



BUSINESS PLAN 2021

Department of Climate Change
Ministry of Climate Change and Natural Disasters
Government of Vanuatu



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Design and Layout by Abel Consolidate

Produced by:

The Department of Climate Change
Ministry of Climate Change and Natural Disasters
Government of Vanuatu
Port Vila, Vanuatu

P : +678 22160

E : docc@vanuatu.gov.vu

W : docc.gov.vu

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FOREWORD

FROM THE DIRECTOR



“ The 2021 business plan’s activities will require collaboration and support from all its stakeholders at all levels ”

The republic of Vanuatu is located in the southwest pacific and placed in the ring of fire and the south pacific belt of tropical cyclones, making Vanuatu have a high level of exposure to natural hazards events and becomes more vulnerable to diverse climate change impacts. Frequent and seasonal hazards include tropical cyclones, sea-level rise, drought, ocean acidification, temperature rise, earthquakes, tsunami and flooding, and climate change impacts. Vanuatu was ranked in 2015 as one of the most vulnerable countries in the world, meaning it is most prone to natural hazards and man-made disasters and to the impacts of climate change. Vanuatu is one of the strong advocates of climate change and risk management activities initiatives who have participated in many regional and international forums on climate change and resilience activities to determine the country's risk. The department of climate change (DOCC) is a mandated Vanuatu Government Department under the Ministry of Climate and Natural Disasters (MoCC) as per the Meteorology, Geological Hazards and climate change Act No.25, tasked with the coordination and implementation of all adaptation, mitigation, and disaster risk reduction programs and initiatives to climate change impacts in Vanuatu.

This business plan will guide the department in 2021 in achieving its goals outlined in the strategic plan 2021-2023. It will address adaptation and mitigation strategies with the overall policy framework.

The 2021 business plan's activities will require collaboration and support from all its stakeholders at all levels; the government, MoCC, line government agencies, Provincial government, development partners, Non-government organizations (NGOs), the private sectors, civil societies, and communities.

Mike Sam Waiwai

Director

Department of Climate Change

According to the White Paper which justified the establishment of the Department of Climate Change, the Department, guided by Vanuatu's CCDRR Policy, will establish clear priorities for future action, deliver a better assessment of climate change and disaster risks, monitor and evaluate projects and outcomes, capture experiences and lessons learned, and drive better climate service delivery.

As the Vanuatu Government's focal point for achieving resilient development across all levels and sectors, the Department of Climate Change aims to:

- Lead innovation and change in CC initiatives across the Pacific;
- Support the National Advisory Board on CCDRR
- Improve sustainability by securing highly trained technical contracted staff in permanent Government positions;
- Maintain momentum & delivery of current projects;
- Progress current & new initiatives in Climate Change and Disaster Risk Reduction
- Progress compliance to International Conventions to which Vanuatu is a

signatory

- Mainstream Climate Change across the Vanuatu Government as per National Sustainable Development Plan (NSDP)
- Operationalize the CCDRR Policy
- Coordinate and monitor CC & DRM projects
- Secure further CC & DRR projects and funding

This year's Business Plan will be guided by the indicators of the Department's newly developed Strategic Plan for 2021 to 2023, with the overall objective to establish the vision and mission, scope of the mandate of the long-term planning and resource framework, and sustainability scenarios for the Department of Climate Change. The Strategic Plan will have a strong focus on building national and community resilience climate against the impacts of climate variability, climate change and disasters in Vanuatu in the future. The Strategic Plan is in line with the existing Vanuatu Climate Change and Disaster Risk Reduction Policy 2016-2030 and the National Sustainable Development Plan 2016-2030.

THE ROLE OF THE BUSINESS PLAN

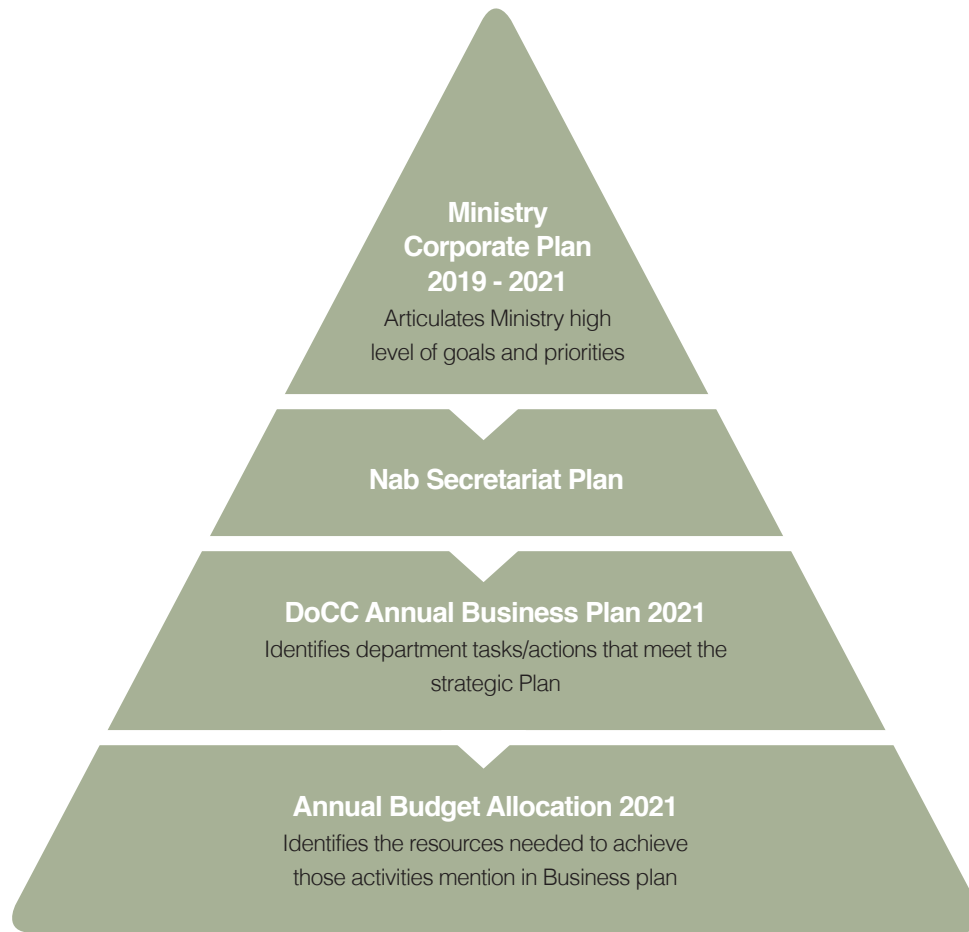


The Department of Climate Change staff has developed this Business Plan to serve as a guide for streamlining and coordinating staff activities towards achieving the Departmental key objectives and targets for 2021. The department's overall mandate centers around climate change and environmental sector priorities and goals articulated in the updated Vanuatu National Energy Road Map (2016-2030) and in line with the Ministry of Climate Change's corporate objectives.

The Ministry of Climate Change's Corporate Plan, and the Departmental Strategy Plan, is a series of documents that bridge this year's Business Plan

with day-to-day work plans and budgets. It allows the department to look ahead, focus on critical activities, allocate resources, prepare for opportunities and risks, and set priorities accordingly. These activities will also help the department in its efforts to contribute towards achieving Vanuatu's National Determined Contributions (NDC) targets.

With an allocated recurrent budget of VT 27,124,815 to run the department in 2021, coupled with financial and technical inputs from our development partners, the department has come up with a list of priority targets, listed below, which it aims to achieve in 2021.



The reporting structure depicted above guides the planning and reporting processes within the DoCC.

GOALS, VISION, MISSION, AND VALUES

GOAL

Resilient development, environment and economy.

