two #2

2. WG Work Plan Discuss on what activities has been done and not yet done this year 2025

3. Update of CCDRR IEC Materials & organizations and departments/project that have been continuously seeking IEC endorsement for their CCDRR IEC Materials in Q1- Q3 2025 in Q1- Q3 2025

Meeting Minutes Three (#3) for Year 2025

4. Discussion on ways to strengthen and encourage the MoCC Ministry and also other departments and all projects in our Ministry to Must go through the IEC endorsement Process
5. Any other business / Any other Comments or Feedbacks

ATTENDEES: Mr Royson Willie, Public Relation Officer PRO CSU, Mr John Ruben, Principal Scientific Officer VMGD, Mrs Florence Iautu, NAB Strategic Manager NAB SEC/CSU, Ms Cynthia Hosea, IMS Officer, NAB SEC/CSU

MEMBERS PRESENT: See participant lists attachment

Apologies: Mrs Alice Iarem, Disaster Reduction Officer (DRR)

AGENDA

1 | Welcome, Agenda, by the Chair VMGD, of the NAB IEC WG John Ruben

Opening Prayer

- Opening Prayer said by Chair Mr John Ruben

Call to order by Chair of the NAB

- Welcome remarks -
- Agenda adopted

Overview and Adoption of the Agenda

- Agenda overview;

Review Meeting Minutes Two #2, WG Work Plan Discuss on what activities has been done and not yet this year 2025, Update of CCDRR IEC Materials & organisations and departments/project that have been continuously seeking IEC endorsement for their CCDRR IEC Materials in Q1- Q3 2025, discussion on ways to strengthen and encourage the MoCC Ministry and also other departments and all projects in our Ministry to , must go through the IEC endorsement Process, and Any other business / Any other Comments or Feedbacks

ACTION

1. Previous NAB Meeting Two (2) minutes: Action, approved to be circulated to all Working Group Members
2. 4th NAB Meeting approved to be held on Monday 3rd November 2025

RESPONSIBILITY

NAB Sec
NAB Sec

DEADLINE

Q4 – 2025
Q4 - 2025

2. WG Work Plan Discuss on what activities has been done and not yet done this year 2025 by Ms. Cynthia Hosea

Discussions /Decisions

- Work Plan for NAB IEC Working Group activities (refer to workplan) has been reviewed on what activities has been done and not yet done for the Q1 – Q4. A lot of the workplans has been done, reporting has been continuously done, Meetings for working #1 - # 3 has been done awaiting Meeting #4 and few workplan activities has been moved to next year 2026
- For Work Plan under - WG NAB IEC Endorsement Process Documents and Processes – discussion has been made to continue to develop Memo for Non – organizational, Departments and Projects to be aware of Process and Timings in Quarter 4 this year 2025
- Report for Work plan will be done for the WG workplan for this year 2025

ACTION

1. IMS Officer Ms Cynthia Hosea to put up a Report of activities done on 2025 work plan for the NAB IEC Endorsement Working Group

RESPONSIBILITY

NAB Sec

DEADLINE

Q4 - 2025

Meeting Minutes Three (#3) for Year 2025

1. Update of CCDRR IEC Materials & organizations and departments/project that have been continuously seeking IEC endorsement for their CCDRR IEC Materials in Q1- Q3 2025 by Ms. Cynthia Hosea

Discussions /Decisions

Updating working group members on CCDRR IEC Materials that have been delivered to the NAB Secretariat seeking for an endorsement.

