

NATIONAL ADVISORY BOARD

on Climate Change and Disaster Risk Reduction

GOVERNMENT OF VANUATU

NAB Secretariat Operations Manual

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NAB Secretariat Operations Manual

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Purpose

The NAB Operations Manual is a document that provides employees with information about how to do their job. A well-outlined operating manual will ensure that all employees are on the same page and that everyone knows their specific role in keeping the Secretariat running.

2 Organizational Profile

The primary purpose of the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) is to act as the advisory body and policy making body for all climate change and disaster risk reduction programs, projects, initiatives and activities in Vanuatu. Its aim is to integrate the governance of climate change and disaster risk reduction (CC&DRR) in an integrated and holistic way to reduce duplication. NAB is the decision-making body on CC&DRR projects, programmes, activities, initiatives. The Ministry of Climate Change (MoCC) is the focal point to financing mechanisms of the United Nations Convention on Climate Change (UNFCCC), which is the Global Environment Facility (GEF), Green Climate Fund (GCF) and Adaptation Fund (AF). In order to ensure initiatives are coordinated, there are established processes that we encourage stakeholders to follow. Projects that have CC&DRR aspects are encouraged to pass through these processes to avoid duplication and address areas of priority and need in an effective manner.

2.1 HISTORY

The National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) is a formal government institutional mechanism made up of government members and non-government members. This original board representation was approved by the Council of Ministers meeting (COM) held on 15th October 2012. Prior to mid-2012, many of the NAB functions were undertaken by two separate entities, namely the National Advisory Committee on Climate Change (NACCC) and the National Task Force on Disaster Risk Reduction (NTF). In establishing the NAB the Government of Vanuatu took an important step toward ensuring improvement to coordination and governance surrounding the threats posed to its people, environment and assets. It is worthy of note that the Vanuatu NAB is the first in the Pacific Region and it has received accolades internationally for the foresight and innovation displayed by the Government to better coordinate and steer the rapidly increasing numbers of climate change and disaster-related programs, projects and initiatives.

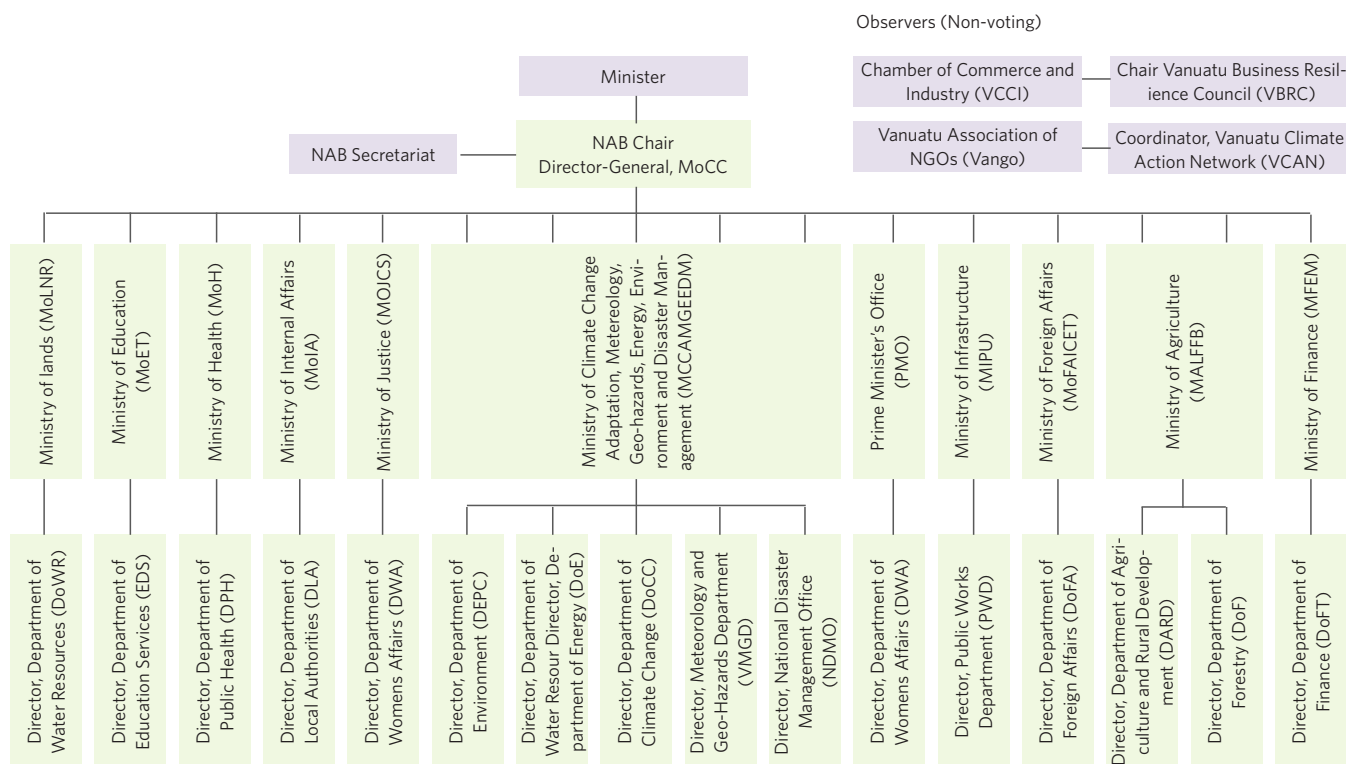
The NAB is now established under Part three (3) of the Meteorology, Geological Hazards and Climate Change Act No.25 of 2016 ("MGHCC Act").

2.2 STRATEGIC PLAN

The Strategic Plan of the NAB Secretariat is guided by Part three (3) of the Meteorology, Geological Hazards and Climate Change Act No.25 of 2016 ("MGHCC Act"), which aimed at coordinating the overall policy directive of climate change and disaster risk reduction initiatives in Vanuatu. Also guided by the National Climate Change and Disaster Risk Reduction Policy 2016 – 2030, that aligned to the Environment Pillar of the National Sustainable Development Plan (NSDP).

3 Board Operations

3.1 BOARD ORGANIZATION CHART



The NAB is chaired by the Director General for the Ministry of Climate Change (MoCC). Under the Act, the Director General “...is to appoint amongst the members of the Board...a Deputy Chairperson of the Board.” The Deputy Chairperson holds office for three (3) years and is eligible for reappointment. He or she may resign from office in writing to the Chairperson of the Board.

The members of the Board are (at the time of gazettal) thirteen (13) Directors of various Government departments, and the Chief Executive Officer of the Vanuatu Non-Government Organizations (VANGO). The Directors of the Department of Forestry, Finance, Local Authorities, Foreign Affairs, Environmental Protection and Conservation, Meteorology, Climate Change, Public Works and Women’s Affairs are members. The National Disaster Management Office Director, the Department of Strategic Policy Planning and Aid Coordination Director are also members. An additional member is that of the Director for the Department of Geological Hazards, however this Department has yet to be created.

In 2020 upon the approval of the Board, the State Law Office amended the Act to cater for the new additional members with the amendment of the Act the following additional members who are Directors for the Department

of Agriculture and Rural Development, Department of Water Resources, Department of Public Health and the Department of Education Services.

A further inclusion of seven additional members especially from the productive sectors were endorsed by the Board at its fourth Meeting in 2024. Their formal appointment is pending the amendment of the Act to formally include these sectors as members of the NAB. They are the Directors for the Department of Fisheries, Department of Livestock, Department of Urban Affairs, Department of Trade, Department of Tourism, Department of Lands and Department of Industry.

Under the Act, the Minister can appoint observers to the NAB meetings. At the moment, the Vanuatu Climate Action Network (VCAN) Secretariat and the Vanuatu Business Resilience Committee (VBRC) are Observers on the NAB.

3.2 COMPOSITION OF THE BOARD

The Board consists of the following members:

- a. the Director General of the Ministry of Climate Change;
- b. the Director of the Department of Climate Change;
- c. the Director of the Department of Meteorology;
- d. the Director of the Department of Geological Hazards;
- e. the Director of the Department of Forestry;
- f. the Director of the Department of Energy;
- g. the Director of the Department of Local Authority;
- h. the Director of the Department of Environment;
- i. the Director of the Department of Foreign Affairs;
- j. the Director of the Department of Strategic Management;
- k. the Director of the National Disaster Management Office;
- l. the Director of the Department of Finance and Treasury;
- m. the Director of the Department of Woman's Affairs;
- n. the Director of the Department of Public Works;
- o. the Chief Executive Officer of the Vanuatu Non-Government Organizations (VANGO);
- p. the Director of the Department of Water Resources;
- q. the Director of the Department of Agriculture and Rural Development;
- r. the Director of the Department of Education Services;
- s. the Director of the Department of Public Health.

3.3 BOARD MEMBER CONTACT LIST

Board Member	Position	Contact*
Ministry of Climate Change (Chair)	Director General	Email, ph.,VOIP, mob
National Disaster Management Office	Director	Email, ph.,VOIP, mob
Department of Climate Change	Director	Email, ph.,VOIP, mob
Department of Strategic Policy Planning and Aid Coordination	Director	Email, ph.,VOIP, mob
Department of Energy	Director	Email, ph.,VOIP, mob
Department of Environmental Protection and Conservation	Director	Email, ph.,VOIP, mob
Department of Meteorology	Director	Email, ph.,VOIP, mob
Department of Forestry	Director	Email, ph.,VOIP, mob
Department of Foreign Affairs	Director	Email, ph.,VOIP, mob
Department of Finance	Director	Email, ph.,VOIP, mob
Department of Woman's Affairs	Director	Email, ph.,VOIP, mob
Department of Local Authorities	Director	Email, ph.,VOIP, mob
Public Works Department	Director	Email, ph.,VOIP, mob
Department of Water Resources	Director	Email, ph.,VOIP, mob
Department of Public Health	Director	Email, ph.,VOIP, mob
Department of Education Services	Director	Email, ph.,VOIP, mob
Vanuatu Association of Non-Government Organizations (VANGO)	Chief Executive Officer	Email, ph.,VOIP, mob

*Preferred method of communication for all is Email

3.4 OBSERVERS CONTACT LIST

Observer	Position	Contact*
Vanuatu Climate Action Network (VCAN)	Secretariat	Email, ph.,VOIP, mob
Vanuatu Business Resilience Committee (VBRC)	President	Email, ph.,VOIP, mob

*Preferred method of communication for all is Email

3.5 ALTERNATE MEMBERS LIST

Board Member	Position	Contact*
Ministry of Climate Change (Chair)	Senior Officer	Email, ph.,VOIP, mob
National Disaster Management Office	Senior Officer	Email, ph.,VOIP, mob
Department of Climate Change	Senior Officer	Email, ph.,VOIP, mob
Department of Strategic Policy Planning and Aid Coordination	Senior Officer	Email, ph.,VOIP, mob
Department of Energy	Senior Officer	Email, ph.,VOIP, mob
Department of Environmental Protection and Conservation	Senior Officer	Email, ph.,VOIP, mob
Department of Meteorology	Senior Officer	Email, ph.,VOIP, mob
Department of Forestry	Senior Officer	Email, ph.,VOIP, mob
Department of Foreign Affairs	Senior Officer	Email, ph.,VOIP, mob
Department of Finance	Senior Officer	Email, ph.,VOIP, mob
Department of Woman's Affairs	Senior Officer	Email, ph.,VOIP, mob
Department of Local Authorities	Senior Officer	Email, ph.,VOIP, mob
Public Works Department	Senior Officer	Email, ph.,VOIP, mob
Department of Water Resources	Senior Officer	Email, ph.,VOIP, mob
Department of Public Health	Senior Officer	Email, ph.,VOIP, mob
Department of Education Services	Senior Officer	Email, ph.,VOIP, mob
Vanuatu Association of Non-Government Organizations (VANGO)	President	Email, ph.,VOIP, mob
Vanuatu Climate Action Network (VCAN)	National Coordinator	Email, ph.,VOIP, mob
Vanuatu Business Resilience Committee (VBRC)	President	Email, ph.,VOIP, mob