VISION

A sustainable and Climate Resilient Vanuatu.

MISSION

To Promote an enabling environment encompassing climate governance, adaptation and mitigation approaches via inclusive and equitable services.

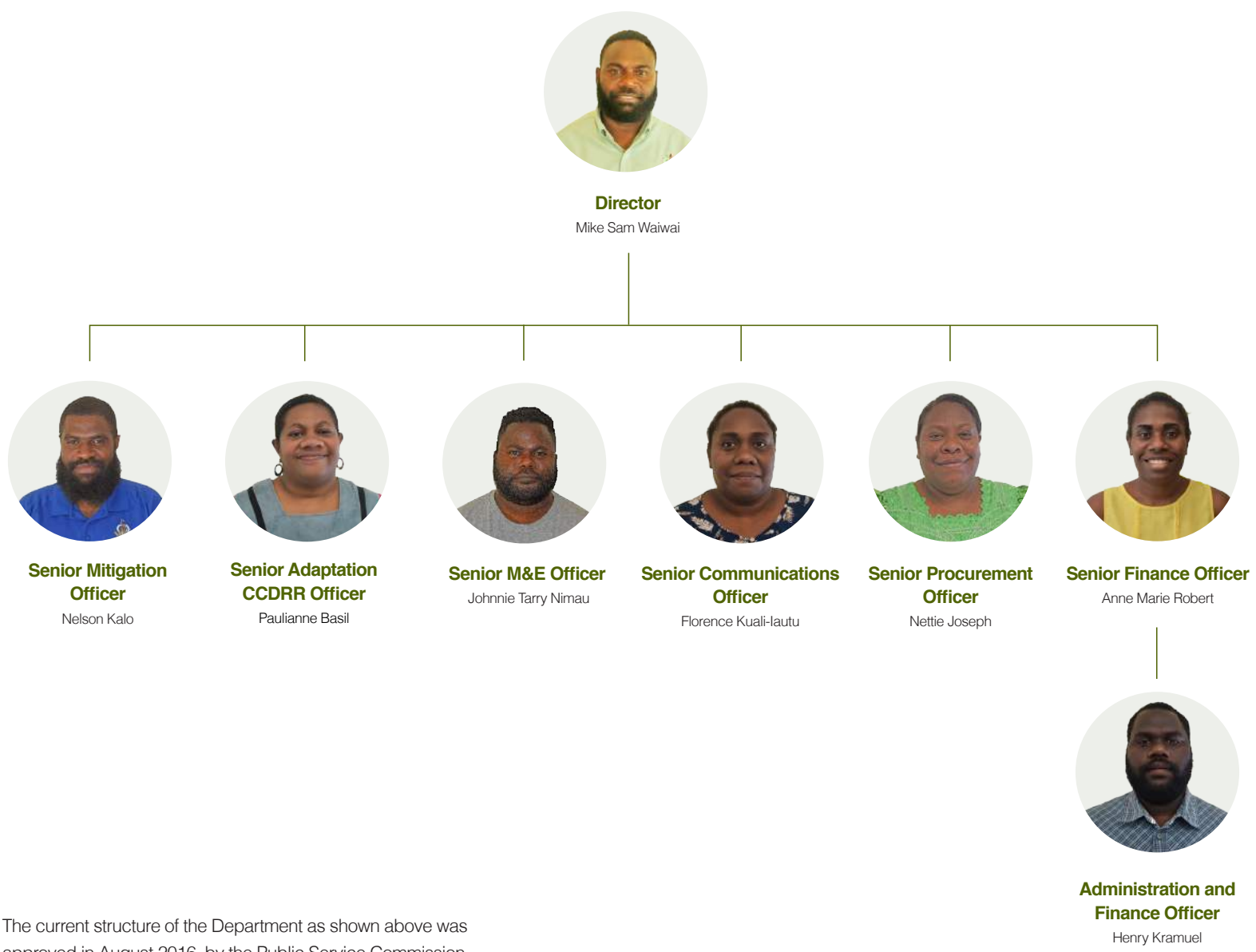
VALUES

The values of the Department that set out the basis of the organization's vision, mission and objectives are listed here under:

- 1 Partnership** Working together with other responsible humanitarian actors including government, private, donors funded projects and civil society organizations to implement priority activities highlighted in the business plan.
- 2 Transparency and Accountability** **Transparency:** Operating openly on insentive matters for others to see and to enable effective good relationship among our partners and increased participation in all aspect of planning and implementation of activities; **Accountability:** Maintain the integrity of the department by ensuring culturally

acceptable provision of services through proper uses of allocated budget and relief supplies.

- 3 Innovation** Always be innovative in all climate change initiatives planned for in Vanuatu.
- 4 Sustainability** Strengthening and utilizing the existing systems through mitigation and adaption building on experience, learning from events, activities and good practice to ensure continuity of programs.
- 5 Equity and Inclusiveness** **Equity:** providing opportunities for meaningful participation by all groups in society, including women, youth, the elderly, people with disabilities, remote communities; valuing traditional practices; and engaging with all levels of government, industry sectors, development partners, donors, academia, regional and international bodies; **Inclusiveness:** To encourage the participation of all groups to achieve equitable outcomes and interventions in Climate change and DRM.
- 6 Learning and Reflection** Learning and reflection must be carried out from all climate change related activities carried in Vanuatu to inform future planning and policies.
- 7 Community Focused** All Climate Change activities to be community focused.
- 8 Positive Working Environment** Open & honest communication, support and respect in the work place, be it in the office or out on the field.
- 9 SMARTER** Specific, Measurable, Achievable, Realistic, Timeframe, Evaluate, Readjust.



The current structure of the Department as shown above was approved in August 2016, by the Public Service Commission.

2021 PRIORITY TARGETS

The priority targets for the Department of Climate Change, which it aims to achieve in 2021 include;

- 1 CCDRR policy Implementation Plan:** Ensure the development of the CCDRR Policy Implementation Plan.
- 2 DOCC Restructure:** Ensure the review of current officers' Job Descriptions are amended and Restructuring based on this review is carried out.
- 3 LEDES Development:** Ensure the development of the Low Emission Development Strategy (LEDS) is being done and implemented
- 4 COPE Strategy:** Ensure the completion of the Communication Outreach, Partnership and Engagement Strategy is completed with appropriate Action Plans.
- 5 M&E Framework:** Ensure a Monitoring and Evaluation Framework is developed and implemented by the Department.
- 6 NDCs Implementation:** Enhancement of NDC on Adaptation quantifiable targets and indicators are validated for the sectors of water & Agriculture and ensure their implementation plans are carried out.
- 7 Partnership Activities:** For the Department of Climate Change to continue and strengthen its partnership development initiatives with relevant stakeholders and partners for a climate resilience Vanuatu.
- 8 Awareness/Symposium:** To continue and strengthen the awareness and outreach activities and to ensure all climate change sectors are taking part in a national climate change symposium.
- 9 Implementation of DOCC Strategic Plan:** Ensure the smooth implementation of the Department's Strategic Plan activities by incorporating the key indicators and objectives into each staff workplans for 2021.
- 10 IKM Strategy:** Ensure the development and implementation of the Information Knowledge Management (IKM) Strategy is completed with close collaboration with the NAB Secretariat.
- 11 Reporting & Business plan:** Ensure timely reporting and submission of the Climate Change initiatives and yearly Business Plan of the Department.
- 12 Budget and NPP 2022:** Ensure the development of an appropriate budget and New Project Proposal (NPP) is done.

