

**GOVERNMENT OF THE  
REPUBLIC OF VANUATU** MINISTRY  
OF CLIMATE CHANGE ADAPTATION,  
METEOROLOGY, GEO-HAZARDS,  
ENVIRONMENT & ENERGY & NDMO

PMB 9074, PORT VILA

VANUATU



**GOVERNEMENT DE LA  
RÉPUBLIQUE DE VANUATU**  
MINISTÈRE DE L'ADAPTATION AU  
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## **TERMS OF REFERENCE (TOR)**

### **Information, Education and Communication (IEC) Working Group**

#### **National Advisory Board (NAB) – IEC Endorsement Process**

#### **1. Background**

The NAB Information Education Communication (IEC) Endorsement Process formally begins in year 2013, and the main lead was the VMGD department, since their mandate is to check scientific information's and key messages.

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

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

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

By submitting the IEC materials to NAB to undergo this endorsement process, it indicates total commitment from the stakeholders such as the Non-Government Organizations, Government agencies, Projects, Private Business or Civil Society Organizations, by providing relevant, up-to-date, factually correct, and clear messages to national audiences. As a result, these stakeholders are entitled to have the "Endorsed by NAB" logo in their IEC materials as a sign of government recognition of the materials.

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

## 2. Purpose

The purpose of the IEC Working Group is to provide technical guidance, review, and endorsement support for IEC materials related to Climate Change and Disaster Risk Reduction to ensure they are accurate, relevant, and aligned with national priorities.

## 3. Objectives

The Vanuatu National Advisory Board established under the Meteorology, Geological Hazards and Climate Change Act, has vested the power to develop and coordinate Information, Education and Communication Endorsement Process on climate change and disaster risk reduction under the Ministry of Climate Change. The core objectives of the NAB IEC Endorsement Process are:

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

## 4. Functions and Responsibilities

The key objectives of the working group are to:

- a. To Check all CCDRR IEC materials produce by a developer (NGOs, government agencies, Church groups, development partners etc.) that their Information, Education and Communication (IEC) materials are consistent and factual correct.
- b. Check all scientific terms and language used on a CCDRR IEC materials are correct and consistent.

- c. Ensures and do awareness to all CCDRR project to have their IEC Materials by the PSO and formally approved by the NAB IEC endorsement Process
- d. Ensure all IEC Materials that their content is of CCDRR must be formally approved by the National Advisory Board (NAB) on Climate Change and Disaster Risk Reduction.
- e. To provide comments and recommendation on a CCDRR IEC material to improve its scientific key messages and make sure content are consistent and factually correct.
- f. To provide important ideas and structural content that will improve the messaging for all CCDRR IEC Materials so that all IEC Materials that are endorsed must have government standard Key messages to Public
- g. Encourage all NAB IEC Members - PSO Officers and DRR Technical officers who are involved in the IEC Endorsement Process on IEC materials to must include this, in their Work Plan
- h. To developed CCDRR key messages (a handbook) for all departments within the Ministry of Climate Change. This is to reduce duplication of key messages from different developers.
- i. Work together to put key messages together to review IEC materials for the Ministry of Climate Change
- j. To organised a National CCDRR Workshop for CCDRR IEC materials for all developers, Stakeholders and partners
- k. Always seek guidance from the **NAB Information Management System Procedure Guideline** to provide guidance on the NAB Portal, NAB IEC Endorsement Process and other NAB Sec Visibility and Branding.

## 5. Membership

The IEC Working Group shall comprise representatives from relevant departments and agencies, including but not limited to:

- a. Vanuatu Meteorology Geo- Hazards Department (VMGD) **Chair**
- b. NAB Secretariat (Secretariat) and
- c. Corporate Services Unit (CSU)
- d. National Disaster Management Office (NDMO)
- e. Department of Climate Change (DoCC)
- f. Department of Environmental Protection and Conservation (DEPC)
- g. Department of Energy (DoE)

### 1. Chairperson and Deputy Chairperson

1.1. The Working Group shall be chaired by a designated senior officer as appointed by NAB.

1.2. A Deputy Chairperson shall be elected by Working Group members at the first meeting of each calendar year.

1.3. The Chair and Deputy Chairperson shall serve a term of one (1) year.

## **2. Meetings and Quorum**

2.1. All Members are expected to attend Working Group meetings. In situations where attendance is limited, a minimum quorum of four (4) members is required for the meeting to proceed.

2.2. Additionally, Technical Officers from other departments may be invited to participate, where relevant, particularly when the IEC materials on Climate Change and Disaster Risk Reduction (DRR) relate to their respective areas of expertise (optional)

## **3. Decision-Making**

3.1. Decisions shall be made through consensus wherever possible.

3.2. Where consensus cannot be reached, decisions shall be made by majority vote of members present.

3.3. The Chairperson shall have the casting vote in the event of a tie.

## **4. Secretariat Support**

The NAB Secretariat shall provide administrative and technical support to the Working Group, including:

- Coordinating meetings and circulating agendas and documents;
- Recording and distributing minutes of meetings;
- Managing submissions of IEC materials;
- Maintaining records and documentation;
- Supporting communication between members and stakeholders.

## **5. Duration**

The IEC Working Group shall be established on an ongoing basis and remain operational until otherwise determined by NAB.

## **6. Reporting**

- 6.1. The Working Group shall report to the National Advisory Board (NAB) on the status of IEC materials submitted for endorsement. This shall include analytical reports covering contributions from government departments, organizations, projects, and private sector stakeholders participating in the process, as well as identification of any gaps in IEC materials. Reporting shall be provided at each meeting through written briefs and, where necessary, supported by verbal presentations.
- 6.2. All IEC materials endorsed by the Working Group shall be published on the NAB Portal for public access and information. In addition, reports and work plans produced by the Working Group shall be shared with its members and uploaded to the NAB Portal for public reference.

## **7. Confidentiality**

All members shall treat information and materials discussed within the Working Group as confidential and shall not disclose them without proper authorization.

## **8. Review of TOR**

This TOR shall be reviewed periodically as required to ensure it remains relevant and aligned with national priorities and institutional arrangements.