*Preferred method of communication for all is Email

3.6 STAKEHOLDERS CONTACT LISTS

Priority Agency to be consulted		Please confirm we have the most appropriate contact person	Relevance to the programme
Government Ministries			
1	MoCC	- DG MoCC/NDA - Director DoCC - Director, NDMO - Director, DoE - Director, DEPC - Strategic Manager, NAB Sec - CC Adaptation Officer, DoCC - DRR Officer, NDMO	Oversight function – policy setting and supporting role - Disasters - Environment - Climate Change - Energy - Meteorology (Climate Services)
2	MoIA	- DG MoIA - Director DLA - Director, DoUAP	Overall coordination and programme management
3	MFEM	- DG, MFEM - Director, DoFT - Expenditure Analyst, DoFT	Transfer and tracking of funds/costs
4	MoJSS	- DG MoJSS - Director, DoWA - Gender Project Manager, DoWA	Ensure protection, gender and social inclusion
5	MoLNR	- DG MoLNR - Director, DoWR	Potential technical support
6	MALFFB	- DG MALFFB - Director, DARD - Director, DoLivestock - Director, DoFisheries	Potential technical support
7	PMO	- Director, DSPPAC - Head, ACU, DSPPAC - MoCC SA, DSPPAC - Manager, Recovery Unit, DSPPAC	Overall coordination and responsible for GIP codes on funding arrangements and the Recovery framework
8	MIPU	- DG, MIPU - Director, PWD	Potential technical support on Infrastructure
9	MoH	- DG, MoH - Director, Public Health - Manager, Public Health	Potential technical support on Health and well-being matters
NGOs, INGOs, CSOs and Private Sector Lists			
10	Vanuatu Climate Action Network (VCAN)	VCAN Secretariat, Oxfam	Overall coordination of all CC networks
11	Vanuatu Business Resilience Council (VBRC)	President, VBRC National Coordinator, VBRC, Chamber of Commerce Consultant, VBRC	Overall Coordination of all CCDRR programs in the Private Business arena
12	International Office on Migration (IOM)	CC Advisor, IOM	Displacement Strategy
13	UNDP	Country Coordinator, Vanuatu	UN support in country on CCA
14	UN Women	Country Coordinator	Potential advice on Gender inclusion in Disasters

Priority	Agency to be consulted	Please confirm we have the most appropriate contact person	Relevance to the programme
15	World Bank	CCDRR Advisor, WB Office	Potential technical support
16	ADB	Senior Officer, ADB Office	Potential technical support
17	Save the Children Vanuatu	Country Director Project Manager, VCCRP	Potential collaboration on the VCCRP Project on Community Resilience engagements
18	Vanuatu Society for People with Disability	Executive Director, VSPD	Vulnerable groups

3.7 ROLES AND RESPONSIBILITIES OF THE BOARD

The Board has the following roles and responsibilities:

- to act as an Advisory body for all disaster risk reduction and climate change projects, initiatives and activities in Vanuatu
- to endorse a project proposal made to it and to make recommendations and set requirement in relation to the proposed project
- to support the development of disaster risk reduction and climate change projects, initiatives, activities, priorities and policies for Vanuatu
- to provide technical advice to the Council of Ministers on matters relating to climate change and disaster risk reduction
- to advise any person on matters relating to the United Nations Framework Convention on Climate Change in which Vanuatu is a party or matters relating to disaster risk reduction
- to carry out such other functions as may be conferred on the Board under the MGHCC Act or any other Act

3.8 RESPONSIBILITIES OF THE NAB MEMBERS

It is the responsibilities of the NAB members to do the following:

- Attend the NAB meetings (directly or through representatives as alternates, preferably at a senior level)
- Regularly report to NAB on the progress of CC and DRR implementation in respective sectors and/or areas of interest and influence
- Disseminate NAB directives, DRR & CC information and knowledge to actors within relevant Ministries, departments, sectors;
- Develop project proposals, ideas and plans that will elevate the integration of CC & DRR into the work of relevant sectors;
- Highlight gaps and challenges related to CC & DRR in relevant sectors and/or areas of interest and influence; and
- Ensure that CC & DRR is mainstreamed into the policies, development plans, budgets, structures and job descriptions and other relevant organizational systems and processes of sectors and/or areas of interest/influence.
- Take decisions and steer the CC & DRR agenda of Vanuatu

3.9 FUNCTIONS OF THE BOARD

The Board has the following functions:

- a. to act as an Advisory body for all disaster risk reduction and climate change projects, initiatives and activities in Vanuatu; and
- b. to endorse a project proposal made to it and to make recommendations and set requirements in relation to the proposed project; and
- c. to support the development of disaster risk reduction and climate change projects, initiatives, activities, priorities and policies for Vanuatu; and
- d. to provide technical advice to the Council of Ministers on matters relating to climate change and disaster risk reduction; and
- e. to advise any person on matters relating to the United Nations Framework Convention on Climate Change in which Vanuatu is a party or matters relating to disaster risk reduction; and
- f. to carry out such other functions as may be conferred on the Board under this Act or any other Act.

3.10 POWERS OF THE BOARD

According to the MGHCC Act, the Board has been granted the power to do all things necessary or convenient to:

1. The Board has the power to do all things necessary or convenient to be done for or in connection with its functions under this Act.
2. Without limiting subsection (1), the Board has the following powers:
 - a. to enter into contract with any person for the supply to or by it of any goods, services or personnel; and
 - b. to pay any expenses it has incurred;
 - c. to provide training, whether by itself or with the cooperation of such other persons or bodies as the Board thinks fit, for its members or for other persons concerned with climate change or disaster risk reduction matters; and
 - d. to establish climate change or disaster risk management financing mechanisms for the benefit of its members or other persons; and
 - e. to collect, examine, endorse, disseminate, or publish any information in paper, electronic or magnetic form such reports, papers, periodicals or other information as may be conducive to the carrying out of its functions relating to climate change or disaster risk reduction; and
 - f. to encourage and support other persons or bodies in carrying out, research and studies into matters concerning climate change and disaster risk reduction and to disseminate knowledge and advice on such matters; and
 - g. to examine and consider any existing or proposed policies or practices, or other matters, relating to climate change and disaster risk reduction, and to make recommendations thereon to any appropriate person, organization or authority; and
 - h. to do anything incidental to any of the powers specified under this section or otherwise conferred on the Board under this Act or any other Act.

3.11 CHAIRPERSON AND DEPUTY CHAIRPERSON

1. The Director General is the Chairperson of the Board.
2. The Director General is to appoint from amongst the members of the Board under paragraph 8(1) (b), (c) or (d), a Deputy Chairperson of the Board.
3. The Deputy Chairperson holds office for 3 years and is eligible for reappointment.
4. The Deputy Chairperson may resign from his or her office in writing to the Chairperson of the Board.

3.12 MEETINGS OF THE BOARD

1. The Board is to meet at least once in a quarter of a year and may hold such other meetings as are necessary for the proper performance of its functions under this Act.
2. The Chairperson of the Board is to preside at all meetings of the Board and in his or her absence, the Deputy Chairperson is to preside at these meetings.
3. The quorum for a meeting of the Board is 8 members of the Board present at the meeting.
4. A member present at a meeting of the Board has one vote and questions arising at a meeting are to be decided by a majority of votes.
5. If the voting at the meeting is equal, the Chairperson or the Deputy Chairperson (if he or she chairing the meeting) has a casting vote.
6. To avoid doubt, the person invited under subsection 8(2) has no right to vote in any meeting of the Board.
7. Subject to this Act, the Board may determine and regulate its own procedures.

3.13. AUTHORIZATION TO ATTEND MEETING

A member of the Board may authorize a senior officer from his or her Ministry, Department, agency or organization to attend a meeting on his or her behalf.

3.14 BOARD COMMITTEES (TASK FORCE AND WORKING GROUPS)

List board committees, task forces and working groups and include members of each.

Name of Working Group	Sectors Members	Chair and Secretary of the Working Group
Project Screening Committee (PSC)	1. DSPPAC 2. DEPC 3. DoCC 4. NDMO 5. DoWA 6. DARD 7. PWD 8. DLA 9. NAB Sec 10. VCAN	Chair: Sector Analyst MoCC, DSPPAC Secretary: NAB Project Development Officer

Name of Working Group	Sectors Members	Chair and Secretary of the Working Group
UNFCCC Working Group	1. DoFA 2. DSPPAC 3. DoCC 4. DoWA 5. DLA 6. NAB Sec 7. VCAN	Chair: Head UN Division, DoFA Secretary: MEA Officer
Climate Finance Working Group (CFWG)	1. DSPPAC 2. DoCC 3. Climate Finance Advisor 4. NAB Sec 5. VCAN 6. VBRC 7. GGGI/GEF Consultant	Chair: Strategic Manager, NAB Sec Secretary: NAB Project Development Officer
Policy Planning and Compliance Working Group (PPCWG)	1. DSPPAC 2. DoCC 3. Climate Finance Advisor 4. NAB Sec 5. VCAN 6. VBRC 7. GGGI/GEF Consultant	Chair: Strategic Manager, NAB Sec Vice Chair: VCAN Sec Secretary: Policy and Planning Officer, NAB Sec
Information, Education and Communication (IEC) Endorsement Working Group	1. DoCC Mitigation and Adaptation officer 2. VMGD Scientific Officers 3. NDMO Senior DRR Officer	Chair: Strategic Manager, NAB Sec Secretary: Information Management Systems Officer, NAB Sec
Durable Solutions Taskforce	1. MoCC 2. NDMO 3. DSPPAC 4. MOL 5. IOM 6. UNDP 7. UNOCHA 8. VANGO 9. MoIA	Chair: Director General MoCC Secretary: NAB MEA Officer

3.12 CODE OF CONDUCT

A code of conduct reminds board members of the etiquette that is expected during board meetings.

3.13 SITTING ALLOWANCE

The members of the Board including the Chairperson and Deputy Chairperson are entitled to a sitting allowance of VT2, 000 for each day in which the Board sits for meeting.

3.14 BOARD ACTIVITY CALENDAR

Create a month-by-month list of activities that are typically carried out each year.

Key Activities	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Reporting	CSU/NAB yearly Business Plan		Qtr 1 Report CSU/NAB Business Plan tracking report			Qtr 2 Report Six Monthly Report	CSU/NAB Business Plan Review		Qtr 3 Report			Qtr 4 Report Six Monthly Report
Meetings		NAB Meeting		NAB Meeting		NAB Meeting SBs		NAB Meeting		NAB Meeting	UNFCCC COP Meetings	NAB Meeting
Strengthen capacities to support strategic objectives	Staff Appraisals – for the year					Staff Appraisals – mid year						Staff Appraisals – end of year
NAB Strategic Documents and Processes			NAB Retreat & Climate Finance Training			Negotiation Training Workshops		NAB Climate Finance Training for NAB Members		National Pre-COP event		
NAB Thematic Areas			NAB Working Group/Taskforce Meetings			NAB Working Group/Taskforce Meetings			NAB Working Group/Taskforce Meetings			NAB Working Group/Taskforce Meetings
Information and Education						Printing of awareness materials				IDRR and CC Symposium week		

Financial

4.1 CURRENT BUDGET

Include a copy of the current operating budget.