This Department's national strategy and priorities serve as the foundation for developing annual business plans and budgets that guide how we will deliver programs and services to our citizens in 2021;

- 1** Strengthen relationship with key stakeholders to allow for mainstreaming of climate change into sector plans, policies and budgets.
- 2** Raise awareness to stakeholders and partners on climate change initiatives and national endorsement processes.
- 3** Ensuring effective monitoring and reporting and efficient management of department resources.
- 4** Department of climate change supports and facilitate the implementation of programmes and projects.
- 5** Effective project coordination to support the Department of climate change mandate.
- 6** DOCC is recognised as an informed, accurate source of best practice knowledge and provides timely advice to stakeholders for CCDRR issues.
- 7** Support the review and implementation of CCDRR policy and action plan.
- 8** Partner with stakeholders to effect the national implementation of international climate change and disaster risk reduction convention obligations.
- 9** Support government guidance and facilitation of CCDRR Projects.

CLIMATE CHANGE MITIGATION UNIT

CP Objective (Env 3.4) Promote strengthen resilience adaptation to climate related, natural and man-made hazards

SP Objective Sustainable Development opportunities that reduce carbon emissions

BP Objective

Strategy	Action	Responsibility	Resources	Time Frame	KPI	M&E
Low Carbon Development	Collaborate and support Department of Energy (DOE) on Implementation's and achievement of NERM/NDC targets and goals	Nelson & DoE + Mitigation Stakeholders	Development Partner/ Donor/CSO	Q1 – Q4 2021	Annual Progress Reports on NERM/NDC Targets (Implementation progress)	Draft Annual Progress Report
Climate Change Mitigation and REDD+	Coordinate and support the Low Emission Development Strategy	Nelson / Development Partner/ Donors	Development Partner/ Donor/CSO (GGGI/AFD)	Q1 – Q4	Low Emission Development Strategy developed and Approved by CoM	Draft Low Emission Development Strategy
Project Supports	Assist/support the implementation of PACRES - tree planting	Nelson & PACRES project team	Project	Q1 – Q4	Report on the progress of Implementations	
Project Support	Assists and Support the implementation of the Biogas systems installation at Rural Educational Institution in Vanuatu	Nelson, Project Team, DoE	Project	Q1 – Q4	Report produced on the Progress of implementation	

PRIORITIES AND ACTIONS

CP Objective (Env 3.5.2) Access available Financing for CCA and DRM / & (ECO 3.6) Improve the provision of Government service to rural areas

SP Objective Enhancing climate change response and recovery planning strengthen preparedness activities

BP Objective Strengthen relationships with key stakeholders to allow for mainstreaming into Climate change mitigation

Strategy	Action	Responsibility	Resources	Time Frame	KPI	M&E
DOCC supports and Facilitates the implementation of the programs	Assist NAB on Climate Change Mitigations Initiative's at the National, Regional & International level	Nelson/ COM's Officer/Key Stakeholders	GoV - DOCC/ NAB/ Stakeholders	January 31st 2021	Q1 – Q4	Assistance reported in the Monthly/ Quarterly & Annual Report
Awareness & Capacity Building	Climate Change Mitigation & Adaptation awareness to the Vulnerable, Remote & Isolated Communities of Vanuatu - Shepherds islands (Shepherds Mini Agriculture Festival (SMAS))	Nelson/COM's Officer/Key Stakeholders	GoV	May – June 2020	Awareness delivered	Awareness report produced
	Facilitate Training for Small island with an engagement of Stakeholders for possible Adaptation and Mitigation Options for the Community - Aniwa & Futuna	Nelson/COM's Officer/Key Stakeholders	GoV	April 2020	Training Delivered	# of training Facilitated Reports
	Training on GHG Inventory analysis for each sector - Waste, AFOLU & IPPU	Nelson/ COM's Officer/Key Stakeholders	GoV	April, July & September	Training Delivered	Training Report Produced for; Waste, Afolu & IPPU

CLIMATE CHANGE ADAPTATION UNIT

- CP Objective** Improve the provision of government services to rural areas
- SP Objective** Vulnerability and climate change impact assessment
- BP Objective** To support and develop adaptation interventions for realistic assessment of climate change and climate actions

Strategy	Action	Responsibility	Resources	Time Frame	KPI	M&E
Address Site-Specific Climate Vulnerabilities	Carry out participatory vulnerability assessments at provincial and community levels	Pauliane, M&E, MO with Projects	Government (NPP) & projects support	Quarter 1-Quarter 2	At least 2 provinces and 8 communities assessed	Ongoing
	Support Development of New Project Proposals (NPPs) on Vulnerability and impact assessment in 2021 to effect on 2022	DoCC Team	Government	June-July	NPP Proposal	Ongoing
Address community adaptation priorities	Ensure that any CCDRR or risk proof plans existed in the communities are captured by projects for implementation	Pauliane, M&E, MO, NAB, DLA, Director & projects	Government	Quarter 1-4	# of Community Adaptation plan & action framework	Ongoing
Climate Change response recovery integrated into development plans at all levels		Pauly & NDMO	Government (NPP) + Project	Quarter 1-4	Climate change response recovery integrated into development plans at all levels	Ongoing
	Collaborate with NDMO, National Recovery Committee (NRC) and relevant stakeholders to address preparedness and recovery to climate change impacts into national, sectoral, provincial, municipal and community level plans	Pauly, DLA, NDMO, Projects	Government (NPP) + Project	Quarter 1-4	Guidelines on appropriate standards for climate change integration into planning and budgeting developed.	Ongoing

PRIORITIES AND ACTIONS

Support ecosystem-based adaptation services	Support relevant stakeholders to develop guidelines and trainings to ensure appropriate standards and consistency when integrating climate change into subnational planning and budgeting processes.	Paully & MO	Projects	Quarter 1-4	BTOR & Monthly report	Ongoing
	Assist Ecosystem based project: PACRES, TNA, Live & Learn Vanuatu, VCAP 2, PRDD, VCCRP...	Assist & Support NAB on UNFCCC Requests	Government	Quarter 1-4	Monthly report UNFCCC meeting minutes	ongoing
Meet international climate change obligations	Assist & Support NAB on UNFCCC Requests	Paully	Government	Quarter 1-4	Monthly report	Ongoing
Awareness and capacity building programs for stakeholders within Vanuatu on Climate Science, Variability and associated Climate Actions (Mitigation, Adaptation)	Supporting work placement, Cadetship, Internship, awareness programs, TVET Courses and mentoring programs	Internship report	Ongoing	Quarter 1-4	Monthly report UNFCCC meeting minutes	ongoing
	NPP: Outreach Symposium Activities: -Climate Change Mitigation & Adaptation awareness to the Vulnerable Remote & Isolated Communities of Vanuatu - Shepherds islands (Shepherds Mini Agriculture Festival (SMAS)).	Paully, Nelson, Johnny & Florence	Government (NPP)	May-July	Awareness Report	Annual Report
	NPP: Outreach Symposium Activities: -Facilitate Training for Small island with an engagement of Stakeholders for possible Adaptation and Mitigation Options for the Community - Aniwa & Futuna.	Paully, Nelson, Johnny & Florence	Government (NPP)	April-May	Awareness Report	Annual Report

ADMINISTRATION, FINANCE & PROCUREMENT UNIT

CP Objective Establish an Effective and Efficient Department

SP Objective

BP Objective Ensure an Enabling Working Environment

Strategy	Action	Responsibility	Resources	Time Frame	KPI	M&E
A new office building and office logistical support services	Office Building	Director	Gov, Donor (projects)	2nd Quarter 2021	New Building to house the DOCC	On Target
	Undertake stocktake of office equipment	Nettie and Henry	Gov	March 2021	Stock take report produced for Management	
	Undertake regular maintenance of DOCC assets such as photocopy, air condition, vehicles, laptops and computers	Nettie and Henry	GoV (est. annual fee of VT600,000)	Every month	Printer and photocopy machine are maintained at working standard.	On-going

