



MINISTRY OF INTERNAL AFFAIRS

QUARTERLY REPORT



JULY - SEPTEMBER 2024



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Director General Statement:

I am pleased to present the 3rd quarterly report of the Ministry of Internal Affairs, which highlights our progress in advancing the nation's development priorities and strengthening governance. Our achievements in this quarter reflect our ongoing commitment to fostering sustainable growth and enhancing service delivery across all sectors under the ministry's purview.

Some of the key achievements for this period are:

- **Department of Local Authority:** The verification process of all area council maps has reached 95 %, which will effectively improve the resource management by area councils.
- **Urban Affairs and Planning:** Groundbreaking ceremony for 3 emergency evacuation centers @ Freshwater, Korman and Seaside for the greater Port Vila Urban Resilience Project
- **Civil Registry and Identity Management:** Decentralization of access to the Central Database which will improve data collection has begun with 2 Area Councils in Tafea province, and slowly it will spread to other area councils throughout the country.
- **Department of Labour:** Total registration of approved work permits for the 3 months is 417 which brings the total revenue collected at 56,420,000 Vatu.
- **Department of Immigration:** The passport system has been upgraded with the introduction of electronic passports, featuring encoded chips and advanced security measures.
- **Vanuatu Police Force:** Launching of community safety team in 2 area councils in Tanna and Malekula, this is to improve community safety and security.
- **Revenue Collection:** MOIA annual revenue target has been made and is 7% above annual target.

While we celebrate these achievements, we remain mindful of the challenges that lie ahead. We will continue to build on the momentum of this quarter and focus on strengthening coordination, improving service delivery, and addressing gaps in our programs. Our goal is to ensure that the Ministry remains responsive to the evolving needs of our communities.

I extend my sincere appreciation to all staff, partners, and stakeholders for their hard work and dedication. Let us continue to work together to achieve our shared vision for a prosperous Vanuatu.

MOIA YUMI GO!



Leith Veremaito

Director General
Ministry of Internal Affairs



Cabinet and Corporate Service Unit

Ministry	MIAA	MINISTRY OF INTERNAL AFFAIRS										
Department	CABINET	OFFICE OF THE DIRECTOR GENERAL									Operational Report	Linkage to NSD P
											Q1/2/3/4 - 2024	
Program	Activity	Performance Indicator	Target	Actions	Q1	Q2	Q3	Q4	OIC	Timeframe		
MIAA	Objective 1: To manage cabinet services, providing coordination of all departments and statutory portfolios under the Ministry											
	1.1.1 Advice on matters related to the Ministry functions and COM deliberations provided to Political Advisors and the Cabinet support staff of the Ministry (DCO/COM Papers)	Number of COM papers	20	1.1.1.1 Coordinate Consultation review with stake holders or Gov. Agencies	x	x	x	x	Direct or General	Ongoing	SOC 6.4	
		Number of Department per PA	2	* Liaise with Minister task PAs to work with each agency under MOIA.	x	x	x	x				
	1.1.2 Develop initiatives to strengthen and uphold the Minister and associated	Number of briefings with Minister	15	1.1.2.1 Schedule monthly and weekly meetings with Minister	x	x	x	x	Direct or General, EO	Ongoing		
				1.1.2.2 Provide update on Department activities to Minister						Complete		
				1.1.2.3 Check, follow up on action items						Ongoing		
				1.1.2.4 Produce meeting minutes which include						Complete		



Members of Parliament in support of the mandated role of the Ministry.			records of discussion, and implementation of action items.							
	Number of meetings with stakeholders	6	1.3.1.1 Attend meetings with stakeholders and follow up on items discussed	x	x	x	x	Direct or General, EO	Ongoing	
			1.3.1.2 Ensure meetings schedule involving Minister of the Cabinet, DG and Donor partners						Ongoing	
			1.3.1.3 Maintain bilateral agreement between Donor Partners						Ongoing	
			1.3.1.4 Seek Donor Assistance to fund/capacity trainings to relevant authorities.							
2.1.2 Regular Management meetings with Heads of Department with Actions Arising for implementation	Number of executive meeting minutes produced	12	2.1.2.1 Ensure meetings schedule involve very department heads and DG	x	x	x	x	DG; Heads of Department and CSU Management Team	Ongoing	
Objective 2: To provide support for the effective administration, budget expenditure support of Cabinet and the Minister's office;										
2.1.1 Operations of the Cabinet are run efficiently within the limited budget maintained in collaboration with the Director General's office.	Number of quarterly reports produced	4	2.1.1.1 Provide quarterly financial reports to Minister on budget expenditure & revenue generation	x	x	x	x	Direct or General & Finance Manager (CSU)	Completed	SOC 6.4
			2.1.1.2 Liaise with Minister for any financial matters							
2.1.2 Advise Minister	Copy of briefing	10	2.1.2.1 Liaise and work with Minister on any	x	x	x	x	DG & Finance	Ongoing	