NAB operational budget cash-flow for 2025												
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
International Travel	8CTI	2,350,000	446,500	235,000	70,500	70,500	70,500	611,000	70,500	70,500	70,500	70,500
Official entertainment	8COP	1,780,600	338,314	427,344	53,418	53,418	53,418	462,956	53,418	53,418	53,418	53,418
International Subsistence allowance	8CAI	1,595,000	303,050	159,500	47,850	47,850	47,850	414,700	47,850	47,850	47,850	47,850
Printing - communications	8CKR	740,000	140,600	74,000	22,200	22,200	22,200	192,400	22,200	22,200	22,200	22,200
Equipment photocopies	8EEP	400,000	76,000	40,000	12,000	12,000	12,000	104,000	12,000	12,000	12,000	12,000
Subsistence allowance	8CAB	280,000	53,200	28,000	8,400	8,400	8,400	72,800	8,400	8,400	8,400	8,400
Transport - freight	8CGR	230,000	43,700	55,200	6,900	6,900	6,900	59,800	6,900	6,900	6,900	6,900
Local travel	8CTL	150,000	28,500	36,000	4,500	4,500	4,500	39,000	4,500	4,500	4,500	4,500
Telephone / communications	8CKT	222,281	42,233	53,347	6,668	6,668	6,668	57,793	6,668	6,668	6,668	6,668
Stationaries	8CKS	215,214	40,891	51,651	6,456	6,456	6,456	55,956	6,456	6,456	6,456	6,456
Facilities hire	8CIF	180,888	34,369	43,413	5,427	5,427	5,427	47,031	5,427	5,427	5,427	5,427
General materials	8CMG	81,245	15,437	19,499	2,437	2,437	2,437	21,124	2,437	2,437	2,437	2,437
Sitting allowance	8CAS	173,640	32,992	41,674	5,209	5,209	5,209	45,146	5,209	5,209	5,209	5,209
Equipment - Computer	8EEC	300,000	57,000	72,000	9,000	9,000	9,000	78,000	9,000	9,000	9,000	9,000
Computer Software	8EET	120,000	22,800	28,800	3,600	3,600	3,600	31,200	3,600	3,600	3,600	3,600
International accomodation	8CBI	1,577,500	295,725	378,600	47,325	47,325	47,325	410,150	47,325	47,325	47,325	47,325
			19%	24%	10%	3%	3%	3%	26%	3%	3%	100%
		10,396,368	1,975,310	2,495,128	1,039,637	311,891	311,891	311,891	2,703,056	311,891	311,891	311,891

4.2 PREVIOUS YEAR END FINANCIAL STATEMENTS

National Advisory Board financial transactions between 1 January 2024 and 31 December 2024

Account	Description	Actual	Commitment	Total	Budget	Under/(Over)
87BB	National Advisory Board					
	Personnel Expenses					
8AAB	Responsibility Allowance	26,220	-	26,220	-	(26,220)
8AAF	Family Allowance	187,680	-	187,680	130,500	(57,180)
8AAH	Housing Allowances	2,208,000	-	2,208,000	900,000	(1,308,000)
8AAO	Other Allowances	-	-	-	100,000	100,000
8AAP	Home Island Passage Allowances	62,370	-	62,370	-	(62,370)
8ASP	Provident Fund	414,226	-	414,226	418,076	3,850
8AWP	Permanent Wages	10,328,776	-	10,328,776	10,221,400	(107,376)
PAYR	Payroll expenses	-	-	-	897,000	897,000
	Personnel Expenses	13,227,272	-	13,227,272	12,666,976	(560,296)
	Operating Expenses					
8CAB	Subsistence Allowances	252,000	-	252,000	-	(252,000)
8CAI	Subsistence Allowance International	2,663,952	-	2,663,952	2,022,509	(641,443)
8CAS	Sitting Allowances	299,000	-	299,000	-	(299,000)
8CBI	International Accommodation	1,670,000	-	1,670,000	1,820,031	150,031
8CBL	Local Accommodation	144,000	-	144,000	91,002	(52,998)
8CEC	Consultants Fees	-	-	-	1,017,492	1,017,492
8CET	Other Fees	65,334	-	65,334	-	(65,334)
8CFV	Vehicles Fuel	44,445	-	44,445	-	(44,445)
8CGR	Transport - Freight	104,000	-	104,000	18,200	(85,800)
8CHL	Local Medical Treatment	40,000	-	40,000	-	(40,000)
8CIE	Equipment Hire	44,446	-	44,446	27,300	(17,146)
8CIF	Facilities Hire	851,113	-	851,113	-	(851,113)
8CIV	Vehicles Hire	-	-	-	-	-
8CKD	Advertising - Communications	-	-	-	182,003	182,003
8CKI	Internet and Satellite Communications	81,779	-	81,779	-	(81,779)
8CKP	Postage - Communications	(56,889)	-	(56,889)	-	56,889
8CKR	Printing - Communications	1,278,665	-	1,278,665	637,011	(641,654)

Account	Description	Actual	Commitment	Total	Budget	Under/(Over)
8CKS	Stationery - Communications	424,892	-	424,892	82,004	(342,888)
8CKT	Telephone / Fax - Communications	358,072	-	358,072	136,502	(221,570)
8CMG	General - Materials	-	-	-	91,002	91,002
8COI	Incidentals	212,299	-	212,299	100,000	(112,299)
8COP	Official Entertainment	822,472	-	822,472	910,016	87,544
8COS	Insurance	192,000	-	192,000	-	(192,000)
8CRW	Vehicle Servicing	5,778	-	5,778	-	(5,778)
8CSR	Rations Suppliers	-	-	-	9,100	9,100
8CTI	International Travel	308,971	-	308,971	3,113,005	2,804,034
8CTL	Local Travel	(60,756)	-	(60,756)	364,006	424,762
8CZV	Value Added Tax	560,726	-	560,726	-	(560,726)
8EEA	Equipment - Additional General	178,332	-	178,332	455,008	276,676
8EEC	Equipment - Computer	383,254	-	383,254	434,987	51,733
8EET	Equipment - Computer Software Purchases	255,073	-	255,073	91,002	(164,071)
8EFO	Furniture - Office Furniture	-	-	-	-	-
OVER	Overhead expenses	-	-	-	-	-
	Operating Expenses	11,122,958	-	11,122,958	11,602,180	479,222
87BB	National Advisory Board	24,350,230	-	24,350,230	24,269,156	(81,074)
	Total Expenditure	24,350,230	-	24,350,230	24,269,156	(81,074)

4.3 SIGNING AUTHORITIES

The Director General of the Ministry of Climate Change as the Chair of the NAB signs all payment documents for the operations' procurement and payments of the NAB Secretariat activities.

5

Board Education and Resources

5.1 NAB PORTAL

The NAB portal www.nab.vu is a website that provides access to a wealth of Vanuatu CCDRR information including policies, events, current news, job opportunities, a directory of useful contacts and insights into the developments and priorities of the CCDRR sector on a national scale. It is a place to access and share information. It consists of almost all CC and DRR information of Vanuatu and it is a user-friendly portal, designed to allow stakeholders and users to freely upload their documents, news and events onto the portal at anytime and anywhere. The NAB Portal is managed by the Secretariat of the NAB that sits within the Corporate Services Unit in the Ministry of Climate Change (MoCC). The NAB Secretariat, with its collaborating Partners, continue to ensure the validity of the NAB Portal contents.

5.2 PORTAL FEATURES

Other useful features consist of the regional search page www.nab.vu/regional-search allows the user to search for content from the NAB Portal including other national portals (like Tonga and Fiji) through the Pacific Climate Change Portal. Directory of Contacts Use the Contacts page www.nab.vu/contacts to search focal points of uploaded CCDRR Projects. Directory of Organisations Use the Organisations page www.nab.vu/organisations to search Organisations working on CCDRR initiatives Glossary Use the Glossary page www.nab.vu/glossary to search a CCDRR term. Image Gallery Use the Image Gallery www.nab.vu/imagery to search pictures from uploaded projects, events, workshops or other content type on the NAB Portal. Please refer to the NAB Information Management System Procedural Guideline for detailed information.

5.3 NAB PROJECT ENDORSEMENT PROCESS

The NAB Project Endorsement Process is process that helps Project developers have their projects concept notes and proposals screened and endorsed by the NAB before they can implement activities in Vanuatu. The process helped the government to discuss and contribute into projects design phase to ensure government priorities are met. All projects, research, anything related to climate change and disaster risk reduction related projects is mandated to obtain approval from the National Advisory Board (NAB) prior to any implementation. Therefore, the NAB provides advise, facilitates and endorses the development of new CC and DRR programs/projects/initiative and activities in Vanuatu as part of CCDRR mainstreaming.

5.4 NAB IEC ENDORSEMENT PROCESS

The NAB Information Education and Communication Endorsement, 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.

5.5 NAB STANDARD OPERATIONS PROCEDURES

5.5.1 NAB Meeting (Proper)

1. The NAB Secretariat will develop a meeting calendar at the beginning of each year and circulate to all Members and Observers for their information and planning.
2. According to the Act, the NAB Meeting is to be held each quarter of the year.
3. The NAB Sec will seek the Chair's approval on both the meeting date and agenda before informing the NAB Members of the scheduled meeting information.
4. The NAB Sec will put together a draft agenda and will be circulated to Members for their inputs and suggestions for new agenda items to be included. The Members will be requested to propose any agenda items from their sectors, which they wish to be brought before the NAB Meeting
5. The email notification and invitation to attend the NAB Meeting will be sent out to all Members and Observers at least two (2) weeks prior.
6. A reminder email will be sent out the second week by the NAB Secretariat to Members for their confirmation to attend the meeting.
7. All necessary documents will be circulated to all Members for their perusal and information during the second week.
8. A final reminder will be sent to all Members a day before the Meeting.
9. During the meeting, the following will be done by the Secretariat:
 - Ensure participation list is signed by all Members and invited guests present.
 - Keep record of those presenting and attending online.
 - All Members to receive handouts/folders before each agenda item is discussed.
 - Ensure all presentations are submitted to the NAB Sec team after each presentation.
10. Guided by the agenda and an approval from the Chair, the order of agenda will be delivered as endorsed by the Members at the beginning of the meeting.
11. After each presentation, presenters will be asked by the Chair to leave the room before any decision is made.
12. Meeting to begin at 9am and ends at 12midday.
13. Morning break will be at 10:30am.
14. All NAB Members or Alternate Members attending the meeting to receive their sitting allowance of 2,000Vt straight after the meeting.
15. The meeting ends with lunch for everyone.

5.5.2 Urgent NAB Meeting

1. Upon Members request for an Urgent Meeting, the Chair will instruct the NAB Sec to call an Urgent Meeting.
2. The NAB Sec will put together an agenda for the meeting and circulate to the Chair for approval.
3. The NAB Sec will then circulate the agenda with the meeting invitation to all Members and Observers to attend the Urgent Meeting.
4. The Chair through the NAB Sec can call the Urgent Meeting within few days before the meeting date.
5. The meeting time will depend entirely on the agenda items.
6. All Members and Observers are to fill up the registration form.
7. Members to receive their sitting allowance after the meeting.

5.5.3 NAB Meeting Agenda

1. The NAB Sec will put together a draft agenda and will be circulated to Members for their inputs and suggestions for new agenda items to be included.
2. The NAB Sec will formulate the draft agenda with the list of project profiles and documents seeking NAB Endorsement and projects updates to the NAB.
3. The Members will be requested to propose any agenda items from their sectors, which they wish to be brought before the NAB Meeting.
4. Upon receiving requests for other agenda items from either Chair and Members, the agenda will be amended.
5. A draft agenda will be sent to the NAB Chair for his final review and approval.
6. Upon Chair's approval, a final agenda will be developed.
7. The final agenda will be circulated to all Members for their information and perusal for the NAB Meeting.

5.5.4 NAB Meeting Minutes

1. The NAB Sec will use the NAB Meeting template to record all discussions during any NAB Meeting.
2. A draft meeting minutes must be ready within five (5) days of the NAB Meeting.
3. The draft meeting minutes will be circulated amongst the NAB Sec team for verification first.
4. Then the draft meeting minutes will be circulated for further comments amongst the Board Members who attended the last NAB Meeting for another five (5) days.
5. All comments to be incorporated into the draft meeting minutes by the NAB Sec to finalise the minutes.
6. Send the final minutes to the Chair of the NAB or his/her alternate to sign the final agenda. This shows the meeting minutes is final and endorsed by the Chair.
7. The NAB Sec will scan the final agenda for soft copy and file records.
8. The NAB Sec will then circulate the final signed meeting minutes to all Members, Observers and Alternates who attended the NAB Meeting.
9. A scanned copy of the minutes' summary will be uploaded onto the NAB Sec google drive and Share drive for filing purposes.
10. Hard copies will be filed away.