- See attached the update of CCDRR IEC materials done in Q1 – Q3.
- A total of 27 CCDRR IEC Materials that have been endorsed by the NAB Secretariat and approved by the Principal Scientific Officer (PSO), this includes two (2) CCDRR IEC materials still in progress (see attached documents)
- Discussion made on Developers who developed the 27 IEC materials that has been endorsed, request for them to make check list on Disseminations of locations that these CCDRR IEC materials has been deiminated to, the area of disseminations
- M&E Review Feedback – Request all developers do give feedback on what they have done on putting IEC materials to communities and any locations.
- By Reviewing this will see how process will give gap on it, especially to help planning to identify the areas to do awareness on other areas
- Funding of Materials to CCDRR IEC endorsed materials

ACTION

1. Circulated the CCDRR IEC endorsed Materials to all WG members
2. CCDRR IEC Material that has been endorsed, the developers to make a checklist M&E Review feedback on location of disseminations of materials

RESPONSIBILITY

NAB Sec
NAB Sec

DEADLINE

Q4 – 2025
Q4 - 2025

4. Discussion on ways to strengthen and encourage the MoCC Ministry and also other departments and all projects in our Ministry to Must go through the IEC endorsement Process by Ms. Cynthia Hosea

Discussions/ Decisions

- To develop and disseminate Memo to help the IEC endorsement Process
- Work on appointment of a formal letter to directors to be aware to give a mandate for working group members with a department to attend the working group.
- Give an incentives/ sitting allowance to working group members – to be started next year 2026
- Discussions were made on commitment and times for members and these are the discussion and activities suggested to strengthen the working group participation for this WG:
 - to create ways to host sessions especially for the four (4) WG meetings each year
 - Public Relation Officer to do a national strategy workshop that will involve all working group members in one of those four WG Meetings
 - Or do a lesson learn/ urgent meeting for all working group members workshop
 - Departments to come up with each agenda for the WG meeting and invite all WG Members to attend
 - Will utilize workshop on IEC awareness on their workshop, this is one way of consultation with members of the working group in the ministry of climate change.

ACTION

1. Develop Memo to enhance the IEC Endorsement Process
2. Appointment Letters to working group members through Directors
3. Incentives for Members

RESPONSIBILITY

NAB Sec
NAB Sec
NAB Sec

DEADLINE

Q4- 2025
Q4 - 2025
Q4 – 2025

Meeting Minutes Three (#3) for Year 2025

Any questions & Comments:

- None

Chair: Closing remarks

ADJOURNMENT

- Meeting adjourned by Chair at 11:10 am
- Closing Prayer by Mrs Florence lautu

NEXT SCHEDULED MEETING

- Next Meeting on Monday 3rd November 2025

Venue and Agenda for the next meeting is to be confirmed.

MINUTES PREPARED BY NAB Secretariat

MINUTES APPROVED BY

CHAIR APPROVAL:
(Signature & Date)



19/10/25

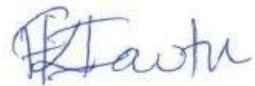
John Ruben, Principal Scientific Officer (PSO), VMGD, Chair IEC Endorsement

Meeting Minutes Three (#3) for Year 2025

Attendance Sheet:

Date

30/09/2024

Name	Department	Signature
Florence Tautu	NAB Sec	
John Reuben	VMGD-climate	
Royson Willie	CSU	
Cynthia Hosca	NAB Sec	

THE TOTAL NUMBER # OF CCDRR INFORMATION EDCUATION COMMUNICATION, (IEC) MATERIALS ENDORSED IN YEAR 2025

Updates of CCDRR IEC Materials Endorsed



Department of Climate Change (DoCC) IEC Materials Endorsed

- 1.Pull up Banner - Loss and Damage the, unavoidable cost of Climate Change
- 2.Pull up Banner – Mitigation
- 3.Flyer (General) Understanding Climate Change what does it means? – (French & English)
- 4.Loss and damage video - they have made a 1st draft of video with “Mifala NOMO” but we are requesting Script for the video and Still awaiting Script for the video till today) **In Progress**



VCCRP IEC Materials Endorsed

-
- 1.Signboard - Integrated Farming (English)
 - 2.NEM – Difrens bitwin Weta mo Klaemaet – Content for flip chart and Handbook (Bislama & English)
 - 3.Billboard – Coastal Sea Erosion (Bislama)
 - 4.Water Bottle, tote bag for VCCRP Logo
 - 5.Animated 3D Cartoon Video - Climate Change
 6. Signboard – “ Watershed Management Key messages (English and Bislama)