with any financial matters and budget submission	notes to the Minister		financial matters for MOIA agencies					e Mana ger		
			Provide briefing on Budget before presentation to MBC		x	x		DG & Financ e Mana ger	Compl ete	
Objective 3: To progress the implementation of Government policy directives and alignment of the departments activities with the NSDP										
3.1 Developm ent of policy directions and propose implementation measures	3.1.1 Number of Depart ment policy papers drafted, discusse d, and approve d for DCO conside ration to strengt hen manage ment and financial issues	10						ALL Depar tment Direct ors	Compl ete	SOC 6.4
			3.1.1.2 Provide formal induction to all PAs							
			3.1.1.3 Organise induction to new cabinet staff							
			3.1.1.4 Conduct refresher induction to existing cabinet staff							
Objective 4: Contribute to legislation, policy, planning & reporting frameworks so that Internal Affairs of the state are handled in a professional, consultative manner by all parties;										
4.1.1 Expedite amendmen ts of regulations & legislations and policies required for the effective operations of the Ministry's	Number of policy papers drafted	10	4.1.1.1 Provide legal advice to Minister					Direct or Gener al; Compl iance Mana ger CSU	Ongoi ng	SOC 6.4
			4.1.1.2 Review of ministry's legislations					Direct or Gener al;	Jan to Dec 2024	
			4.1.1.3 Ministry policy papers drafted, discussed, and					Compl iance	Jan to Dec 2024	



	Departmen ts & Units			approved for COM consideration					Office r			
				4.1.1.4 Drafting instructions to SLO & Liaise for the drafting of the bills					(CSU); Compl iance (CSU);	Jan to Dec 2024		
				4.1.1.5 Provide assistance & coordination to departments on their policy development, legislation amendment and new bills.					M&E Office r (CSU) and ALL Direct ors	Jan to Dec 2024		
	Objective 5: To establish & expedite complaint mechanism in which citizens, visitors and investors' concerns are addressed;											
	5.1.1 Liaise with departmen t directors to establish/st renghthen compliant mechanism	5.1.2 Implem entatio n Plans prepare d	100%	5.1.1.1 Liaise with all departments to strengthen and provide safe working environment					Direct or Gener al; Compl iance	Jan to Dec 2024	SOC 6.4	
				5.1.1.2 Draft policies are well consulted with stakeholders					Mana ger (CSU)	Jan to Dec 2024		
Ministr y	MIAB	MINISTRY OF INTERNAL AFFAIRS										
Depart ment	CORPORA TE SERVICES UNIT	CORPORATE SERVICES									Opera tional Repor t	Link age to NSD P
											Q1/2/3/ 4 - 2024	
Progra m	Activity	Perfor mance Indicato r	Targ et	Actions	Q1	Q2	Q3	Q4	OIC	Timefr ame		
MIAB	Objective 1. To provide leadership direction, administration, coordination and support services across all portfolios of the Ministry, including coordination in responding to natural disaster											
	1.1.1 Regular staff and monthly meetings	Number of Meetin g minutes	12	1.1.1.1 Conduct regular meetings with Heads of Units and staffs					Direct or Gener al, Direct ors,	On- going		
	1.1.2 HR Network and Finance Network	Number of Meetin g minutes	4	* Conduct regular meetings with Finance Network and HR Network					CSU Mana gers, Agenc y			