5.5.5 NAB Meeting Minutes Summary

1. A summary of the NAB Meeting minutes will be developed to summarise all decisions and actions made

- during the meeting.
2. The meeting minutes summary will be signed by the NAB Chair.
 3. The meeting minutes summary will be circulated to all Members and Observers with the meeting minutes for their records and future reference.
 4. A scanned copy of the minutes' summary will be uploaded onto the NAB Sec google drive and Share drive for filing purposes.
 5. Hard copies will be filed away.

5.5.6 Actions of Previous NAB Meeting

1. The actions of the last NAB Meeting will be recorded in a set template, which outlined the actions, deadline, decisions, by whom and status.
2. This list of actions will be presented at the next NAB Meeting to update Members on the progress of the actions and decisions made at the last NAB Meeting.
3. This will be circulated to all Members and Observers after the NAB Meeting along with the meeting minutes and summary of the meeting minutes.
4. A scanned copy of the actions of the previous NAB Meeting will be uploaded onto the NAB Sec google drive and Share drive for filing purposes.
5. Hard copies will be filed away.

5.5.7 NAB Meeting Quorum and Attendance

1. The quorum for any NAB Meeting is 8 Members present including the Chair.
2. The NAB Sec will advise the Chair when the quorum is met and the meeting can start.
3. Where the Member cannot attend, an Alternate Member from his/her sector will attend on behalf of his/her director.
4. Members who have sent in their apologies for not being able to attend the meeting will be recorded in the minutes by the NAB Sec as not represented at the meeting. This will not be counted to make up the meeting quorum.
5. Where the Member cannot attend, an Alternate attending the meeting is representing the Member's sector at the NAB Meeting.

5.5.8 Informing Presenters to the NAB Meeting

1. The NAB Sec will inform each presenter in a separate email on the agenda and presentation time.
2. The presenters will be required to use the NAB Project and or project update presentation templates for their presentation at the NAB Meeting.
3. The NAB Sec will indicate a deadline for presenters to submit their presentations, usually a week prior to the meeting, so they can be circulated to all Members.
4. The NAB Sec will create a meeting link for presenters who are not able to attend the NAB Meeting to present physically.
5. The NAB Sec will present on behalf of any presenters who are not able to attend the NAB Meeting physically or by virtually.
6. Presenters attending the NAB Meeting physically will be asked by the Chair to leave the meeting room after

their presentation is done.

7. Similarly, presenters joint virtually will leave the meeting after their presentations are done.

5.5.9 NAB Meeting Sitting Arrangement

1. The sitting arrangement shall be in an executive setting, with the Chair and Secretariat in front.
2. Each Member are to sit behind their department's name tag.
3. If a member is attending the meeting with an Alternate, the alternate member will sit behind the Member during the meeting and can move to the front whenever the Member leave the meeting room.
4. All observers will join the Members in the meeting table.
5. All presenters will sit in an allocated space as guided by the Secretariat during the meeting.
6. The Secretariat Team will also have a sitting space during the meeting.
7. All sitting arrangements might be slightly change depending on the venue's size and availability of tables and chairs to be used for the meeting.

5.5.10 Order of Presentations During a NAB Meeting

1. Chair call for attention and open the meeting with an opening prayer.
2. Chair to welcome Members and Introduce the meeting agenda.
3. Begin with presentations of projects seeking NAB endorsement.
4. Followed by any documents (frameworks, COM Papers, Handbooks, Master Plans, Policies etc..) seeking NAB's endorsement.
5. Followed by Project updates (projects that have already been endorsed by NAB and others whom the NAB requests to provide an update for information purposes.
6. Followed by the Actions of the last NAB Meeting.
7. Followed by any announcement from the NAB Sec or the Chair.
8. Followed by a vote of thanks from the Chair to close the meeting.
9. Followed by Closing Prayer.

5.5.11 Calling of NAB Working Groups & Task Force Meetings

1. The NAB Secretariat will develop a meeting calendar at the beginning of each year for all NAB Technical Working Groups and circulate to all Members of the Working Groups for their information and planning.
2. According to the Act, the NAB Sec is to maintain all NAB Technical Working Groups.
3. The NAB Sec will seek each Chair for their approval on both the meeting date, time and agenda before informing the Working Group Members of the scheduled meeting information.
4. The NAB Sec will put together a draft agenda and will be circulated to Members for their inputs and suggestions for new agenda items to be included.
5. The email notification and invitation to attend the Meeting will be sent out to all Members at least two (2) weeks prior.
6. A reminder email will be sent out the second week by the NAB Sec to Members for their confirmation to attend the meeting.
7. All necessary documents will be circulated to all Members for their perusal and information during the

second week.

8. A final reminder will be sent to all Members a day before the Meeting.

5.6 NAB TEMPLATES, FORMS AND APPLICATIONS

The following templates and forms can be viewed on the following links to the NAB Portal on <https://nab.vu/document/templates-forms-and-applications>

1. NAB Project Profile Form
2. NAB Project Presentation Template
3. NAB Project Update Report Presentation Template
4. NAB Research Presentation Template
5. NAB Document Presentation Template
6. GCF Project Profile Form
7. NAB SOP Code of Conduct
8. NAB SOP Feedback and Grievance Redress Mechanism (FGRM)
9. NAB SOP Project Appraisal Process
10. NAB SOP Project Reporting Form Template
11. NAB SOP Project Screening Form
12. Meeting Agenda Template
13. Meeting Minutes Template
14. Meeting Minutes Summary Template
15. Meeting Actions of Previous Meeting Template
16. Meeting Attendance Sheet Template
17. Members Sitting Allowance Sheet Template
18. IEC Endorsement Application Form English
19. IEC Endorsement Application Form Bislama
20. IEC Endorsement Process Fact Sheet

5.7 NAB COMMUNICATION AND AWARENESS MATERIALS

The NAB Sec has developed the following materials to be used for the purposes of sharing information, education and communicating matters related to the work of the NAB, its Secretariat and the overall Vanuatu's obligations. You can view all Information, Education and Communication materials on the NAB Portal on the following link:

Material Type		Year (Period)
Newsletter		
1	NAB quarterly newsletters – Issues 1 – 4 2022	2022
2	NAB quarterly newsletters – Issues 1 – 4 2023	2023
3	NAB quarterly newsletters – Issues 1 – 4 2024	2024

Material Type	Year (Period)
4 NAB quarterly newsletters – Issues 1 – 4 2025	2025
Power points presentations	
5 What is NAB?	2024 - 2030
6 NAB Functions and Responsibilities	2024 - 2030
7 NAB Portal Training	2024 - 2030
8 Climate Finance Mechanisms Awareness	2024 - 2030
9 NAB Project Endorsement Process	2024 - 2030
10 UNFCCC Negotiations Training	2024 - 2030
11 CCDRR Policy Mainstreaming	2024 - 2030
12 Climate Change and Health	2024 - 2030
13 Climate Change and Social Services	2024 - 2030
14 Climate Change and Youths	2024 - 2030
Books/Manuals	
15 Paris Agreement Handbook	2024 - 2030
16 Pocket Guide to UNFCCC	2024 - 2030
17 NDA Handbook	2024 - 2030
18 NAB Operational Manual	2024 - 2030
19 UNFCCC Engagement Framework	2024 - 2030
20 Vanuatu COP Procedural Manual	2024 - 2030
21 Project Development Guideline	2024 - 2030
22 CCDRR Mainstreaming Guideline	2024 - 2030
23 Information Management System Procedural Guideline	2024 - 2030
24 NAB Portal User Manual NAB Portal Manual.pdf	2024 - 2030
Flyers	
25 CCDRR Policy Flyers	2024 - 2030
26 NAB Project Endorsement Process	2024 - 2030
Brochures	
27 What is NAB? Brochures	2024 - 2030
28 CCDRR Policy Brochures	2024 - 2030
29 Project Development Brochures	2024 - 2030
30 NAB project development stages and process Brochures	2024 - 2030
31 Biennial Update Report (BUR) Brochures	2024 - 2030
32 Pocket NAB Brochures	2024 - 2030
33 NAB Project Development Brochures	2024 - 2030
Pull Up Banners	

Material Type		Year (Period)
34	NAB Retreat Pull Up Banner - NAB technical working Group, NAB Project Endorsement Process	2024
35	Pull Up Banner (UNFCCC) – Thematic Areas	2023
36	NAB Meeting Banner	2022 - 2030
Venue Banners		
37	NAB Retreat Venue Banner	2024
Stickers		
38	CCDRR Stickers	2024 - 2030
39	NAB Portal Circle Stickers	2024 - 2030
40	Small NAB Logo Stickers	2024 - 2030
41	NAB Portal Square Stickers	2024 - 2030
42	NAB Portal Circle Stickers	2024 - 2030
43	Small NAB Logo Stickers	2024 - 2030
44	NAB Portal Square Stickers	2024 - 2030
NAB Accessories		
45	NAB Retreat Polo T-Shirt	2024
46	Calico bags	2024
47	NAB Water Bottle	2024
48	NAB Cups	2024
49	NAB Note Book	2024
50	NAB Flash drives	2024
51	COP28 Flash drives	2024

5.8 BOARD MEMBERS ORIENTATION AND SUCCESSION PLANNING

The NAB Sec will be conducting outreach activities to Members who are new to the Board whenever any new member join the Board as a member.

The NAB Sec will conduct a yearly NAB Retreat for all Board Members purposely to update them on the role and mandate of the Board and how the NAB Sec is supporting members with coordination efforts.

The NAB Guidelines will guide all Members and Observers on their roles and responsibilities to the Board. All members will have a copy of all the guidelines for their information and future references.

The National Advisory Board Secretariat ("NAB Sec")

6.1 NAB SECRETARIAT

The NAB is supported by a Secretariat; the NAB Secretariat, known as the 'NAB Sec'

According to Part 3 (14) of the MGHCC Act, the Secretariat Supports:

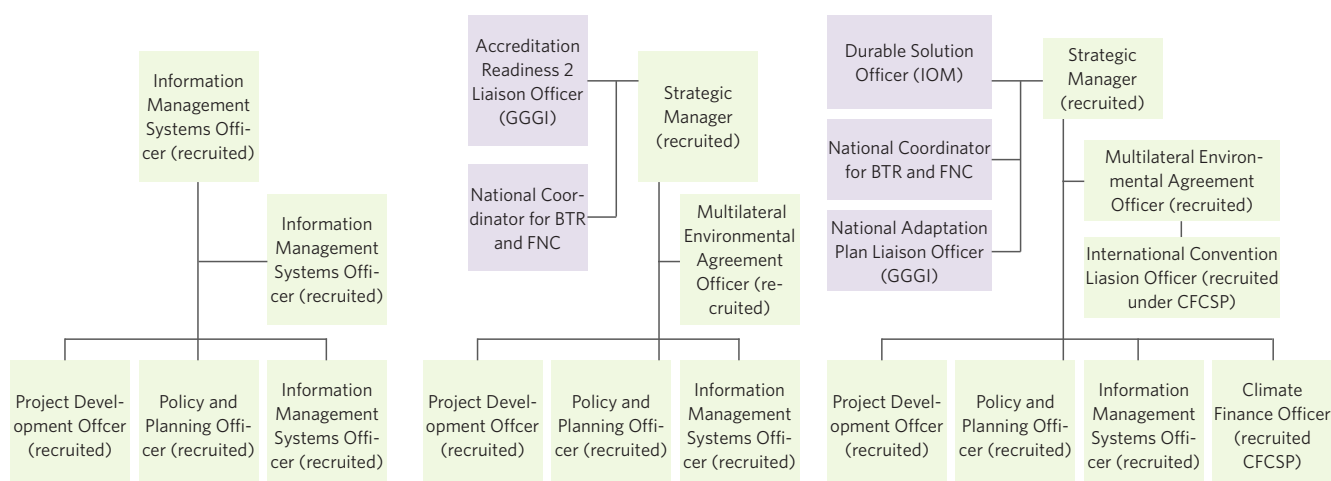
1. The Corporate Service Unit (CSU) of the Ministry of Climate Change is the Secretariat of the Board.
2. The Secretariat has the following functions:
 - to coordinate and have oversight of the development of policies and guidelines related to climate change and disaster risk reduction; and
 - to coordinate and undertake registration of new and existing climate change and disaster risk reduction projects regardless of the funding source; and
 - to coordinate the preparation of papers related to global and regional climate change and disaster risk reduction obligations; and
 - to administer and maintain the Board Portal and Information Management Systems; and
 - to coordinate the assessment of and make recommendations for the funding and implementation of new climate change and disaster risk reduction projects against agreed national priorities; and
 - to coordinate advisory groups, facilitate capacity development initiatives and drive climate change and disaster risk reduction related mainstreaming efforts; and
 - (g) to support the implementation of the whole-of-Government monitoring and evaluation and reporting relative to climate change and disaster risk reduction policies, projects or initiatives.