CP Objective Establish an Effective and Efficient Department

SP Objective

BP Objective Strengthen Policy Planning and Legislative Framework

Strategy	Action	Responsibility	Resources	Time Frame	KPI	M&E
DOCC Budget Formulation	Develop and finalize 2021 Business Plan	Director, Anne and all other staff members	GoV	January 31st 2021	DOCC 2021 Business Plan finalized and approved.	On Process
	Develop New Policy Proposals (NPPs) for 2022	Nettie and Henry	Gov	March 2021	Stock take report produced for Management	

MONITORING AND EVALUATION UNIT

- CP Objective** (Env.3.4.1) Implement and Track communication & partnership strategies targeting CCA and Resilience
- SP Objective** (3.5.1) Integrate M&E into project and programme design across government agencies and stakeholder groups
- BP Objective** (objective 3 &4) Effective M&E Collaboration, Communication and Reporting's

Strategy	Action	Responsibility	Resources	Time Frame	KPI	M&E
Monitoring and Evaluation activities carried out	Ensure effective monitoring and reporting and efficient management of department resources	M&E & COMs + stakeholders	GoV- DOCC & NABs	Q1-Q4	Training to be delivered	Quarterly reports, SMR, Annual Reports & Mid-term review workshops/ trainings + Evaluations and Reporting's
Monitoring and Evaluation Framework developed	To develop a comprehensive M&E Framework for ensuring proper and holistically monitoring of CC projects	M&E & COMs + stakeholders	GoV- DOCC & NABs	Q1 – Q2	Training to be delivered	M&E Framework document completed

COMMUNICATION OUTREACH AND PARTNERSHIPS UNIT

CP Objective (Env.3.4.1) Implement and Track communication & partnership strategies targeting CCA and Resilience

SP Objective

BP Objective (objective 3 &4) Effective M&E Collaboration, Communication and Reporting's

Strategy	Action	Responsibility	Resources	Time Frame	KPI	M&E
Communications, Outreach and Partnerships activities carried out and reported on	Ensure effective communication, outreach and partnership engagement activities are implemented and reported where needed	COMs + stakeholders, All staffs	GoV- DOCC & NABs	Q1-Q4	Training to be delivered	Quarterly reports, SMR, Annual Reports & Mid-term review workshops/ trainings + Evaluations and Reporting's
NPP activities are carried out	Ensure climate change symposium and awareness outreach are done	COMs + All staffs	GoV- DOCC & NABs	Q4	Training, field schools, Days event	Symposium report
Communication Outreach, Partnerships and Engagement (COPE) Strategy Finalised	To complete the Action Plans for the COPE Strategy with all DOCC officers.	COMs + All staffs	GoV- DOCC & NABs	Q1-Q4	COPE strategy actions made known to relevant and responsible officers through a workshop	Final COPE document printed and launched
National Information Knowledge Management (IKM) Framework finalised	To work closely with the NAB Secretariat to complete the draft IKM Framework.	COMs + NAB Sec	GoV- DOCC & NABs	Q1 – Q3	IKM Framework activities shared in workshops	Final IKM Framework document printed and launched



The Department of Climate Change currently has eight permanent officers, four project officers, with one additional intern since 2020.

A total budget of VT 27,124,815 is allocated to the Department of Climate Change to carry out its activities for 2021, compared to VT 27,453,580 allocated for 2020.

In addition to the Vanuatu Government recurrent fund allocation, the

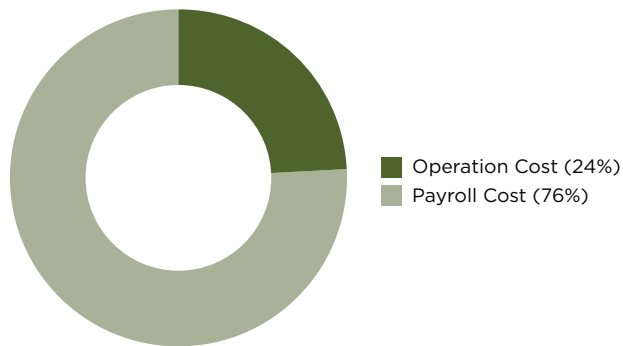
department is also fortunate to have access to development project funds from its major donors and other development partners such as the UNDP and the World Bank in its climate change programs. About 1 billion Vatu from these development funds will be supporting and facilitating the department to progressively achieve its goals under its new Strategic Plan 2021 - 2023 and, at the same time, will contribute to achieving the objectives of the National Sustainable Development Plan (NSDP).

ANNEX A: 2021 RECURRENT BUDGET



Below is the budget summary for DoCC from 2019 – 2021 (excluding 2021 NPPs).

Operating Year	Payroll (VT)	Operations (98AA) VT	Mitigation (98BC) VT	Adaptation (98BA) VT
2019	15,905,457	9,590,320		
2020	19,757,773	7,695,807		
2021	20,837,924	3,545,500	1,470,391	1,271,000





ANNEX B: CLIMATE CHANGE PROJECTS

Project	Technology	Policy Objective	Funding Source	Start Date	Duration	Officer (s)	Current Resource Allocation
PACRES	Planting of trees	Low Carbon Emission through; 7.5.2 Mitigation and REDD+	EU	2020	3 years	Director, Project Coordinator	Sufficient
FCPF (REDD+)	Development of the National REDD+ Management through coordination and capacity building	Low Carbon Emission through; 7.5.2 Mitigation and REDD+	IBRD (international bank of reconstruction and development)/World Bank	2015	7 years	Director, Finance and Procurement Officers	Sufficient
VCAP 2	Infrastructures, Conservation and biodiversity	7.4 Climate change adaptation and disaster risk reduction	GEF	2021	6 years	Director, Project Coordinator	Funding OK, no dedicated HR recruited as yet
TNA	Reports on priority Technologies	7.3 Knowledge and information; 7.3.7 Risk assessment	GEF	2018	3 years	Project Coordinator	Project Complete

ANNEX C: 2021 STAFF WORK PLANS



WORKPLAN: SENIOR MITIGATION OFFICER

Activities	Output Indicator	Budget VT	Time frame	Responsible	
1.1	Strengthen relationships with key stakeholders to allow for mainstreaming of CC into				
1.1.1	Participate in Climate Change & DRM workshops, conference at National, Regional & International Level	Training, Meeting, Workshop or Conference Reports	400,000	Q1 - Q4	Mitigation Officer
1.1.2	Collect and make available mitigation information's & studies from key stakeholders	# of Material collected and published on DOCCWebsite/NAB Portal	5,000	Q1 - Q4	Mitigation Officer/ CC Mitigation Key Stakeholders
1.1.3	Ease close working collaborations on Climate Change Mitigation with Key Stakeholders through MOU's - Department of Livestock	# of MOU's Developed and Signed	13,000	Apr	Mitigation Officer/ CC Mitigation Key Stakeholders
1.1.4	Assist with the Advisories and Input to the Curriculum Materials - stocktake on cc syllabus / review & identify gaps	Document Sectoral Mitigation Stakeholders and Archived	Admin	Jun	Mitigation Officer/ CC Mitigation Key Stakeholders
1.1.5	Assists and support with development of climate change mitigation awareness materials	# of Mitigation Materials developed	50,000	Q1 - Q4	Mitigation Officer/ CC Mitigation Key Stakeholders
1.1.5a	Develop Brochure on Updated NDC	Brochure Developed & Uploaded on DOCC website	13,000	Mar	Mitigation Officer/ CC Mitigation Key Stakeholders
1.1.5b	Develop Brochure on the Usefulness & benefits of Integrated MRV tool	Draft Copy & # of Brochures Printed	13,000	Mar	Mitigation Officer/ CC Mitigation Key Stakeholders
1.1.6	Assist and Support key CC mitigation Stakeholders on Project development	Monthly reports on the support	DOCC/ Projects	Q1 - Q4	Mitigation Officer/Project staffs & Key stakeholders
1.1.7	Facilitate and/or find opportunities for training on CC Mitigation/REDD+/ Carbon Credit issues to the Key Mitigation Stakeholders	# training facilitated & Delivered & Training Report	250,000	Jan - Feb	Mitigation Officer/ CC Mitigation Key Stakeholders
1.1.8	Mapping out, update and Archive sectoral Climate Change Mitigation Stakeholders	Mitigation Stakeholders lists Mapped out and updated	Admin	Feb	Mitigation Officer/ CC Mitigation Key Stakeholders
1.2	Awareness				
1.2.1	Radio program on Climate Change Mitigation & NDC implementations & updates	Radio Script developed & Redorded	150,000	May	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
1.2.2	liaise with key Stakeholders to Raise Awareness on Communities/Public Institutions (Schools) and Provincial Level	Awareness report produced	177,000	Jul	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
1.2.3	Climate Change Mitigation & Adaptation awareness to the Vulnerable, Remote & Isolated Communities of Vanuatu - Shepherds islands (Shepherds Mini Agriculture Festival (SMAS))	Awareness report produced	NPP	May - Jul	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
1.2.4	Facilitate Training for Small island with an engagement of Stakeholders for possible Adaptation and Mitigation Options for the Community - Aniwa & Futuna	# of training Facilitated Reports	NPP	Apr	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders

WORKPLAN: SENIOR MITIGATION OFFICER

1.2.5	Training on GHG Inventory analysis for each sectors - Waste, AFOLU & IPPU	Training Report Produced for; Waste, Afolu & IPPU	Project	Apr, Jul, Sep	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
1.3	DOCC supports and Facilitates the implementation of the programs				
1.3.1	Convene Mitigation TWG	TWG Meeting Minutes	150,000	Feb, May, Aug, Nov	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
1.3.2	Assist NAB on Climate Change Mitigations Initiatives at the National, Regional & International level	Assistance reported in the Monthly/Quarterly & Annual Report	DOCC/NAB/ Stakeholders	Q1 - Q4	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
1.3.2	Assist NAB on Project Screening	# Project screened	Admin	Q1 - Q4	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
1.4	Low Carbon Development, and Project Supports				
1.4.1	Collaborate and support Department of Energy (DOE) on implementations and achievement of NERM/NDC targets and goals	Annual Progress Reports on NERM Targets (Implementation progress)	Development Partner/ Donor/CSO	Q1 - Q4	Mitigation Officer (Lead)/ Development Partner/ Donors
1.4.2	identify opportunities to associate with line ministries and stakeholders to develop approaches to implement and achieve NDC targets (Energy Sector)	NDC (Energy)target achievement opportunities identified and appropriate plans developed	50,000	Q1 - Q4	Mitigation Officer (Lead)/ Development Partner/ Donors
1.4.3	assists and support the development of Nationally Determined Contribution Roadmap (NDC-IR)	NDC-IR draft report produced	Development Partner/ Donor/CSO	Q1 - Q4	Mitigation Officer & all mitigation stakeholders
1.4.4	Assist/support the implementation of PACRES - tree planting	Report on the progress of Implementations	Development Partner/ Donor/CSO	Q1 - Q4	Mitigation officer & Project team
1.4.5	Assists and Support the impementation of the Biogas systems installation at Rural Eduational Institution in Vanuatu	Report produced on the Progress	Development Partner/ Donor/CSO	Q1 - Q4	Mitigation officer & Project team
1.5	Climate Change Mitigation and REDD+				
1.5.1	Lead and support the Low Emission Development Strategy	Low Emission Development Strategy developed and Approved by CoM	Development Partner/ Donor/CSO (GGGI/AFD)	Q1 - Q4	Mitigation Officer (Lead)/ Development Partner/ Donors
1.5.2	support and Engage in the national REDD+ Readiness process through the National REDD+ Technical Committee	Inputs provided for Nationa REDD+ Program	Development Partner/ Donor/CSO	Jan - Apr	Mitigation Officer (Lead)/ Development Partner/ Donors



**WORKPLAN:
SENIOR
MITIGATION
OFFICER**

1.6	UNFCCC Support and Engagement					
1.6.1	drafting country statements related to mitigation & Climate Change	Draft Statements Accessed on Share-drive	Admin	Q1 - Q4	Mitigation Officer (Lead)/ Development Partner/ Donors	
1.6.2	Lead and Coordinate the drafting of mitigation country positions	Draft Country positions documented	Admin	Q1 - Q4	Mitigation Officer (Lead)/ Development Partner/ Donors	
1.6.3	Assists & NAB on UNFCCC requests	Monthly report	Admin	Q1 - Q4	Mitigation Officer (Lead)/ Development Partner/ Donors	

WORKPLAN: SENIOR FINANCE OFFICER

Activities	Output Indicator	Budget VT	Time frame	Responsible	
1.1	Financial Reports				
1.1.1	Provide Monthly budget and expenditure Reports to M & E and Director	Department Report (atleast 10)	Q1 - Q4	So Finance Officer & Finance Admin Officer	
1.1.2	Support Project Finance Officer to deliver monthly reports to Director and Project Manager.	Project Finiacial Report - Number of Financial Report	Q1 - Q4	Project Flnance Officer & SO Finance Officer	
1.1.3	Provide human resource Report to human resource manager on Contracts, annual leave,Departmental Training.	Human Resource Report (number of reports produced)	Q1 - Q4	Admin officer, Director, HR	
1.1.4	Provide Financial Support referring to each BP.	Number of reports	Q1 - Q4	Senior Finance Officer & Finance Admin officer	
1.2	Budget and NPP Entries for 2022 (Cooperate plan Pillar 1 - Soc 6.1.2				
1.2.1	Consult with Technical and senior staffs on 2022 Activites	Budget Entered into VBMS	Jun - Jul	SO Finance officer and All staff to contribute	
1.2.2	Review of 2021 Workplans, SP and CP.	Budget Entered into VBMS	May - Jun	SO Finance officer and All staff to contribute	
1.2.3	Budget Trainings	Budget Entered into VBMS	Jul	SO Finance officer and All staff to contribute	
1.2.4	Finilization of Budget and entered into VBMS	Budget Entered into VBMS	Jul	SO Finance officer and All staff to contribute	
1.2.5	Assist and Support Senior Officers in developing New Policy Proposal for the Department.	Number of NPPs submitted and Budget Narratives	Jul		
1.2.6	Budget narratives	Number of NPPs submitted and Budget Narratives	Jul		
1.3	Supervise Finance & Adminsitration Officer				
1.3.1	Monitor Monthly report against Workplan	Monthly Reports	Q1 - Q4	So Finance Officer & Finance Admin Officer	
1.3.2	Provide Appraisal for Finance & Admin Officer	Apprasials	Jan, Jun, Dec	So Finance Officer & Finance Admin Officer	
1.4	Mechanism for Climate Change Fund allocation in Budgets				
1.4.1	Identify and stock take on CF activities funding through existing Mechanism		50,000	Mar, Jun, Sep	DoCC Finance & Other stake holders
1.5	Establish National Climate Change Fund				
1.5.1	scope exercise with stake holders and explore setup of NGEF	Reports on establishment of CC Fund	100,000	Apr - Sep	DoCC Finance, Comms & Other stake holders