	implementation of leadership directives, administration, coordination and support services			* Meeting minutes prepared and arising issues are well managed through each network					heads & EO		
	1.1.2 Attend DCO meetings with appropriate paperwork DCO Papers, draft Ministry Policy Papers and Briefing Notes as needed	Number of DCO meetings attended	20	1.1.1.2 Attend DCO meeting with appropriate paperwork DCO Papers, draft Ministry Policy Paper					Direct or General	Completed	
				1.1.1. Develop and undertake ongoing review of standard operating procedures for MOIA					Head of Units, DG	Partially completed	
	1.1.3 Attend National Disaster committee meeting	Number of Instructions issued	1	1.1.1.3 Issue instruction to MOIA agencies on preparation and responses to disaster					Direct or General	Jan to Dec 2024	
				1.1.1.1 Coordinate disaster policy and disseminate to MOIA agencies					Direct or General	Jan to Dec 2024	
MIAB	Objective 2. To provide M&E reports as per GOV planning and reporting cycle to promote accountability, transparency and compliance.										
	Timely planning, implementation and reporting of as per government cycle	Percent age of compliance to government cycle	100%	2.1.1.1 Inform and conduct awareness on Reporting timeline to all Departments.					Direct or General, Directors, Agency Heads, EO, M&E Manager (CSU)	On-going	
				2.1.1.2 Ensure quarterly, half yearly and annual report are submitted and received by the corporate services unit on time.						On-going	SOC 6.4
										On-going	



				2.1.1.3 Review agencies reports and Business plan, and compile.							
				2.1.1.4 Facilitate reports for validation and printing purposes						On-going	
				2.1.1.5 Dissemination to Parliament, OPSC and our stakeholders						On-going	
				2.1.1.5 Conduct Refresher training on Reporting guidelines						On-going	
	2.2.1 Preparation of timely Financial Reports with underspend, overspend, analysis and expenditure controls and revenue updates with advisory assistance in budget management and cost management	Number of financial reports produced	4	2.2.1.1 Provide monthly and quarterly reports on revenue, forecast, analysis and expenditure control to DG and Department heads.					Finance Manager	On-going	
	2.3.1 Provide support to provinces on planning, budgeting reporting, recruitment processes, policies,	Number of trainings conducted	2	2.3.1.1 Conduct capacity training to MOIA provincial staffs							



	and legislation											
2.1.2 Provide support services (Admin/Security/Cleanliness of the compound)		100%	2.1.2.1 Provide ongoing professional Administration services (Calls, Emails, customer services, Received emails & Dispatch)					Front desk Office r	On-going			
			2.1.2.2 Conference Room Management (Bookings)						On-going	SOC 6.4		
			2.1.2.3 Provide assistance and support to new Interns on administration matters						On-going	SOC 6.4		
			Maintain CSU office as a neat and tidy environment					Cleaner	On-going			
			2.1.2.1 Maintain Utensil & Stationaries supply stock at all time						On-going			
			Provide general support services for the proper functioning of the admin operations						On-going			
			2.1.2.5 Provide driving support as needed by the head of sections					Driver	On-going	SOC 6.4		
			2.1.2.6 Develop a daily /weekly running schedule to meet high demand of daily running						On-going	SOC 6.4		
			2.1.2.7 Dispatch of mails in government ministries, departments and NGO's						On-going	SOC 6.4		
			2.1.2.8 Quotation's enquiry in all hardware's for CSU						On-going	SOC 6.4		
			2.1.2.9 Ensure compound is free from all harmful practice					MOIA Security	On-going	SOC 6.4		
			2.1.2.10 Control movement & Provide direction to MOIA clients to the respected departments									
			2.1.2.11 Manage vehicles parking areas						On-going			