6.2 STAFF ORGANIZATION CHART

As approved by the Public Service Commission (PSC) as part of the Corporate Services Unit (CSU) under the Ministry of Climate Change.

The current NAB Secretariat Staffing for 2024.

As per the new Restructuring for 2025 onwards as part of the Corporate Services Unit (CSU) under the Ministry of Climate Change.



6.3 DESCRIPTION OF NAB SECRETARIAT POSITIONS

Strategic Manager

Purpose

The NAB Strategic Manager drives the strategic agenda, stakeholder & donor relationships, oversight and co-ordination of work related to global & regional obligations, coordinating the work & reporting of the NAB Secretariat.

Position's duties and responsibilities

- Report to the NAB on the operational, administrative, and financial aspects of the NAB at each Board meeting
- Promote the NAB as the CC and DRR governance contact point for government agencies, civil society, donors, development partners, regional and international stakeholders
- Prepare annual financial budgets for DG and NAB approval that link to operational work plans, and more routinely throughout the fiscal year, multi- year resource projections for the transparent management of resources;
- Oversee the management and implementation of all NAB and NAB Secretariat contracts according to corporate procurement systems and practices that deliver value for money and focus on the primary work of the NAB in close collaboration with the Office of the Auditor General and the Ministry of Finance to ensure that there are strong fiduciary controls in place to monitor the use of NAB resources.
- Oversee and advance the development of new funding streams for the NAB, broadening the donor base and encouraging increased investment in climate change and disaster risk programs from national budgets and international partners;
- Ensure that the NAB's organizational structure, operational policies and processes are sound and able effectively to deliver on the strategic objectives defined by the NAB;
- Operationalize, lead and monitor the implementation of the NAB's Strategy and its National Climate Change & Disaster Risk Reduction Policy, and ensure the effective implementation of new approaches, processes and instruments to deliver on the strategic objectives;
- Deliver meaningful monitoring and evaluation (M&E) of NAB programs and performance and the provision of accurate analysis and routine reporting on the impact and performance of the NAB's activity portfolio.
- Working closely with the NAB Co- Chairs, members and thematic advisory groups, and with the NAB Secretariat, the Corporate Service Unit of the Ministry of Climate Change and the Prime Minister's Office.
- Support National Designated Authority for all climate finance mechanisms.
- Facilitate all NAB working groups/task force (NAB project screening committee, climate finance working group, policy and compliance working group, UNFCCC task force and IEC task force) to implement the NAB decisions and mandate
- Facilitate all UNFCCC thematic groups (article 6, adaptation, mitigation, loss & damage, climate finance, oceans, science, gender and technology) to align with relevant regional and UNFCCC party groupings (SIDS, PSIDS, G77+China, LDCs, and AOSIS).

NAB Multilateral Environmental Agreement Officer

Purpose

The International Negotiator for Multilateral Agreements will be responsible for ensuring Vanuatu is meeting its international obligations under the UNFCCC and similar international frameworks and conventions to build Vanu-

atu's negotiating power in strengthening international commitments to increased resiliency to climate change and natural disasters.

Position's duties and responsibilities

- Undertake extensive international travel attending conferences and fora, ensuring effective relationships are built with regional and international partners;
- Ensure Vanuatu is meeting its regional and international CC/DRR obligation;
- Assist in the development of country specific CC/DRR frameworks and national action plans;
- Increase the awareness and knowledge of climate change issues with cabinet ministers through capacity building activities;
- Lead the recruitment and preparation activities (EOIs Screening applications, short listing selection and funding secured for travel) for national delegations to attend UNFCCC events throughout the year, most notably COP
- Increase participation of key stakeholders within Vanuatu; including government, women, civil society, youth and community in the UNFCCC process;
- Progress finalisation of a UNFCCC engagement framework and COP procedural manual;
- Strengthen general public awareness and knowledge of the UNFCCC process through media and educational activities;
- Increase participation of key stakeholders within Vanuatu; including government, women, civil society, youth and community in the UNFCCC process;
- Any other duties as reasonably requested by Supervisor

NAB Project Development Officer

Purpose

Develop new and on-going project designs and proposals for CC/DRM projects, programs, activities & initiatives in Vanuatu by maintaining strong relationships with a diverse range of donors and stakeholders at national and regional level.

Position's duties and responsibilities

- Develop projects strategically, according to national policy in NSDP, Vanuatu's CC & CRR Policy;
- Ensure projects are progressed and implemented according to national & international standards;
- Maintain strong relationships with a diverse range of stakeholders that are important collaborators in the NAB's efforts, notably at national & regional levels;
- Assist as needed the NAB Technical Advisory Group;
- Attend NAB meetings;
- Act as the focal point for NAB project endorsement, ensuring appropriate procedures and processes are developed and implemented;
- Identify and build effective stakeholder relationships across the donor, government and civil society sectors to support effective CC & DRM harmonisation;
- Promote effective information sharing between stakeholders and CC/DRM projects, utilising the NAB Portal and other CC/DRM information management systems;
- Assist in the continued development of cross sectoral CC/DRM strategic objectives, based on continued assessment, analysis and oversight of all CC/DRR activities at the local, national and regional levels;
- Utilise Lessons Learned from national, regional and international projects are utilised to inform NAB project

- development;
- Any other duties as reasonably requested by Supervisor

NAB Policy and Planning Officer

Purpose

Provides technical advice, coordinating the process of designing CCDRR policy and mainstreaming CCDRR agenda into different sectoral policies and strategies, maintaining strong relationships with a diverse range of stakeholders that are important collaborators in the NAB's efforts, most notably at the national, regional and international level and represent as appropriate Vanuatu at regional and international fora.

Position's duties and responsibilities

- Support the functioning of a working group for discussing CC/DRR policy;
- Enable and facilitate robust research into vulnerabilities, knowledge, adaption and risk reduction strategies;
- Promote the use and disseminate CCA and DRR research findings;
- Collect, collate, review CC/DRR expertise reports, studies, lessons learnt and other relevant information, ensuring accessibility through the NAB portal or other appropriate CC/DRR information management systems;
- Drive the NAB's CC/DRR mainstreaming agenda;
- Ensure NAB endorsed projects align with national, regional and international standards, frameworks and obligations;
- Support the implementation of international CC/DRR obligations in conjunction with other key NAB Secretariat staff;
- Ensure all NAB endorsed messaging, knowledge products, tools and IEC materials are scientifically valid;
- Provide advice and guidance for provincial government in developing CC/DRR directives;
- Assist with policy and planning advocacy to support Climate Financing and in establishing Vanuatu as a NIE
- Any other duties as reasonably requested by Supervisor

NAB Information Management Systems Officer

Purpose

Undertake a review of the current NAB portal and stakeholder analysis research to build an effective mechanism to manage and coordinate CC/DRR information, activities, programs, projects in Vanuatu, linking regional, national, provincial and local level networks.

Position's duties and responsibilities

- Undertake a CC/DRM information systems need analysis;
- Review the effectiveness of current NAB portal as an effective information system management tool and suggest recommendations to improve it;
- Create a database to compile all data to be collected by the M&E specialist related to CC/DRM;
- Ensure CC/DRM baseline data is visually mapped on the NAB Portal and links with other information system software, especially GIS;
- Working closely with the communications and IT officers under VMGD, NDMO, Energy & Department of Climate Change to explore options for integration / links between the NAB Portal and other MoCC

- departments' websites;
- Link Vanuatu's NAB Portal or any other information management system with regional networks, such as the Pacific Climate Change Portal.
- Administer day to day operations of the NAB Portal, including training stakeholders in its use and application;
- Ensure CC/DRM messaging and IEC tools are developed and incorporated within the NAB information management system
- Develop and disseminate a NAB newsletter;
- Develop a shared stakeholder contact management system;
- Make linkages with other Ministries, CSOs private sector, development partners to promote cross cutting issues and initiatives;
- Any other duties as reasonably requested by Supervisor

NAB Climate Finance Officer

Purpose

Provide technical advice on climate and disaster finance, coordinate the implementation of the climate finance roadmap, coordinate actions to address the finding of national climate finance reviews, coordinate the implementation of initiatives proposed by the Vanuatu climate finance working group, maintain strong working relationships with stakeholders at national, regional and international levels and represent Vanuatu in climate finance spaces at all levels in accordance with the UNFCCC mandate.

Position's duties and responsibilities

- Support the functions of and implementation of initiatives proposed by the Vanuatu Climate Finance Working Group.
- Enable and support robust research into climate finance options for Vanuatu, specifically efforts to enable the National Implementing Entity (NIE) status.
- Coordinate efforts to access and appropriately disseminate climate finance information.
- Collect, collate and review climate finance expertise, reports, studies, lessons learnt and other relevant information ensuring accessibility through the NAB portal or other appropriate climate finance information systems.
- Drive the NAB's climate finance mainstreaming agenda across government sector.
- Ensure NAB endorsed projects align with national, regional and international climate finance standards, frameworks and obligations to the UNFCCC.
- Support the implementation of international climate finance obligations in conjunction with key NAB Secretariat staff.
- Ensure all NAB endorsed climate finance messaging, knowledge products, tools and IEC materials conform to the most updated literature on Climate Finance.
- Provide advice and guidance for national climate change sectors and provincial government in developing climate finance concepts and proposals.
- Coordinate efforts to support establishment of climate financing structures, specifically efforts for Vanuatu to achieve NIE status.
- Coordinate and facilitate the ongoing functions and operations of the NAB Climate Finance Working Group.
- Ensure the climate finance needs and priorities are captured in all relevant regional and international frameworks
- Any other duties and responsibilities as reasonably requested by supervisor (s).

International Convention Liaison Officer

Purpose

The International Conventions Liaison Officer is a key role in Vanuatu's efforts to meet its international climate obligations, ensuring that treaties and conventions are effectively implemented and integrated into national plans. This role will be based in Vanuatu within the Ministry of Climate Change, dedicated to maintaining alignment with NAB's objectives and the requirements of international treaties. The Officer will be responsible for overseeing treaty compliance, advising on legislative impacts, and collaborating with key stakeholders to create cohesive climate policies that reflect Vanuatu's unique environmental and social context. The International Conventions Liaisons Officer role will enable Vanuatu to actively participate in and benefit from international climate agreements, supporting the nation's development and resilience goals. The role will play a proactive role in building knowledge and awareness within various sectors about Vanuatu's treaty commitments, contributing to more informed and coordinated climate actions across government levels. Through this coordination, the role ensures that climate actions are inclusive, aligned with the principles of Gender Equality, Disability, and Social Inclusion (GEDSI), and tailored to support communities most affected by climate impacts.