WORKPLAN: SENIOR FINANCE OFFICER

1.6	Identify and develop a framework for private sector investment in climate change projects				
1.6.1	identify and support the private sector investment framework	Report on progress of investment framework	20,000	Oct - Dec	DoCC Finance & Other stake holders
1.7	Collaborate with relevant stakeholders to explore options for a climate change insurance or risk sharing scheme				
1.7.1	scoping exercise to identify the options of climate change insurance or risk scheme	Number of reports on scoping exercise	50,000	Aug - Dec	DoCC Finance & Other stake holders
1.8	Implement measurable improvements in climate change budgeting, financial statements, reporting, audit process, procurement practices, project management and transparency policies				
1.8.1	Support NAB to implement the NIE for GCF	Number of reports		Q1 - Q4	DoCC Finance & Other stake holders
1.8.2	Support NAB with Climate Finance review and Climate Finance roadmap framework.	Number of reports	50,000	Q3 - Q4	DoCC Finance & Other stake holders
1.9	Meet UNFCCC obligations				
1.9.1	Support NAB in UNFCCC Submissions	Number of reports, Meeting minutes		Q1 - Q4	DoCC Finance & Other stake holders
1.9.2	Support CFWG workplan for 2021	Number of reports, Meeting minutes		Q1 - Q4	
1.9.3	Attending CF thematic meetings (National, Regional, international)	Number of reports, Meeting minutes	40,000	Q1 - Q4	

**WORKPLAN:
SENIOR
MONITORING
& EVALUATION
OFFICER**

Activities		Output Indicator	Budget VT	Time frame	Responsible
1	Vulnerability and Impact Assessment				
1.1	Assist with the development of proposals	Adress Site-Specific Climate Vulnerabilities	Projects		M&E/Adaptation Officer & COMs
1.2	Gather information on CCA for the development of NAPA	same as 1.1			Adptation Officer, M&E & COMs
1.3	Develop schedule/rooster on tools for national training	same as 1.1			
1.4	Assist with the developments of NPPs for CCA	same as 1.1			
1.5	Facilitate vulnerability workshops/consultations at provincial and municipal levels	same as 1.1			
1.6	Assist with the development of the vulnerability assessment reports	same as 1.1		DoCC Budget	
2	Integrate Climate Change Governance and Implementation				
2.1	Strengthen Coordination Mechanism to MEL and develop Monitoring and Evaluation frameworks integrating CC governance	Relevant Policies, Initiatives and Programmes must include an intergrated Climate Change Adaptation Approach			
2.2	Develop innovative partnerships with relevant stakeholders	same as 2.1			
2.3	Supports NABs on project Screening	same as 2.1			
3	Community Based Adaptation				
3.1	Ensure community engagement/consultation activities are conducted through partnerships and outreach approach	a) Adaptation actions in communities addresses real, current and priority vulnerabilities; b) Adaptation actions are owned and driven by the communities c) Rights and needs of individuals are respected and recognised at community level			Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
3.2	Ensure adaptation plans and action framework are developed within sectors and provinces	same as 3.1			Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
3.3	Ensure inclusion approaches are established through reporting	same as 3.1			Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders

WORKPLAN: SENIOR MONITORING & EVALUATION OFFICER

4	Loss & Damage incurred as a result of Climate Change		
4.1	Collaborate with relevant line ministries and sectors to ensure L&D assessments are linked/incorporated into vulnerability assessment processes	Take action around Loss and Damage	Mitigation Officer (Lead)/ Development Partner/ Donors
4.2	Assist in the development of L&D implementation framework	same as 4.1	Mitigation Officer (Lead)/ Development Partner/ Donors
5	Ecosystem Based Approches		
5.1	Collaborate with relevant line ministries to identify sound-land planning approches and to develop ecosystem related development policy documents.	Support ecosystem based adaptation approches	Mitigation Officer (Lead)/ Development Partner/ Donors
6	Low Carbon Development		
6.1	Assist with the annual progress report on NERM targets (implementation progress)	Support implementation of the Vanuatu National Energy Road Map (NERM) and energy considerations for CCA and mitigation	
6.2	Assist with the creation of list of technology for achieving NDC targets	same as 6.1	
6.3	M&E Approach to developed into MRV Tool	same as 6.1	
7	CCM and REDD+		
7.1	Prepare IEC materials, publications and access to communications on the acheivements of mitigation activities	Support implementation of the outreach, awareness and communication sector strategies on CCM and REDD+ activities	
7.2	Assist in the development of the LC Development Strategy by providing relevant Monitoring and information reports on MRV Tool	same as 7.1	
7.3	Assist with field surevey assessments	same as 7.1	
8	Governance activities		
8.1	Coordinate and develop reports for strategic and annual work plans		300,000 M&E/Adaptation Officer
8.2	M&E tracking activities to strengthening SP action plan deliverables		
8.3	Assist to develop action plan ofr institutional collaborations nationally		250,000
8.4	Support in scoping activities towards the establishment of financial echaniss		Senior Finance Officer

**WORKPLAN:
SENIOR
MONITORING
& EVALUATION
OFFICER**

9	Operations Priorities			
9.1	Coordinate and compilation of Business Plans	Collabroration, Communication and Reportings	45,000	
9.2	Standardize M&E templates	same as 9.1		
9.3	SMR develop	same as 9.1	500,000	
9.4	Coordinate with the development of ADR	same as 9.1		
9.5	Compilation of monthly report into quarterly reports	same as 9.1	500,000	
10	Monitoirng and Evaluation activities carried out			
10.1	Asist with the development of IEC mateirals	# of IECs and awareness programs	300,000	CCA Officer
10.2	Lead in keeping the DOCC website up to date	same as 10.1	300,000	Mi&E Officer & COMs
10.3	Assist in keeping the NAB Portal website up to date	same as 10.1	300,000	Comms Officer & M&E
10.4	Assist NAB with IEC endorsement process	same as 10.1	200,000	Comms Officer
10.5	Update and assist DOCC FB page with relevant DOCC information	same as 10.1		COMs
10.6	Assist with Desimmination of IEC materials	same as 10.1		
10.7	Develop and Implement the M&E Framework	same as 10.1		
10.8	Assist NAB/MOCC with implementation of national IKM framework	same as 10.1		
10.9	Assist and provide information to develop newsletters and press releases & other DOCC reports/plans	same as 10.1	200,000	Comms Officer
11	Information management			
11.1	Liaise with sectors to mainstream CC activities	# of outreach and partnership activities carried out	100,000	
11.2	Assist with the development of MOU with sectors	same as 11.1		
11.3	Develop plan and implement the NPP/symposium activities	same as 11.1		
11.4	Prepare and support outreach and awareness programs to maintain CC and DRM messaging	same as 11.1	200,000	
11.5	Promote partnership and outreach and communication related policy and programs	same as 11.1	50,000	
11.6	Develop and implement outreach programs plan	same as 11.1	100,000	
11.7	Coordinate and assist with the development of data sharing Hub	same as 11.1	50,000	



**WORKPLAN:
SENIOR
MONITORING
& EVALUATION
OFFICER**

12				
12.1	Develop Evaluation Reports on outreach activities	# of islands and locations visited/reached for outreach activities	100,000	Jul - Sep
12.2	Supports on NPP development	same as 12.1	200,000	Jul - Sep
12.3	# community adaptation plans and actions plans sectorial/ provincial/ vulnerable groups	same as 12.1	50,000	Jul - Sep
12.4	supports the development of provincial plans, priorities vulnerabilities	same as 12.1	100,000	Jul - Sep
12.5	Organise workshops and training and develop reports	same as 12.1	50,000	Jul - Sep