MIAB	Objective 3. To undertake prudent financial, infrastructure and assets management of the Ministry's resources with 100% compliance to the PFEM & CTB Acts										
	3.1.1 Provide Financial assistance to the department heads on the budget management and cost management	Copies of financial advices	4	3.1.1.1 Control and Management of accounting management					Direct or General,	Jan to Dec 2024	SOC 6.4
				3.1.1.2 Management of project funds and activities under MOIA					Direct ors, Agency Heads , EO, FM (CSU) Senior	Jan to Dec 2024	SOC 6.4
				3.1.1.3 Assist in providing Audit reports across all Ministry					Financ e Off (CSU), Project Mana ger, Reven ue comm ittee	Jan to Dec 2024	SOC 6.4
				3.1.1.4 Provide annual financial statement of MOIA	x					Complete	SOC 6.4
				3.1.1.5 Provide support/advise on financial matter to another relevant department						Jan to Dec 2024	SOC 6.4
				3.1.1.6 provide support and advise on revenue initiative to agencies under MOIA						Jan to Dec	SOC. 6.4
				3.1.1Management of Warrant release						Jan to Dec 2024	SOC 6.4
	3.1.2 Timely Budget and NPP submission	Progress of budget development and submission	100%	2.2.1.2 Meet with Departmental Heads, Finance officers and Expenditure analyst to develop MOIA budget.					DG, Direct ors, Agency Heads , EO, FM (CSU)	Completed	SOC 6.4
				3.1.2.1 2024 Budget submission and NPP							
Percent age of revenue collected against target		100%	3.1.3.2 Revenue collection from State flag permit, and explosive permit is well deposited and recorded	x	x	x	x	Financ e team	On-going		
3.1.3 Managemen t of MOIA Assets	Registra tion of assets	100%	3.1.3.1 Liaise with department heads & Provincial offices on asset management.					FM & Asset officer	Jan to Dec 2024	SOC 6.4	
			3.1.3.2 Management of disposal of Asset (work in collaboration with							Jan to Dec 2024	SOC 6.4



				the Department of Finance/Fleet Unit							
				3.1.3.3 Assets Register up to date & compliant with PFEM & CTB Acts						Jan to Dec 2024	SOC 6.4
	3.1.4 Management of infrastructure - reconstruction and renovation of infrastructure	Number of infrastructure maintenance plan	2	3.1.4.1 Maintenance and construction of infrastructure in the Ministry Compound					Finance Manager & Asset Officer	Jan to Dec 2024	SOC 6.4
				3.1.4.3 Liaise with DLA to design MOIA One-Stop-Shop					DG, FM & EO	Jan to Dec 2024	
	Development of Financial, Procurement, and Reporting Guidelines	Number of approved guidelines	2	Finalize Financial & Procurement Guideline	x	x			Internal Audit	50% progress	SOC 6.4
				Finalize Asset Guideline							
				Develop and Finalize MOIA fraud & Internal Audit policy/ guideline							
				Submission of guidelines and policy to the Director General for Endorsement							
	Improve the corporate governance function for the Ministry	Number of the approved audit plan	1	Development of annual audit plan for endorsement	x				Internal Audit	Complete	SOC 6.4
		Number of committees established	1	Set up an internal audit committee for the Ministry	x				Internal Audit	50% progress	SOC 6.4
		Number of SOP endorsed	1	Develop Audit SOP	x	x			Internal Audit	Completed	SOC 6.4
		Number of IA conducted	1	Conduct internal audit / investigations	x	x	x	x	Internal Audit	On-going checks only	SOC 6.4
		Number of reports produced	4	Provide quarterly report to MOIA executives	x	x	x	x	Internal Audit	On-going	SOC 6.4



			100%	Proper filing of financial documents						On-going	
MIAB	Objective 4: Provide M & E reports to DG on legislation drafting & approvals, policy & planning implementation;										
	4.1.1 Coordinate department legislative, Regulation orders & amendments for DG upon request by departments according to needs analysis.	Number of legislations, policy reports produced	8	4.1.1.0 Development of Drafting review & regulation orders					Direct or General, Directors, Agency Heads, Compliance Officer and M&E officer (CSU)	On-going	SOC 6.4
				4.1.1.1 Provide advice to line department on the review of any legislation or any related matters						On-going	
				4.1.1.2 Assist compliance committee on any disciplinary matters upon request						On-going	
				4.1.1.3 Provide reports on legislation drafting & approvals, policy & planning implementation;						On-going	SOC 6.4
MIAB	Objective 5. Undertake NGO coordination for consultative partnerships and initiatives in civil society;										
	5.1.1 Meetings with stakeholders to track progress of VANGO initiatives to progress NGO related policy	Percentage of NGO registration	100%	5.1.1.1 Registration of NGOs in Vanuatu					EO & NGO desk Officer	On-going	
		Number of NGO database	1	5.1.1.4 Development of NGO Data base		x	x	x		On-going	SOC 6.4
		Number of expatriates per NGO	5	5.1.1.5 Follow-up with on special Category Visa approvals						On-going	SOC 6.4
		Number of Local counterparts per NGO	5	5.1.1.6 Liaise with Labour by Strengthening the compliance of Labour-local counterpart (localisation)						On-going	SOC 6.4
		Number of induction meetings minutes	2	5.1.1.7 Organise induction meeting with all NGOs						Completed	