Position's duties and responsibilities

- Develop a Standard Operating Procedure (SOP) setting out the formalities of the International and Regional Treaties and Conventions administered by the Ministry of Climate Change.
- Ensure coordination of the implementation and/or adherence of Vanuatu's obligations under these international instruments.
- Ensure the mainstreaming of the action agendas in these Treaties and Conventions into national sectoral plans and policies.
- Provide advice and guidance on endorsements, amendments and implications on these Treaties and Conventions. Promote advocacy of Vanuatu's obligations on these Treaties and Conventions into Sectors' Institutional and capacity strengthening.
- Create and manage the Treaty and Convention Database.
- Liaise with other key sectors on engagements and implementations of the Treaties and Conventions and support the development of relevant country specific strategic documents administered by the Ministry of Climate Change.
- Attend Convention and Treaties committee meetings and other relevant meetings.
- Prepare and review COM Papers, appropriate reports to the supervisor for Public Service Commission purposes and any other technical papers relating to Treaties and Conventions administered by Ministry of Climate Change.

6.4 STAFF CONTACT LIST

Secretariat position	Name	Contact	Preferred method of communication
NAB Strategic Manager	Mrs. Florence Kuali Iautu	Email: fiautu@vanuatu.gov.vu Office Phone: 22068 Voip: 5410 Mob. +678 7700001	Email/VOIP/mobile
NAB Multilateral Environmental Agreement Officer	Ms. Leana Isabel William	Email: lwilliam@vanuatu.gov.vu Office Phone: 22068 Voip: 5410 Mob. +6787305485	Email/VOIP/mobile
NAB Project Development Officer	Mrs. Julia Salerua	Email: jsmarango@vanuatu.gov.vu Office Phone: 22068 Voip: 5410 Mob. +678 7756715	Email/VOIP/mobile
NAB Policy and Planning Officer	Mr. Ericksen Packett	Email: epackett@vanuatu.gov.vu Office Phone: 22068 Voip: 5410 Mob.+678 7752789	Email/VOIP/mobile
NAB Information Management Systems Officer	Ms. Cynthy Sandrina Hosea	Email: cshosea@vanuatu.gov.vu Office Phone: 22068 Voip: 5410 Mob. +678 7632918	Email/VOIP/mobile
NAB Climate Finance Officer	Ms. Anne Marie Robert	Email: annemarie.robert@cfcsp.org.nz VOIP: 5410 Mob. +678 7307566	Email/VOIP/mobile
NAB International Convention Liaison Officer	Mr. Patterson Pinoi Quotverer	Email: patterson.pinoi@cfcsp.org.nz VOIP: 5410 Mob. +678 7679150	Email/VOIP/mobile

6.5 STAFF JOB DESCRIPTION

Job descriptions should be available for each position within the organization, both paid and volunteer.

NAB Strategic Manager

Key Results Area

- Report to the NAB on the operational, administrative, and financial aspects of the NAB at each Board meeting;
- Promote the NAB as the CC and DRR governance contact point for government agencies, civil society, donors, development partners, regional and international stakeholders
- Prepare annual financial budgets for DG and NAB approval that link to operational work plans, and more routinely throughout the fiscal year, multi- year resource projections for the transparent management of resources;
- Oversee the management and implementation of all NAB and NAB Secretariat contracts according to corporate procurement systems and practices that deliver value for money and focus on the primary work of

the NAB in close collaboration with the Office of the Auditor General and the Ministry of Finance to ensure that there are strong fiduciary controls in place to monitor the use of NAB resources.

- Oversee and advance the development of new funding streams for the NAB, broadening the donor base and encouraging increased investment in climate change and disaster risk programs from national budgets and international partners;
- Ensure that the NAB's organizational structure, operational policies and processes are sound and able effectively to deliver on the strategic objectives defined by the NAB;
- Operationalize, lead and monitor the implementation of the NAB's Strategy and its National Climate Change & Disaster Risk Reduction Policy, and ensure the effective implementation of new approaches, processes and instruments to deliver on the strategic objectives;
- Deliver meaningful monitoring and evaluation (M&E) of NAB programs and performance and the provision of accurate analysis and routine reporting on the impact and performance of the NAB's activity portfolio.
- Working closely with the NAB Co- Chairs, members and thematic advisory groups, and with the NAB Secretariat, the Corporate Service Unit of the Ministry of Climate Change and the Prime Minister's Office.
- Support National Designated Authority for all climate finance mechanisms.
- Facilitate all NAB working groups/task force (NAB project screening committee, climate finance working group, policy and compliance working group, UNFCCC task force and IEC task force) to implement the NAB decisions and mandate
- Facilitate all UNFCCC thematic groups (article 6, adaptation, mitigation, loss & damage, climate finance, oceans, science, gender and technology) to align with relevant regional and UNFCCC party groupings (SIDS, PSIDS, G77+China, LDCs, and AOSIS).

Duties and Responsibilities

- Work closely with the NAB Co- Chairs, members and thematic advisory groups, and with the NAB Secretariat, the Corporate Service Unit of the Ministry of Climate Change and the Prime Minister's Office;
- Maintain strong relationships with a diverse range of donors and stakeholders that are important collaborators in the NAB's efforts;
- Ensure the overall transparent and effective financial and administrative functionality of the NAB projects and programs and their assets;
- Support NAB & MoCC to meet international CC and DRR obligations while ensuring that Vanuatu negotiates internationally to meet its national priorities;
- Represent the NAB and Ministry at at the highest level, ensuring its role within the global climate change and disaster risk reduction architecture is well understood, through direct engagement with policymakers and the execution of an effective media strategy through national, regional and international workshops and seminars to build effective partnerships with public and private entities to support the work of the NAB;
- Undertake the regular PMA processes for NAB Secretariat staff as delineated by the PSC;
- Maintain a positive work environment that facilitates collaboration and information sharing and is conducive to attracting, retaining, and motivating diverse talent;
- Effectively manage risk in the portfolio and the Secretariat's operations, including, but not limited to, the development of rigorous management and communications systems to ensure the implementation of and strict adherence to NAB decisions and other NAB policies in a timely manner
- Establish national CC and DRR needs and priorities through strategic and gap analyses
- Coordinate and steer the governance arrangements and project managers of major climate change and disaster risk programs and projects implemented by international agencies (e.g. CCDRR projects)
- Strengthened access by implementing agencies and affected populations to cost- effective, innovative products and services that increase the availability of high quality, sustainable services that are most relevant

- to the specific climate and disaster contexts of Vanuatu
- Facilitate all NAB working groups/taskforce and all UNFCCC thematic groups.
- Support National Designated Authority for all climate finance mechanisms.
- Any other duties as reasonably requested by Supervisor

NAB Multilateral Environmental Agreement Officer

Key Results Area

- Liaise with international negotiators
- UNFCCC engagement framework
- Progress negotiating blocks of the UNFCCC
- Facilitate development of CC/DRR regional and international frameworks
- Support Vanuatu CC/DRR legislation, policies and strategies to be in line with its International and Regional obligations
- Prepare schedule each year of delegations, workshops with invitees and delegates nominated
- Attends local, international and regional fora to progress funding for CC DRR initiatives in Vanuatu ie COP
- Develops Concept and Country Briefing Papers

Duties and Responsibilities

- Undertake extensive international travel attending conferences and fora, ensuring effective relationships are built with regional and international partners;
- Ensure Vanuatu is meeting its regional and international CC/DRR obligation;
- Assist in the development of country specific CC/DRR frameworks and national action plans;
- Increase the awareness and knowledge of climate change issues with cabinet ministers through capacity building activities;
- Lead the recruitment and preparation activities (EOIs Screening applications, short listing selection and funding secured for travel) for national delegations to attend UNFCCC events throughout the year, most notably COP
- Increase participation of key stakeholders within Vanuatu; including government, women, civil society, youth and community in the UNFCCC process;
- Progress finalisation of a UNFCCC engagement framework and COP procedural manual;
- Strengthen general public awareness and knowledge of the UNFCCC process through media and educational activities;
- Increase participation of key stakeholders within Vanuatu; including government, women, civil society, youth and community in the UNFCCC process;
- Any other duties as reasonably requested by Supervisor

NAB Project Development Officer

Key Results Area:

- Act as a focal point for coordinated discussion for NAB and CC/DRM partners on possible project initiatives
- Cross sectoral CC and DRM needs and gaps analyses undertaken across Whole of Government, private

sector and civil society

- Develop, design and support implementation of CC & DRM projects as directed by NAB
- Develop guiding principles for best practice, project design, and project management
- Liaise with sector agencies ie NGOs, CSOs, communities to assist with preparation of their Project Designs for funding
- Provide M&E reporting to NAB Strategic Manager and NAB

Duties and Responsibilities:

- Develop projects strategically, according to national policy in NSDP, Vanuatu's CC & CRR Policy;
- Ensure projects are progressed and implemented according to national & international standards;
- Maintain strong relationships with a diverse range of stakeholders that are important collaborators in the NAB's efforts, notably at national & regional levels;
- Assist as needed the NAB Technical Advisory Group;
- Attend NAB meetings;
- Act as the focal point for NAB project endorsement, ensuring appropriate procedures and processes are developed and implemented;
- Identify and build effective stakeholder relationships across the donor, government and civil society sectors to support effective CC & DRM harmonisation;
- Promote effective information sharing between stakeholders and CC/DRM projects, utilising the NAB Portal and other CC/DRM information management systems;
- Assist in the continued development of cross sectoral CC/DRM strategic objectives, based on continued assessment, analysis and oversight of all CC/DRR activities at the local, national and regional levels;
- Utilise Lessons Learned from national, regional and international projects are utilised to inform NAB project development;
- Any other duties as reasonably requested by Supervisor

NAB Policy and Planning Officer

Key Results Area

- Coordination of implementation the national CC/DRR Policy
- Implementation of the NAB's CC/DRR mainstreaming agenda across government sectors
- Provision of CC/DRR technical advice to the NAB and to the wider CC/DRR sector
- Development of key CC/DRR guidelines and position papers as appropriate
- Support outreach activities on policy and planning of NAB within different line Ministries and Provincial administration
- Provide reports to NAB on national CC/DRR priorities, especially policy, planning and legislation recommendations

Duties and Responsibilities

- Support the functioning of a working group for discussing CC/DRR policy;
- Enable and facilitate robust research into vulnerabilities, knowledge, adaption and risk reduction strategies;
- Promote the use and disseminate CCA and DRR research findings;
- Collect, collate, review CC/DRR expertise reports, studies, lessons learnt and other relevant information,

ensuring accessibility through the NAB portal or other appropriate CC/DRR information management systems;

- Drive the NAB's CC/DRR mainstreaming agenda;
- Ensure NAB endorsed projects align with national, regional and international standards, frameworks and obligations;
- Support the implementation of international CC/DRR obligations in conjunction with other key NAB Secretariat staff;
- Ensure all NAB endorsed messaging, knowledge products, tools and IEC materials are scientifically valid;
- Provide advice and guidance for provincial government in developing CC/DRR directives;
- Assist with policy and planning advocacy to support Climate Financing and in establishing Vanuatu as a NIE
- Any other duties as reasonably requested by Supervisor

NAB Information Management System Officer

Key Results Area

- Review, upgrade and maintain NAB Portal as an effective CC/DRM information sharing, information management and coordination tool
- Create a project database for storing and sharing information related to CC/DRM projects.
- Undertake cross sector CC/DRM information management needs and gaps analyses
- Design a CC/DRR information system management framework targeting national, provincial and local level stakeholders
- Develop and disseminate a NAB newsletter
- Create communication and information materials promoting the NAB and support the NAB/IEC endorsement process

