



REPUBLIC OF VANUATU

**NATIONAL ADVISORY BOARD ON CLIMATE  
CHANGE AND DISASTER RISK REDUCTION**

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

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**NATIONAL ADVISORY BOARD**  
on Climate Change and Disaster Risk Reduction

Ref: PV/MCCA/NAB/005/21:B5\_6

Port Vila, 13<sup>th</sup> July 2022

Dear Mr Allaine Simone

**Subject: Invitation to the NAB Portal Training & Awareness Workshop**



The Secretariat to the National Advisory Board on Climate Change and Disaster Risk Reduction (NAB) in Vanuatu is hosting a Training and Awareness workshop for the NAB Portal for all Government Department's Project Officers, Communications Officers, Information Management system Officers, IT Technicians and or Media Officers.

The NAB Portal is a website (link: <https://www.nab.vu/>) that provides access to a wealth of Vanuatu CCDRR information including Policies, Projects, events, current news, UNFCCC engagements, job opportunities, a directory of useful contacts and insights into the developments and priorities of the CCDRR sectors on a national scale. It is a Friendly user Portal and anyone with a NAB user account, can upload their climate change and disaster risk reduction related contents.

This workshop aims to help participants to be able to:

- Increase understanding of the NAB Portal, mainly on the purpose and how to use the Portal.
- Provide Training on how to use the NAB portal, especially on
  - How to get a user account and process of login to the NAB Portal
  - How to have access to important CCDRR information's and other useful features
  - How to upload your Climate Change and Disaster related information contents.
- Provide more clarity on the Process of the Information Education Communication (IEC) materials, before it is being uploaded to the NAB Portal
- Get feedbacks and comments through the user needs survey about the Portal and how to improve it.

We would like to invite all interested members of the government departments, communication officers, information Management system Officer, IT Technician and Media Officer to take part in this workshop, coordinated by the NAB Secretariat.

**When:** Thursday 21<sup>st</sup> July 2022

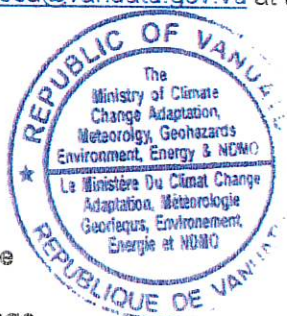
**Time:** 9 am – 4 pm

**Venue:** Grand Hotel

If you are interested and would like to be part of this workshop, please confirm your attendance with Ms Cynthy Hosea at [cs Hosea@vanuatu.gov.vu](mailto:cs Hosea@vanuatu.gov.vu) at the NAB secretariat Ministry of Climate Change.

Yours Sincerely,

**Mrs Esline Garaebiti Bule**  
Director General  
Ministry of Climate Change





Ministry of Climate Change

## NAB Portal Training & Awareness

### Workshop Agenda

Venue: Grand Hotel

Date: 21<sup>st</sup> July 2022

(Come with your laptops)



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GOVERNMENT OF VANUATU

Time	Activity	Presenter/Facilitator
9:00am	<b>Welcome and Introduction</b> (Opening Prayer, each member introduces themselves)	
9:15 am	<b>What is the NAB Portal</b> (Brief History of the NAB Portal & Purpose, why we have the NAB Portal)	NAB Strategic Manager
9:30 am	<b>NAB Portal Theory Trainings:</b> <ul style="list-style-type: none"> <li>• How to Login as a user on the NAB Portal</li> <li>• How to have access to the information's stored in the NAB Portal <ul style="list-style-type: none"> <li>- Projects and Partners</li> <li>- Programmes (Policies &amp; UNFCCC) and</li> <li>- Resources</li> </ul> </li> <li>• How to edit a content on the NAB Portal, mainly on the <ul style="list-style-type: none"> <li>• Contact</li> <li>• Document</li> <li>• Donor</li> <li>• Event</li> <li>• Fund</li> </ul> </li> </ul>	NAB IMS Officer & Daryl
10:00 am	<b>Morning Tea</b>	
10:15am	<b>NAB Portal Theory Trainings:</b> <ul style="list-style-type: none"> <li>• How to edit a content on the NAB Portal, mainly on the <ul style="list-style-type: none"> <li>• Job/ Tender Opportunity</li> <li>• Link</li> <li>• News</li> <li>• Organization</li> <li>• Project</li> <li>• Tools</li> </ul> </li> <li>• Check Participants without Username and Passwords</li> </ul>	NAB IMS Officer& Daryl
12:00 PM	<b>Lunch</b>	
1:30 PM	<b>NAB Portal Practical Training</b> (Hands on Training) <ul style="list-style-type: none"> <li>• Login to the Portal</li> <li>• On Edit a Content</li> <li>• Contact</li> </ul>	NAB IMS Officer & Daryl

	<ul style="list-style-type: none"> <li>• Document</li> <li>• Donor</li> <li>• Event</li> <li>• Fund</li> <li>• Job/tender Opportunity</li> <li>• Link</li> <li>• News Organization</li> <li>• Project</li> <li>• Tools</li> <li>• Download Forms on the NAB Portal</li> </ul>	
2:30Pm	<b>NAB Portal Monkey Survey Updates</b> <ul style="list-style-type: none"> <li>• Presentation of the Kobo survey and share survey link</li> </ul>	NAB IMS Officer & Daryl
3:30 PM	Afternoon Tea	
3:45 PM	<b>IEC Endorsement Processes</b>  <b>Way forward:</b> <ul style="list-style-type: none"> <li>• Upgrade of the Portal</li> </ul>	NAB Strategic Manager  NAB IMS Officer
4:15 PM	Workshop Evaluation <ul style="list-style-type: none"> <li>• Training Evaluation Form</li> </ul>	NAB IMS Officer
4:30PM	Closing Remarks & Prayer	