		Number of meeting minutes	2	5.1.1.9 Organise meeting on wrap-up and feedback with NGOs and partners						Not Completed	
MIAB	Objective 6: Liaise with sector stakeholders & development partners on matters to do with affairs of the nation domestically and internationally.										
		Number of awareness conducted	2	6.1.1.3 Conduct Awareness on State Flag and Explosive Act in all provinces						On-going	SOC 6.4
				Provide advice to the Minister on Liquor permits						On-going	
		Number of inspections conducted	2	6.1.1.4 Conduct inspections of Armorial bearings & State flags in 3 Municipalities						On-going	SOC 6.4
		Number of trainings conducted	1	6.1.1.6 Conduct reporting guidelines training to all the provinces and related M&E field visits.						Not complete	SOC 6.4
MIAB	Objective 7: Undertake Human Resources Management for the Ministry to progress restructures to ensure staffing, and capacity building for effective and professional service delivery in central and decentralized provincial locations.										
	7.1.1.1. Ensure that the MOIA Department is adequately staffed and structured to provide high-quality services.	Number of restructurings	1	Provide support for department restructuring	x	x	x	x	Direct ors, HRM, SHRM , HR Records and Admins	On-going	SOC 6.4
		Proportion of increased staff	25% increase	Implementation of the approved structure						DLA completed, VIS currently working on it	
	7.1.1. Ministry HR plan provides coordinati	Percent age of target	50%	Identify key vacant positions within each department	x	x	x	x	HRM, SHRM , HR Records and	On-going	
				Recruitment facilitated							
				Confirmation of FV							



on of restructure s, permanent recruitmen t, approved age retirement, succession plan, capacity building training and compliant contract and OPSC employeme nt processes			Overseeing panel documents						Admin , Financ e, PSC, Depart ment Direct ors		
			Provide induction to newly appointed employees								
	Number of EDR reports submitt ed to PSC	5	Provide advice to the Directors on the Disciplinary process	x	x	x	x			On-going	SOC 6.4
			Assist the Directors on the development of the EDR								
			Facilitate EDR to PSC for consideration								
	Number of plans develop ed	1	Development of SOP and Retirement plans for the next 5 years	x	x	x	x			On-going	SOC 6.4
			Development of Retirement plan								
	In draft										
	Number of training need analysis conduct ed	1	Conduct training needs analysis interview	x	x	x	x			On-going	SOC 6.4



		Number of skilled gap audit	1	Conduct one or more skills gap audit							Complete for CSU and DOL	
		Number of plans developed	1	Develop MOIA training plan								
		Number of staffs attending trainings (Internal & External)	20	Seek donor assistance to fund/capacity trainings with relevant authorities								
		Facilitate and coordinate Performance management as per PSC performance management systems	100% across all MOI Agencies	Follow up PA submission for Department officers	x	x	x	x	HRM team and PSC	On-going	SOC 6.4	
				Facilitate the Dept PA submission to PSC						Section A submitted		
				Develop a performance appraisal records to records yearly appraisal for employees						Section B submitted		
				Collaborate with HRM-PSC on the development of MOIA rewarding performance policy						Section C December 2024		
										For Directors/DG work plan and mid-		