Duties and Responsibilities

- Undertake a CC/DRM information systems need analysis;
- Review the effectiveness of current NAB portal as an effective information system management tool and suggest recommendations to improve it;
- Create a database to compile all data to be collected by the M&E specialist related to CC/DRM;
- Ensure CC/DRM baseline data is visually mapped on the NAB Portal and links with other information system software, especially GIS;
- Working closely with the communications and IT officers under VMGD, NDMO, Energy & Department of Climate Change to explore options for integration / links between the NAB Portal and other MoCC departments' websites;
- Link Vanuatu's NAB Portal or any other information management system with regional networks, such as the Pacific Climate Change Portal.
- Administer day to day operations of the NAB Portal, including training stakeholders in its use and application;
- Ensure CC/DRM messaging and IEC tools are developed and incorporated within the NAB information management system
- Develop and disseminate a NAB newsletter;
- Develop a shared stakeholder contact management system;
- Make linkages with other Ministries, CSOs private sector, development partners to promote cross cutting issues and initiatives;

- Any other duties as reasonably requested by Supervisor

NAB Climate Finance Officer

Key Results Area

- Coordination of the implementation of the Vanuatu National Climate Finance Road Map.
- Ensure alignment with regional and international climate finance frameworks
- Coordination of mainstreaming the climate finance agenda across government and private sectors.
- Provision of technical advice on climate finance to the NAB
- Development of key climate finance guidelines and position papers as appropriate to the UNFCCC.
- Support outreach activities on climate finance with different line ministries and provincial administrations.
- Provide reports to the NAB on climate finance priorities and legislation recommendations in relation to climate finance and PFMs,

Duties and Responsibilities

- Support the functions of and implementation of initiatives proposed by the Vanuatu Climate Finance Working Group.
- Enable and support robust research into climate finance options for Vanuatu, specifically efforts to enable the National Implementing Entity (NIE) status.
- Coordinate efforts to access and appropriately disseminate climate finance information.
- Collect, collate and review climate finance expertise, reports, studies, lessons learnt and other relevant information ensuring accessibility through the NAB portal or other appropriate climate finance information systems.
- Drive the NAB's climate finance mainstreaming agenda across government sector.
- Ensure NAB endorsed projects align with national, regional and international climate finance standards, frameworks and obligations to the UNFCCC.
- Support the implementation of international climate finance obligations in conjunction with key NAB Secretariat staff.
- Ensure all NAB endorsed climate finance messaging, knowledge products, tools and IEC materials conform to the most updated literature on Climate Finance.
- Provide advice and guidance for national climate change sectors and provincial government in developing climate finance concepts and proposals.
- Coordinate efforts to support establishment of climate financing structures, specifically efforts for Vanuatu to achieve NIE status.
- Coordinate and facilitate the ongoing functions and operations of the NAB Climate Finance Working Group.
- Ensure the climate finance needs and priorities are captured in all relevant regional and international frameworks
- Any other duties and responsibilities as reasonably requested by supervisor (s).

NAB International Convention Liaison Officer

Key Results Area

- To progress the effective endorsement and implementation of international legal instruments administered by



MoCC

- Coordination of the implementation of the progress of the compliance issues of the different Treaties & Conventions administered by MoCC.
- Mainstreaming of Legislation, policies and strategies are in line with international instruments administered by MoCC
- Provision of technical advice on Treaties and Conventions endorsements and implication to the supervisor and NAB Manager
- Development of key International Guidelines as required and position papers as appropriate to the UNFCCC and other multilateral Conventions
- Collaborate with the Protocol and Consular Division and the MOFAICET regarding Treaties and Convention matters as required
- Provide reports to the NAB on Treaties and Conventions matters as required

Duties and Responsibilities

- Develop a Standard Operating Procedure (SOP) setting out the formalities of the Treaties and Conventions administered by the MoCC
- Ensure coordination of the implementation and/or adherence of Vanuatu's obligations under these international instruments
- Ensure the mainstreaming of the action agendas in these Treaties and Conventions into national sectoral plans/policies
- Provide advice and guidance on endorsements, amendments and implications on these Treaties and Conventions
- Create and ensure the Treaty and Convention Data Base is up to date
- Engage in any Information and Education platform to provide information on our engagement under these Treaties and Conventions
- Liaise with other key sectors including DoFA on the engagements and implementations of the Treaties and Conventions administered by MoCC
- Support the development of relevant country specific strategic documents in relation to Treaties and Conventions administered by MoCC
- Ensure effective relationships are built with regional and international partners
- Attend Convention and Treaties committee meetings and other relevant meetings
- Prepare and review COM papers and any other technical papers relating to Treaties and Conventions administered by MoCC
- Prepare appropriate requested reports to the supervisor and/or for PSC purposes
- Any other duties and responsibilities as reasonably requested by supervisor (s).

NAB Working Groups and Task Force

Operations

7.1 NAB WORKING GROUPS AND TASKFORCE

The NAB is the overarching body responsible for policy advice in all matters related to CCDRR. It has 6 main duties, including:

1. It ensures the development of appropriate Vanuatu CCDRR priorities, policies, guidelines and positions are met.
2. It provides advise on the fulfillment of Vanuatu's international, regional and national CCDRR obligations.
3. It provides advise, facilitates and endorses the development of new DRR&CC programs/projects/initiative and activities (mainstreaming CC&DRR).
4. Acts as a focal point for information sharing and coordination for CCDRR.
5. Provides advise, guidance and coordinates development of national CCDRR financing processes.
6. Ensure that the NAB Secretariat fulfils the directives of the NAB.

Therefore, to assist the NAB carry out its functions, the NAB has working groups and a taskforce, made up of NAB members' technical officers and other stakeholders. The following working groups and taskforce are currently operated by the NAB Secretariat:

1. The NAB Project Screening Committee (PSC)
2. The NAB United Nations Framework Convention on Climate Change Taskforce (UNFCCC TF)
3. The NAB Climate Finance Working Group (CFWG)
4. The NAB Policy and Compliance Working Group (PCWG)
5. Facilitation of Information and Communication materials' endorsement Committee
6. The NAB Durable Solutions Taskforce
7. The NAB Loss and Damage Working Group (LDWG)

7.2 WORKING GROUPS AND TASKFORCE TERMS OF REFERENCES

The following Terms of References outlines the work of the NAB Working Groups and Taskforce. Main folder link: https://drive.google.com/drive/folders/1nNNRZrr9wE3V7ust8syiFRqXS95YpYc_?usp=sharing

7.2.1 The Project Screening Committee (PSC) TOR

The role of the NAB Screening Committee is to expedite the project appraisal processes by screening and making recommendations to the NAB proposed climate change and disaster risk reduction projects submitted to the NAB Secretariat. Refer to the full details of the TOR on the following link: <https://drive.google.com/drive/folders/17EvHP9ODk1LavSgvGM29Br8tLjssY83?usp=sharing>

The United Nations Framework Convention on Climate Change Taskforce (UNFCCC TF) TOR

The Vanuatu UNFCCC Taskforce is mandated by the NAB to: Plan, share information about, seek finance for and delegate the implementation of all initiatives related to Vanuatu's engagement with the UNFCCC and seek endorsement from and make recommendations to the NAB regarding UNFCCC engagement. Refer to the full details of the TOR on the following link: <https://drive.google.com/drive/folders/1PiQIRwv4qh4M4D9gsMAG-350nMdZ3nbs2?usp=sharing>

7.2.3 The Climate Finance Working Group (CFWG) TOR

The CFWG to serve as a consultative arm of the National Advisory Board to provide strategic direction specifically on climate finance related matters for the Ministry of Climate Change and the Government of Vanuatu. The CFWG shall assist the NAB Secretariat to resolve compliance issues raised in leading to National Implementation Entity status. The order of the items reflects no importance or priority: These are as follows but not limited to: fiduciary governance & compliance, transparency, policy development, reporting & monitoring, legislative framework, capacity building & training, social safeguards. Refer to the full details of the TOR on the following link: <https://drive.google.com/drive/folders/1xYolpLRMqmnA9pWWvOW7NaRFY-FmBLD?usp=sharing>

7.2.4 The Policy and Compliance Working Group (PCWG) TOR

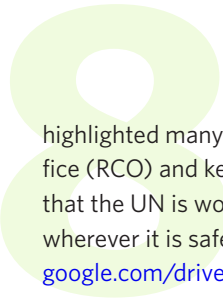
The CPWG will provide coordinated inter-agency strategic policy inputs towards the implementation and monitoring of Vanuatu's climate and disaster risk reduction policy environment, as well as the implementation and monitoring of National Climate Change & Disaster Risk Reduction Policy. Should that be define herein, its basic function is to develop, monitor and conduct policy compliance. Reporting against policy obligations nationally, regionally and at an international platform. Refer to the full details of the TOR on the following link: https://drive.google.com/drive/folders/1-GLTwC8nI8_OeBGyveyEcsqBiBN1ktKO?usp=sharing

7.2.5 Facilitation of Information and Communication materials' endorsement Committee TOR

The Committee is to oversee the NAB IEC Endorsement Process that is mandated by the NAB to ensure that the government has standard messages on CC and DRR that goes out to the public and the information used must be consistency and factually correct. It is also 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. Refer to the full details of the TOR for the committee on the following link: <https://drive.google.com/drive/folders/1Gd4xuikvBF-HU44-7-OQWEWcCxK-Gb7dr?usp=sharing>

7.2.6 Durable Solutions Taskforce TOR.

The Government of Vanuatu, with the support of the United Nations and the broader international community, have recognized the importance of durable solutions. With the assistance of the International Organization for Migration (IOM) the government launched the National Policy on Climate Change and Disaster-induced Displacement. Notwithstanding, the most recent humanitarian relief response to the twin cyclone in March, 2023



highlighted many gaps in the implementation of the policy. Against this backdrop, the Resident Coordinator's Office (RCO) and key UN agencies have decided to establish a Durable Solutions Taskforce under the RCO to ensure that the UN is working coherently and proactively to support the attainment of solutions to internal displacement wherever it is safe and practical to do so. Refer to the full details of the TOR on the following link: <https://drive.google.com/drive/folders/1FvFENObdjFakz-EA1w8p-M8NmSOYqsSC?usp=sharing>

Policy, Act and NAB Guidelines

The work of the NAB and its Secretariat will be guided by the following Policy, Act and Guidelines:

8.1 POLICY

The Vanuatu Climate Change and Disaster Risk Reduction Policy 2016-2030 was published by the Vanuatu government in combination with the Secretariat of the Pacific Community in 2015 to envision the country's response to climate change and make its communities resilient on the long term. The country initiated this process with the establishment of the National Advisory Board on Climate Change and Disaster Risk Reduction in 2012. It is a broad set of measures based on accountability, sustainability, equity, community focus, collaboration, and innovation.

The policy insists on 1) establishing appropriate governance and strengthen institutional structures so they can effectively tackle the tasks they are pursuing, 2) to ensure that adequate resourcing is available for climate change and disaster risk reduction activities, notably via the implementation of entity accreditation and small grants schemes, 3) ensure that traditional knowledge and existing and new information such as data analysis, research and risk assessment are shared, 4) adaptation and disaster risk reduction, integrating the two targets and adopting community and ecosystem-based approaches to protect and economically assess losses, 5) low carbon development via an energy roadmap, renewable energy and energy efficiency, but also from a reduction in deforestation and land degradation, 6) and preparedness, planning, response and recovery to disasters by ensuring community awareness, early warning systems.

The document also insists on capacity building, gender and social inclusion, multi-hazard approach and partnerships with a vast array of stakeholders. Implementation of the plan must be realised by integrating it into corporate and business plans, monitoring and evaluating the policy by the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB), and reporting by NAB. A review of the current document should occur every three to five years to ensure it is in line with contemporary developments.

8.2 ACT

The National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) is established under the Meteorology, Geological Hazards and Climate Change Act (MGHCC) Act No. 25 of 2016 with the primary purpose to act as the advisory body and policy making body for all climate change and disaster risk reduction programs, projects, initiatives and activities. Its aim is to integrate the governance of CC&DRR in an integrated & holistic way to reduce duplication. Part 3 of the Act gave the provision on the establishment, composition, functions and powers of the National Advisory Board on Climate Change and Disaster Risk Reduction in Vanuatu.