**WORKPLAN:
SENIOR
SCIENTIFIC
CLIMATE
CHANGE
ADAPTATION**

Activities	Output Indicator	Budget VT	Time frame	Responsible
1	Vulnerability and Impact Assessment			
1.1	Include and carry out vulnerability assessments, climate risk profiling and mapping as part of all CCA setors action.	# of vulnerability, climate risk profiling and mapping of CCA sector Action	Jan - Apr	CCAO, CCMO, COMMSO, Stakeholders
1.2	Carry out participatory vulnerability assessments at provincial and commuity levels	at least 2 provinces & 8 Communities	Jan - Apr	CCA,DLA & Projects & NAB sec
1.3	Carry out assesments on potential and actual loss and damage across Vanuatu linked with vulnerability assesment process	Loss and damage assessments completed	Jan - Apr	
1.4	Develop a loss and damage implementation framework, including risk sharing, insurance and compensation approaches at replacement value.	a) Loss and damage implementation framework (methodology) developed; b) L&D assessment models developed for projections and scenario analysis	Jan - Apr	
1.5	Procure/Develop climate focused systems and climate service products for vulnerability and impact assesments tailored to user/stakeholder needs	2 Types of climate focused system & service product	Q1 - Q4	CCAO, Procurement O, Finance O
1.6	Assist with the Adaptation Implementation Framework (TNA- cost benefit analysis & measures, CCDRR IP:validation of actions-inputs to proposed	Plan & Report	Q1 - Q2	CCAO, CCMO, Consultant, NAB Sec
1.7	Develop New Project Proposals (NPPs) on Vulnerability and impact assesment in 2021 to effect on 2022	NPP proposal	Jun - Jul	CCAO, COMMSO & M&EO
2	Integrate climate change governance & implementation			
2.1	Strenghten Coordination Mechanism to communicate and develop frameworks integrating CC governance (TWG ToR)	TWG ToR, TWG establishment + 1 meeting/ quarter	Mar, Jun, Sep, Dec	CCAO, NAB Sec & CCA Stakeholders
2.2	Develop innovative partnerships with relevant partnerships with relevant stakeholders (Government, private, civil society,private etc) to integrate climate change approaches and actions. MoU	Report of Partnerships + # MoU	Q1 - Q4	CCAO & CCMO, Comms, stakeholder & Director
2.3	Ongoing Mainstreaming of CCDRRM into legislations and policies to be reviewed or designed.	# of legislation or policies reviewed or designed	Q1 - Q4	CCAO & other Staffs
2.4	Assist with the Advisories and Input to the Curriculum materials-Conduct stocktake, review and identify gaps	Stocktake data and analysis report	Q1 - Q4	CCAO, CCM, M&E
2.5	Assist with the review of CCDRR Policy	Updated CCDRR policy developed and approved by CoM	Q1 - Q4	CCAO, CCMO, & Consultant



**WORKPLAN:
SENIOR
SCIENTIFIC
CLIMATE
CHANGE
ADAPTATION**

2.6	Collaborate with relevant agencies to develop practical strategies to address gender and social inclusion issues within the Climate Change Context (IOM PRDD Project), UN Women	Climate proofing guidelines developed for major infrastructure (development) projects	Q1 - Q4	CCAO, NAB Sec, DWA
3	Community Based Adaptation			
3.1	Ensure that any CCDRR or risk proof plans existed in the communities are captured by projects for implementation		Q1 - Q4	CCAO, M&E, DLA & Director

WORKPLAN: SENIOR SCIENTIFIC CLIMATE CHANGE ADAPTATION

4	Planning and Preparedness to Climate related Disasters			
4.1	Collaborate with NDMO, National Recovery Committee (NRC) and relevant stakeholders to address preparedness and recovery to climate change impacts into national, sectoral, provincial, municipal and community level plans	Climate change response recovery integrated into development plans at all levels	Q1 - Q4	CCAO & NDMO
4.2	Support relevant stakeholders to develop guidelines and trainings to ensure appropriate standards and consistency when intergrating climate change into subnational planning and budgeting processes.	Guidelines on appropriate standards for climate change integration into planning and budgeting developed.	Q1 - Q4	CCAO, NDMO & DLA
5	Ecosystem based approaches			
5.1	Assist Ecosystem based project:PACRES, TNA, Live & Learn vanutu, VCAP 2, PRDD, VCCRP...	Ecosystem based development approaches identified and policy documents developed	Q1 - Q4	
6	International obligations & provide assistance to NAB			
6.1	Carry out periodic compilation and submission of UNFCCC reporting requirement on Adaptation and L&D		Q1 - Q4	CCAO & UNFCCC taskforce & COP delegation
6.2	Attending thematic Virtual Workshop & Meetings	Workshop & meetings outcome report	Q1 - Q4	CCAO
6.3	Assist & Support NAB on UNFCCC Requests	Monthly Report, UNFCCC Meeting minutes	Q1 - Q4	CCAO
6.4	Initiate and develop National Adaptation Plans (NAPs) as per the UNFCCC and as outlined in the CCDRR policy	National Adaptation Plans (NAPs) developed	Q1 - Q4	CCAO, NAB sec, CommsO
7	Communication & Awareness			
7.1	Development of IEC materials for workshops	# of IEC Materials & Type	Q1 - Q4	CCAO & CommsO
7.2	Supporting work placement, Cadetship, Internship, awareness programs, TVET Courses and mentoring programs	# of Cadet, internship supervise	Q1 - Q4	
7.3	NPP: Outreach Symposium Activities:-Climate Change Mitigation & Adaptation awareness to the Vulnerable, Remote & Isolated Communities of Vanuatu - Shepherds islands (Shepherds Mini Agriculture Festival (SMAS)).	Awareness Report	May - Jul	CCAO & CCMO
7.4	NPP: Outreach Symposium Activities:-Facilitate Training for Small island with an engagement of Stakeholders for possible Adaptation and Mitigation Options for the Community - Aniwa & Futuna.	Awareness Report	Apr - May	CCAO & CCMO
7.5	National & World Adaptation events engagement (World Water day, Agri Tourism week, kava & Coconut Forum, CC day etc).	Monthly Report & BTOR	Feb - Dec	CCAO & CCMO

WORKPLAN: SENIOR PROCUREMENT OFFICER

Activities	Output Indicator	Budget VT	Time frame	Responsible	
1	Oversee the development, adjustment and implementation of procurement plans.	Procurement Plan submitted to and approved by with reports to Director.	No funding required	Q1	Procurement Officer
2	Tendering/Procurement from selection of firms local and international for public, restricted and informal tenders.	Tender processes undertaken in compliance with CTB legislation and donor requirements with reports to Director	DOCC	Q1 – Q4	Procurement Officer
3	Supervise transparent procurement processes complying with national and international guidelines (solicitation bases, evaluation reports to progress contracting)	Procurement process undertaken in compliance with legislation and donor requirements with reports to Director	No funding required	Q 1 – Q 4	Procurement Officer
4	To obtain quotes for parts, goods and equipment locally and overseas in accordance with the financial requirements of the PFEM Act, Government contracts and Tenders Act.	Copies of quotation is attached to Assessment Forms, submitted signing by Director	DOCC	Q1 – Q4	Procurement Officer
5	To purchase parts/goods locally and overseas on accordance with the financial requirements of the PFEM Act, Government Contracts and Tenders Act.	Monthly Report to Director	No funding required	Q 1 – Q4	Procurement Officer
6	Manage timely and efficient delivery of goods to be procured and of services, overseeing delivery of goods and services to project sites or implementing agencies.	Goods and services delivered with reports to SO Finance and Director	DOCC	Quarterly	Procurement Officer
7	Development of Contract and report produce on contracts	a) Number of contracts developed; b) Annual report produced		On-going Quarterly	