										year review er signed	
	Coordinati on of MOIA employees ' salaries, allowances and severance pay	Percent age of process ed entitle ments	40% of seve ranc e proc esse d	b) Draft severance calculation for retired, resigned, and medically ill officers.	x	x	x	x	HRM team and Financ e team	On- going	SOC 6.4
			100%	Liaise with Dept admin officers to process salary and allowance for permanent officers, casual and contracts staffs to PSC for approval and Finance for payment	x	x	x	x	HRM team and Financ e team	On- going	SOC 6.4
MIAB	Objective 8: To progress the implementation of government policy directives and alignment of the department activities with NSDP										
	Establishm ent of provincial Corporate Services Unit (CSU) and elevation of SG and provincial based Managers	Provinci al CSUs establis hed	100% in 3 provi nces	Conduct stakeholder meetings with government agencies and decentralization working group Revision of Provincial CSU TORs Coordinate recruitment process for key positions in provincial CSU	x	x	x	x	HRM team and Financ e team	In- progre ss (Act yet to be passe d in parlia ment)	SOC 6.5
	Realignme nt of Budget to reflect Decentraliz ation policy	Realign ment of MOIA depart ment budget structur es to be reflecte d in Provinci al and Area Council level	100% acro ss all MOI A agen cies	Conduct meetings with MFEM on realignment of departmental budget structure Coordinate with MFEM on realignment of budget structures Entry of 2025 budget according to the new decentralized budget structure	x	x	x	x	Execu tive Mana ger & Financ e Mana ger	Jan to Dec 2024	SOC 6.5.1
MIAB	Objective 9: To prepare, coordinate and improve/promote the media, advocacy & awareness strategy for the Ministry										



MIAB	Promote and raise awareness on the works and achievements of the Ministry	Number of meetings/ trainings attended	2	Attend meetings/trainings of press officers in other Ministries/private sector to promote high standards of journalism and responsible reporting	x	x	x	x	Media Officer	Partially completed	
		Number of meetings, workshops, conferences attended	12	Collect monthly media contents from each department	x	x	x	x	Media Officer	Partially completed	
				Attend workshops, meetings, conferences to gather information for preparation of press releases							
		Number of publications		Coordinate with Media outlets to publish MOIA media coverages through all media outlets							
		Number of speeches prepared	2	Assist to Draft speeches for DG and Senior Officials							
		MOIA website regularly updated	100%	Regularly update the MOIA website							
		Number of social media post	12	Utilize social media to publicise work of MOIA making information accessible working with RTI Units							
		Number of media strategy developed	1	Prepare an annual media strategy with calendar of forecasts events and opportunities closely aligned with strategy to promote achievement against NSDP and key government policies	x				Media Officer	On-going	
Objective 10: To ensure effective harmonization, planning, design, resourcing, implementation, monitoring, reporting, auditing for MOIA projects											



	Develop, manage and coordinate projects under MOIA	Progress of project implementation per targets	100%	Liaise with project stakeholders and TAs	x	x	x	x	Project Manager	Not completed	
		Number of meetings attended/organized	12	Attend project meetings with donors, stakeholders and analysts							
		Number of project proposals to donor/sector stakeholders	1	Design and develop project proposals that meet MOIA priorities and stakeholder requirements							
Ministry	MIA	MINISTRY OF INTERNAL AFFAIRS									
Department	Independence Celebration	INDEPENDENCE CELEBRATION								Operational Report	
										Q1/2/3/4 - 2024	
Program	Activity	Performance Indicator	Target	Actions	Q1	Q2	Q3	Q4	OIC	Timeframe	
MIAD	Objective 1. To provide support through the Independence Committee to commemorate the Independence Anniversary on 30th July annually										
	Coordination of Independence Day celebration across the country and to overseas missions and institutions	Number of meetings minutes	10	1.1.1.1 Formation of Independence Celebration committee in Quarter 1 2024	x	x			Independence Committee & CSU Staffs (Finance section)	Completed	SOC. 3.6 & SOC 6.5
				1.1.1.2 Schedule meetings and discuss Independence agenda & plans						Completed	
				1.1.1.3 Submit budget plan & agenda for approval.						Completed	
				1.1.1.4 Dissemination of funds to Municipalities,						Completed	