8.3 NAB SECRETARIAT GUIDELINES

Main folder link: https://drive.google.com/drive/folders/1_v1-lyYuk5nalHWYQoBfD5WTEzSjEOJ6?usp=sharing

8.3.1 NAB Project Development Procedural Guideline

This guideline will be a living document and will work alongside the National Designated Authority Project Development handbook providing guidance to the National Advisory Board (NAB) Secretariat on Climate Change & Disaster Risk Reduction on Climate Change procedures for projects (CCDRR) and programme funding proposals, and monitoring and evaluation of projects implementation. In relation to its purpose, the guideline is to be regarded as a valuable instrument in guiding the coordination of CCDRR projects from an early development stage until which the project lapsed. It is therefore deemed to be regarded as an external document, not necessarily limited to the MOCC but rather its relevance reaches our CCDRR stakeholders from across government sector, private sectors, and civil society organizations nationally, including our development partners and crop agencies both regional and international. Refer to the full details of the guideline on the following link: https://drive.google.com/drive/folders/1zG4Lt1ncdGdLi2U6eked3q_Hp7cFuEU?usp=sharing

8.3.2 UNFCCC Engagement Guideline

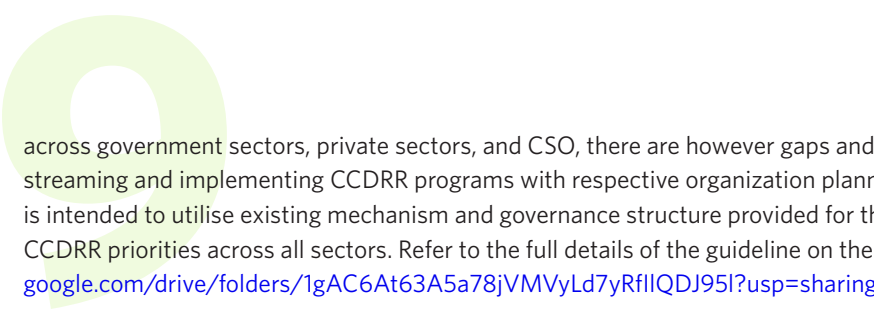
The United Nations Framework Convention on Climate Change (UNFCCC) provides the basis for concerted international action to mitigate climate change and to adapt to its impacts. Its provisions are far-sighted, innovative and firmly embedded in the concept of sustainable development. This framework aims to guide the NAB Secretariat, the Ministry of Climate Change, respective Government sectors, researchers, civil society and others interested in the international climate change negotiations of Vanuatu's engagement to the UNFCCC. Refer to the full details of the guideline on the following link: <https://drive.google.com/drive/folders/1qteswuezDSn-2GOytYO0RUUefXT6ypNsE?usp=sharing>

8.3.3 COP Procedural Manual

This COP Procedural Manual is envisaged to guide the NAB Secretariat, COP participants and other key stakeholders of the national preparations, attendance and the post COP arrangements. UNCCD & UNCBD COP's can also make reference to this COP Procedural Manual for guidance. Refer to the full details of the guideline on the following link: <https://drive.google.com/drive/folders/1G3HoMLI3BtRISKOWqXCRX1mlxuZtnh3X?usp=sharing>

8.3.4 CCDRR Policy Mainstreaming Guideline

This guideline is developed as a continuation of the progressive advancement made within the areas of the CCDRR Policy over the past years beginning from 2016. The first introduction of the CCDRR Policy in 2016, later in 2022 the development of its 2nd Edition and the first ever CCDRR Policy Implementation Plan, and 2023 marks the completion of the CCDRR Policy M&E framework. Though Vanuatu's CCDRR policy promotes integration



across government sectors, private sectors, and CSO, there are however gaps and challenges exist in mainstreaming and implementing CCDRR programs with respective organization plannings. Therefore, this guideline is intended to utilise existing mechanism and governance structure provided for the effective mainstreaming of CCDRR priorities across all sectors. Refer to the full details of the guideline on the following link: <https://drive.google.com/drive/folders/1gAC6At63A5a78jVMVyLd7yRfIIQDJ95I?usp=sharing>

8.3.5 CCDRR Mainstreaming Guideline

This mainstreaming guideline aims to mainstreaming and integrate CCDRR national priorities as depicted within the National policies, and implementation plan in a more effective, coordinated and strategic to all key stakeholders across government sectors, CSOs, Private Sector and the Provincial Government. As such the guideline addresses various areas and avenues for mainstreaming considerate to policy development, policy reviews, Monitoring and Evaluation components of all national policies, plans and strategies. Further, the guidelines address mainstreaming these areas anonymously to given stakeholders as already mentioned. Refer to the full details of the guideline on the following link: <https://drive.google.com/drive/folders/1gAC6At63A5a78jVMVyLd7yRfIIQDJ95I?usp=sharing>

8.3.6 Information Management System Guideline

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. 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. Refer to the full details of the guideline on the following link: <https://drive.google.com/drive/folders/1H4jOrsfMLTq2GAPd0JF49VxLVGSnv9Ld?usp=sharing>

Appendices

Annex 1: Part 3 of the Meteorology, Geological Hazards and Climate Change Act (MGHCC) Act No. 25 of 2016

PART 3 ESTABLISHMENT, COMPOSITION AND FUNCTIONS OF THE NATIONAL ADVISORY BOARD ON CLIMATE CHANGE AND DISASTER RISK REDUCTION

Establishment of the National Advisory Board on Climate Change and Disaster Risk Reduction

The National Advisory Board on Climate Change and Disaster Risk Reduction is established.

8. Composition of the Board

1. The Board consists of the following members:
 - a. the Director General; and
 - b. the Director of the Department of Climate Change; and
 - c. the Director of the Department of Meteorology; and
 - d. the Director of the Department of Geological Hazards; and
 - e. the Director of the Department of Forestry; and
 - f. the Director of the Department of Energy; and
 - g. the Director of the Department of Local Authority; and
 - h. the Director of the Department of Environment; and
 - i. the Director of the Department of Foreign Affairs; and
 - j. the Director of the Department of Strategic Management; and
 - k. the Director of the National Disaster Management Office; and
 - l. the Director of the Department of Finance; and
 - m. the Director of the Department of Woman's Affairs; and
 - n. the Director of the Department of Public Works; and
 - o. the Chief Executive Officer of the Vanuatu Non-Government Organizations (VANGO).
2. The Minister may in writing invite any of the following persons as observers to a meeting of the Board:
 - a. the Director of the Vanuatu Cultural Centre; or
 - b. a representative of the Chamber of Commerce, nominated by National Council of Commerce; or
 - c. a representative of youths nominated by the National Youth Council; or
 - d. a person representing academic institutions.
3. For the purposes of paragraph (2)(d), academic institutions mean higher educational institutions such as the University of the South Pacific (USP), Vanuatu Institute of Technology (VIT), Vanuatu Institute of Teachers Education (VITE) and other institutions as may be prescribed by the Minister.

9. Functions of the Board

1. The Board has the following functions:
 - a. to act as an Advisory body for all disaster risk reduction and climate change projects, initiatives and activities in Vanuatu; and
 - b. to endorse a project proposal made to it and to make recommendations and set requirements in relation to the proposed project; and
 - c. to support the development of disaster risk reduction and climate change projects, initiatives, activities, priorities and policies for Vanuatu; and
 - d. to provide technical advice to the Council of Ministers on matters relating to climate change and disaster risk reduction; and
 - e. to advise any person on matters relating to the United Nations Framework Convention on Climate Change in which Vanuatu is a party or matters relating to disaster risk reduction; and
 - f. to carry out such other functions as may be conferred on the Board under this Act or any other Act.
2. For the purpose of this section, project means a project relating to climate change and disaster risk reduction.

10. Powers of the Board

1. The Board has the power to do all things necessary or convenient to be done for or in connection with its functions under this Act.
2. Without limiting subsection (1), the Board has the following powers:
 - a. to enter into contract with any person for the supply to or by it of any goods, services or personnel; and
 - b. to pay any expenses it has incurred;
 - c. to provide training, whether by itself or with the cooperation of such other persons or bodies as the Board thinks fit, for its members or for other persons concerned with climate change or disaster risk reduction matters; and
 - d. to establish climate change or disaster risk management financing mechanisms for the benefit of its members or other persons; and
 - e. to collect, examine, endorse, disseminate, or publish any information in paper, electronic or magnetic form such reports, papers, periodicals or other information as may be conducive to the carrying out of its functions relating to climate change or disaster risk reduction; and
 - f. to encourage and support other persons or bodies in carrying out, research and studies into matters concerning climate change and disaster risk reduction and to disseminate knowledge and advice on such matters; and
 - g. to examine and consider any existing or proposed policies or practices, or other matters, relating to climate change and disaster risk reduction, and to make recommendations thereon to any appropriate person, organization or authority; and
 - h. to do anything incidental to any of the powers specified under this section or otherwise conferred on the Board under this Act or any other Act.

11. Chairperson and Deputy Chairperson

1. The Director General is the Chairperson of the Board.
2. The Director General is to appoint from amongst the members of the Board under paragraph 8(1) (b), (c) or (d), a Deputy Chairperson of the Board.
3. The Deputy Chairperson holds office for 3 years and is eligible for reappointment.
4. The Deputy Chairperson may resign from his or her office in writing to the Chairperson of the Board.

12. Meetings of the Board

1. The Board is to meet at least once in a quarter of a year and may hold such other meetings as are necessary for the proper performance of its functions under this Act.
2. The Chairperson of the Board is to preside at all meetings of the Board and in his or her absence, the Deputy Chairperson is to preside at these meetings.
3. The quorum for a meeting of the Board is 8 members of the Board present at the meeting.
4. A member present at a meeting of the Board has one vote and questions arising at a meeting are to be decided by a majority of votes.
5. If the voting at the meeting is equal, the Chairperson or the Deputy Chairperson (if he or she chairing the meeting) has a casting vote.
6. To avoid doubt, the person invited under subsection 8(2) has no right to vote in any meeting of the Board.
7. Subject to this Act, the Board may determine and regulate its own procedures.

13. Authorization to attend meeting

A member of the Board may authorize a senior officer from his or her Ministry, Department, agency or organization to attend a meeting on his or her behalf.

14. Secretariat Support

1. The corporate service of the Ministry is the Secretariat of the Board.
2. The Secretariat has the following functions:
 - a. to coordinate and have oversight of the development of policies and guidelines related to climate change and disaster risk reduction; and
 - b. to coordinate and undertake registration of new and existing climate change and disaster risk reduction projects regardless of the funding source; and
 - c. to coordinate the preparation of papers related to global and regional climate change and disaster risk reduction obligations; and
 - d. to administer and maintain the Board Portal and Information Management Systems; and
 - e. to coordinate the assessment of and make recommendations for the funding and implementation of new climate change and disaster risk reduction projects against agreed national priorities; and
 - f. to coordinate advisory groups, facilitate capacity development initiatives and drive climate change and disaster risk reduction related mainstreaming efforts; and
 - g. to support the implementation of the whole-of-Government monitoring and evaluation and reporting relative to climate change and disaster risk reduction policies, projects or initiatives.

15. Sitting Allowance

The members of the Board including the Chairperson and Deputy Chairperson are entitled to a sitting allowance of VT2, 000 for each day in which the Board sits for meeting.

Annex 2: MGHCC Act Amendment 2020

7 METEOROLOGY, GEOLOGICAL HAZARDS AND CLIMATE CHANGE ACT NO. 25 OF 2016

After paragraph 8(1)(n)

Insert

“(na) Director of the Department of Education; and

(nb) Director of the Department of Health; and

(nc) Director of the Department of Agriculture; and

(nd) Director of the Department of Water Resource;”

7A OMBUDSMAN ACT [CAP 252]

(a) Section 49

Delete “VT100,000”, substitute “VT500,000”

(b) At the end of section 56

Add

“(3) The Prime Minister may, on the advice of the Ombudsman, by Regulation, add to, vary and replace the Schedule.”

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

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