**WORKPLAN:
FINANCE
ADMINISTRATION**



Activities	Output Indicator	Budget VT	Time frame	Responsible
1 payment process				
1.1 get aproval from supervisor & Director before commit	LPO		Q1 - Q4	finance Admin Officer
2 Fillings				
2.1 File accodring to LPO #	LPO File		Q1 - Q4	finance Admin Officer
2.2 file according to dates	Letters File		Q1 - Q4	finance Admin Officer
3 monthly warrant				
3.1 provide report on update budget	update weekly fund available		Q1 - Q4	finance Admin Officer
4 Secretarial Duties				
4.1 staff meeting minutes must be taken	staffs meeting minutes		Q1 - Q4	
4.2 Update DOCC staffs fortnight payslip	payslip sent out via email (2 weeks)		Q1 - Q4	
4.3 email update of cleaning the office	office cleaning		Q1 - Q4	
4.4 update Excel (leaves)	staffs leaves		Q1 - Q4	
4.5 update stationaries	stationaries		Q1 - Q4	
4.6 attent to every customers entering the ofice	customer service		Q1 - Q4	
4.7 Assist director submitting appraisal for each staff to PSC	staff appraisal		Q1 - Q4	
4.8 assit director in adimin side and finance side	periodic review of departmental structure staffing and functioning		Q1 - Q4	

WORKPLAN: FINANCE ADMINISTRATION



5	Requesting Funds				
5.1	funding approval/supervisor & director	payment		Q1 - Q4	finance Admin Officer
6	Asset				
6.1	update and Records of every Assets /monthly report	asset listing		Q1 - Q4	finance Admin Officer
7	Finance/Admins assistance to DOCC strategic plan				
7.1	Prepare LPO	# of LPO done/Monthly report	Admin & DOCC Activity Budget	Q1 - Q4	Finance/Admin & All Staff
7.2	Prepare Imprest	# of imprest done & reported on Monthly report	sama as 7.1	Q1 - Q4	Finance/Admin & All Staff
7.3	Prepare DSA	# of DSA developed	sama as 7.1	Q1 - Q4	Finance/Admin & All Staff
7.4	Logistics Arrangement for DOCC priority activities throughout the year	Logistic done & reported on Monthly report	sama as 7.1	Q1 - Q4	Finance/Admin & All Staff
8	A DOCC Cash Box				
8.1	Purchased and Installed DOCC cash box for the savings of DOCC finances on hand	Cash Box Purchased & Installed		Apr	finance Admin Officer
8.2	a laptop purchased for admin/finance use	laptop purchased			

**WORKPLAN:
SENIOR
COMMUNICATION
OUTREACH AND
PARTNERSHIP**

Activities	Output Indicator	Budget VT	Time frame	Responsible
1 Vulnerability and Impact Assessment				
1.1	Assist with the development of proposals	Adress Site-Specific Climate Vulnerabilities	Projects	CCAO, CCMO, COMMSO, Stakeholders
1.2	Gather information on CCA for the development of NAPA	same as 1.1		Adptation Officer, M&E & COMs
1.3	Develop schedule/rooster on tools for national training	same as 1.1		
1.4	Assist with the developments of NPPs for CCA	same as 1.1		
1.5	Facilitate vulnerability workshops/consultations at provincial and municipal levels	same as 1.1		
1.6	Assist with the development of the vulnerability assessment reports	same as 1.1	DoCC Budget	
2 Integrate Climate Change Governance and Implementation				
2.1	Strengthen Coordination Mechanism to communicate and develop frameworks integrating CC governance	Relevant Policies, Initiatives and Programmes must include an intergrated Climate Change Adaptation Approach		Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
2.2	Develop innovative partnerships with relevant stakeholders	same as 2.1		Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
3 Community Based Adaptation				
3.1	Ensure community engagement/consultation activities are conducted	a) Adaptation actions in communities addresses real, current and priority vulnerabilities; b) Adaptation actions are owned and driven by the communities c) Rights and needs of individuals are respected and recognised at community level		Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
3.2	Ensure adaptation plans and action framework are developed within sectors and provinces	same as 3.1		Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders



**WORKPLAN:
SENIOR
COMMUNICATION
OUTREACH AND
PARTNERSHIP**

3.3	Ensure inclusion approaches are established	same as 3.1	Mitigation Officer (Lead)/ COM's Officer/Key Stakeholders
4	Loss & Damage incurred as a result of Climate Change		
4.1	Collaborate with relevant line ministries and sectors to ensure L&D assessments are linked/incorporated into vulnerability assessment processes	Take action around Loss and Damage	Mitigation Officer (Lead)/ Development Partner/ Donors

**WORKPLAN:
SENIOR
COMMUNICATION
OUTREACH AND
PARTNERSHIP**

4.2	Assist in the development of L&D implementation framework	same as 4.1		Mitigation Officer (Lead)/ Development Partner/ Donors
5	Ecosystem Based Approches			
5.1	Collaborate with relevant line ministries to identify sound-land planning approches and to develop ecosystem related development policy documents.	Support ecosystem based adaptation approches		Mitigation Officer (Lead)/ Development Partner/ Donors
6	Low Carbon Development			
6.1	Assist with the annual progress report on NERM targets (implementation progress)	Support implementation of the Vanuatu National Energy Road Map (NERM) and energy considerations for CCA and mitigation		
6.2	Assist with the creation of list of technology for achieving NDC targets	same as 6.1		
7	CCM and REDD+			
7.1	Prepare IEC materials, publications and access to communications on the acheivements of mitigation activities	Support implementation of the outreach, awareness and communication sector strategies on CCM and REDD+ activities		
7.2	Assist in the development of the LC Development Strategy by providing relevant communication and information	same as 7.1		
7.3	Assist with field surevey assessments	same as 7.1		
8	Governance activities			
8.1	Coordinate and develop reports for strategic and annual work plans		300,000	M&E/Adaptation Officer
8.2	Assist M&E activities to strengthening SP action plan			
8.3	Develop action plan ofr institutional collaborations nationally		250,000	
9	Communications activities			
9.1	Develop IEC mateirals		300,000	CCA Officer
9.2	Lead in keeping the DOCC website up to date		300,000	Mitigation Officer
9.3	Assist in keeping the NAB Portal website up to date		300,000	Comms Officer
9.4	Assist NAB with IEC endorsement process		200,000	Comms Officer

WORKPLAN: SENIOR COMMUNICATION OUTREACH AND PARTNERSHIP

9.5	Update DOCC FB page with relevant DOCC information		
9.6	Organise and host radio programs/panels/talkback shows		
9.7	Desimmination of IEC materials		
9.8	Implement the COPS strategy		
9.9	Assist NAB/MOCC with implementation of national IKM framework		
9.10	Develop newsletters and press releases & other DOCC reports/plans	200,000	Comms Officer
10	Outreach & Partnerships activities		
10.1	Liaise with sectors to mainstream CC activities	100,000	
10.2	Develop MOU with sectors		
10.3	Develop plan and implement the NPP/symposium activities	200,000	
10.4	Prepare and support outreach and awareness programs to maintain CC and DRM messaging	50,000	
10.5	Promote partnership and outreach and communication related policy and programs	100,000	
10.6	Develop and implement outreach programs plan	50,000	
11	NPP Activities		
11.1	Development of documentary/video productions/develop scripts	100,000	
11.2	Implement School Climate quiz competition plans and activities		
11.3	Sports activities		
11.4	Organise music/sports competitions/field schools	200,000	
11.5	Organise workshops and training and develop reports	50,000	

NOTES



Produced by The Department of Climate Change, Government of Vanuatu

The Department of Climate Change
Ministry of Climate Change and Natural Disasters
Government of Vanuatu
PMB VA0059 , Lini Highway, Nambatu Area, Port Vila
Telephone: +678 22160
Email: docc@vanuatu.gov.vu
Website: docc.gov.vu

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