				Provinces an overseas institution							
				1.1.1.5 Program preparation & organisation of celebrations						Completed	
	Coordination of formal Independence celebration functions	Percent age of activity against target/budget	100%	Release funding to Presidential cocktail					Corporate service unit staff (Finance Section) & Independence Committee	Completed	SOC. 3.6 & SOC 6.5
			100%	Printing and distribution of Independence booklet to VIPs						Completed	SOC. 3.6 & SOC 6.5
			100%	Events delivered, reported, and acquitted on time and within budget -Presidential cocktail party after flag rising and Prime Minister's Independent ball in the evening						Completed	SOC. 3.6 & SOC 6.5
	Proper reporting of independence fund	Number of independence report	1	Prepare and submit independence report to the Minister			x		EO, Finance Manager & Independence Committee	Partially Completed	
MIAD	Objective 2. To deliver the planned activities within the allocated budget ceiling										
	2.1 Coordinating and payment of other logistical support for official flag rising	Number of planned activities	6	2.1.1.1 Ensure all activities planned carried out accordingly					Independence Committee	Completed	
		Percent age of funds disbursed	100%	2.1.1.2 Coordination and payment of other logistical support for official flag rising						Completed	SOC. 3.6 & SOC 6.5
MIAD	Objective 3. To acquit GOV funds within one month of completed activities										
	3.1 Funds utilisation	3.1.1 Government Appointed Independence Commit	1	3.1.1.1 Prepare an acquittal report of total expenditure and submit to MFEM					Finance section CSU	On-going	SOC. 3.6 & SOC 6.5



		tee Expendi ture Acquitt al Report X 1 on budget ed expendi ture to MFEM within 1 month										
Ministr y	MIA	MINISTRY OF INTERNAL AFFAIRS										
Depart ment	Crime Prevention	Crime Prevention									Opera tional Report t Q1/2/3/ 4 - 2024	Link age/ NSD P
Progra m	Activity	Perfor mance Indicato r	Targ et	Actions	Q1	Q2	Q3	Q4	OIC	Timefr ame		
MIAE	Objective 1. Devise strategies to mitigate substance abuse and domestic violence											
	Reports on awareness activities for the vulnerable members of the communities on the consequences and cost implications of substance abuse and domestic violence for victims and impact of the communities	Number of consult ations and consult ation reports produce d	10	1.1.2 Consultation with community leaders					Crime Preve ntion Comm ittee & police	Ongoi ng	SOC. 5	
				1.1.3 schedule date and location of awareness activities						On-going		
				1.1.4 Produce report on awareness activities							On-going	SOC. 5



Objective 2. Reduce crime rate in Vanuatu												
Workshop, awareness activities for community and youth groups with information & awareness training on alternative strategies for meaningful participation in the community and workplaces instead of committing crime.	Number of reports produced	12	2.1.2 Consult with communities to conduct awareness					Crime Prevention	On-going	SOC. 5		
			2.1.3 Mobilisation And conduct awareness					Comm ittee & VPF	On-going			
			2.1.3 Produce report						Completed			
Objective 3: Inform community and youth groups with information & awareness training on alternative strategies for meaningful participation in the community and workplaces instead of committing crime												
3.1.1 National Crime Prevention Committee Monthly Reports x 12 of the consequences and cost implication of domestic violence, drugs & crime prevention	Number of reports produced	12	3.1.2 Develop youth action plans for youth involvement					Crime Prevention	Complete			
			3.14 monitor implementation of youth plan activities					Comm ittee & VPF	On-going			
			3.14 Produce reports						On-going	SOC. 5		



MINISTRY OF INTERNAL AFFAIRS

Department of Local Authorities
Republic of Vanuatu

MINISTRE DES AFFAIRES INTERIEURES

Département Des Autorités Locales
République Du Vanuatu

Private Mail Bag 9021 PORT VILA Tel: (678) 33210/22561 VOIP: 3153

Department of Local Authorities

Program	Outcome Indicator	Output or Service Target	Performance to date	Activity	Performance Indicator	Target	Performance to date	Comment	Link to NRS	Link to NSDP
Directors' office										
Objective 2: Improve service delivery through undertaking and implementing restructures	DLA Structure developed to improve service delivery and focus on strengthening of local authorities, regional planning and improved governance and finances	Documentation of: <ul style="list-style-type: none"> NEW Structure Staff Job Description developed Revised Structure -Narrative carrying justifications for the refocus of DLA on a more dedicated approach to Decentralization, improved	<ul style="list-style-type: none"> Revised Structure developed Staff JDs developed DLA Restructure Submission Document completed Presentation on the DLA Revised Structure and documents above already presented to the DG MoIA, 	MIC C	Structure submitted to CSU	1	1	Submitted to the Office of the DG MoIA on 01/10/24. Completed		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