Updates of CCDRR IEC Materials Endorsed

Mr Willie Taman String band Group song

10 climate change and environment songs (Bislama language) endorsed

Willie Taman String band song Lyrics

1. Klamet Jastis
2. REDD +
3. Resource and Environmental
4. Baeo Daeversities
5. Adaptation mo Resilience
6. Artifisal West
7. Disaster
8. Elma
9. Forest
10. Klaemet Jenis



GGGI IEC Materials Endorsed

1. Loss and damage Promotional Video



NDMO IEC Materials Endorsed

1. 4 posters for Shelter cluster (Bislama & English)
2. 1 Basik Konstraken Handbuk 2025 (Bislama & English)

Updates of CCDRR IEC Materials Endorsed



British
High Commission
Port Vila

UK Embassy IEC Materials Endorsed

1. Vanuatu Marine Climate Change Card book (in progress awaiting IEC Form and PSO to check and to be endorsed) In Progress

Organizations/Projects and departments/groups that have take part in the NAB IEC

Endorsement Process:

There are about Only six organizations that has taken part in the NAB IEC Endorsement Process this year 2025.

1. DOCC
- 2.VCCRP Project
- 3.Mr Taman Willie Group String band (community Song developer)
4. GGGI
5. NDMO
6. UK Embassy

CONCLUSION

In conclusion, the IEC Endorsement Process Working Group has made steady progress in implementing its 2025 Work Plan in accordance with its Terms of Reference (ToR). The group has continued to strengthen coordination and collaboration among members to ensure that IEC materials developed are accurate, consistent, and aligned with national priorities and technical standards.

Throughout the year 2025, the Working Group conducted its scheduled quarterly meetings, reviewed submitted IEC materials, and endorsed a number of communication products supporting Climate Change (CC) and Disaster Risk Reduction (DRR) awareness. The endorsement process has improved the quality, credibility, and consistency of information disseminated to stakeholders and the public.

While several planned activities were successfully achieved, some activities were not completed within the reporting period due to capacity constraints, competing priorities, and time limitations. These experiences have provided important lessons to improve planning, coordination, and timely submission of IEC materials for review.

Overall, the IEC Endorsement Process Working Group remains committed to strengthening the endorsement mechanism and ensuring that all IEC materials reflect accurate technical information and support national development goals. Continued collaboration, regular meetings, and adherence to the annual work plan will be essential to sustaining progress in the coming year.

WAY FORWARD

Moving forward, the IEC Endorsement Process Working Group will focus on strengthening the efficiency, coordination, and effectiveness of the endorsement mechanism in 2026 and beyond.

Firstly, the Working Group will review and, where necessary, refine the IEC Endorsement Process and Terms of Reference (ToR) to ensure clarity of roles, responsibilities, and timelines for submission and review of IEC materials. Clear guidance will help reduce delays and improve the quality of materials submitted for endorsement.

Secondly, the group will continue implementing its annual work plan through scheduled quarterly meetings to ensure regular review of IEC materials and monitoring of progress. Improved tracking systems will be introduced to monitor submitted materials, endorsement status, and follow-up actions.

Thirdly, efforts will be made to strengthen collaboration with other relevant departments and technical officers whose expertise contributes to Climate Change (CC) and Disaster Risk Reduction (DRR) IEC materials.

This will ensure technical accuracy, consistency of key messages, and alignment with national policies and strategies.

Additionally, capacity-building initiatives may be considered to enhance members' understanding of communication standards, branding guidelines, and technical review processes. This will further improve the quality and credibility of endorsed IEC products.

Finally, the Working Group will prioritize timely reporting, documentation of meeting minutes, and proper record-keeping to maintain transparency and accountability. Through sustained commitment and coordinated efforts, the IEC Endorsement Process Working Group aims to strengthen public awareness efforts and support national resilience and sustainable development goals.

SOME PICTURES FOR NAB IEC WORKING GROUP MEETING AND OUTREACH AWARENESS YEAR 2022 - 2023



SOME PICTURES FOR NAB IEC WORKING GROUP MEETING AND OUTREACH AWARENESS YEAR 2025