		governance, financial management and regional planning.	HRM and PSC Rep. Comments from the consultation have been used to amend the submission.							
Objective 5: Improve service delivery and organizational capacity through timely planning, budgeting, reporting and the administration of the Department	Identification of Training Needs important for improving staff capacity to support service delivery	OPSC Training Needs Assessment Form completed for DLA	Training needs assessment done via OPSC forms and submitted to the HRM MoIA for compilation and submission to OPSC.	MIC C	Identification of Training Needs	1	1	Completed in March 2024		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2
	Preparation of the 2025 DLA Budget based on the costing of Unit activities and the allocated budget for DLA to support the implementation	2025 Budget Narrative completed and presentation was made at the MBC through the Minister of MoIA	Development of the DLA 2025 Budget Narrative based on the resources needed to implement the core activities earmarked under the decentralization program.	MIC C	Input figures into VBMS	1	1	Completed		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



	ntation of its planned activities									
	Disciplina ry procedur es enable an organizat ion to ensure that its employee s keep to the rules under the PSSM. More importan tly, they enable you, as an employer /Head of Departm ent, to ensure that all breaches of the PSSM are dealt with fairly and consisten tly.	Discipline is an ongoing aspect of the Departme nt under the HR role within the office of Director	5 DLA Staffs have been disciplined this year, and to be more specific 1 in Quarter 3 whilst the others were disciplined earlier.	MIC C	Corresp ondenc e to address various stages of staff disciplin e: - Suspens ion Letters	10	5	<ul style="list-style-type: none"> EDR covering 4 staffs have been completed and submitted to OPSC awaiting the Commission's decision. 3 Area Administrators Suspended 1 x Provincial Planner Suspended 1x Provincial Accountant suspended 		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



Ministry of Internal Affairs

Quarterly Reports

	The Annual Business Plan gives clear and strategic direction on Departmental work and linkages to the Ministry's Corporate Plan, Nasara Strategy Plan and the NSDP	The ABP 2025 scheduled for late 2024 (October)	<ul style="list-style-type: none"> Discussions are underway for 2025 activities October is the month allocated for a focused discussion and development of the ABP. 	MIC	Draft 2025 Annual Business Plan developed	1	0	Will be implemented in October-Quarter 4 however a collation of activities and brainstorming has commenced		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2
	Monitoring of work/activities undertaken by the Units within DLA	Completion of quarterly reports	Quarter 1 and 2 Reports submitted on time to CSU		Reports submitted to CSU	4	- Quarter 1, 2 & 3 Reports submitted -Half Year Report Submitted	Completed the Quarterly Reports for 1, 2 & 3 and Half Year Report. The remaining reports are the Quarter 4 Report and Annual Report.		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2
	Regular visit to all Provinces and meet with Provincial Heads and staffs, to understand	Reports developed to cover the Director's visits. The challenge at hand is	Report on Director's Visits to Provinces	MIC	Report on each visit	6	3 Provinces visited so far (Sanma, Malampa	Visits to: Tafea: 1 Sanma: 4 Malampa: 1		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3



	nd their current challenges and operations and possibly attend some potential launches in the Area Councils. These visits cover both provincial and area council visits.	the transport and cash flow issues to allow for more visits to occur.					& Tafe a)			ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2
	Re-establishment of Local Authorities Association of Vanuatu (LAAV)	DLA to work with all 9 Local Authorities to sign the MOA to re-establish LAAV and to support its role	<ul style="list-style-type: none"> The 10th LA Forum agreed for DLA to take lead in the re-establishment of LAAV Documents from the archive have been retrieved <p>We will be fleshing out a Timeline with program activities to support the re-establishment.</p>	MIC C	MOA signed between 9 Local Authorities	1	½ Work is underway to come up with an implementation plan to re-establish the LAAV Office	This activity commenced in the last weeks of September and will continue on into the fourth quarter.		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



Objective 1: Develop and support implementation of the relevant legislative frameworks, policies and strategies in the area of decentralization	A robust legal framework is developed to support the operations of our Provincial councils and Department of Local Authorities	<ul style="list-style-type: none"> Drafting instructions have been submitted to the Office of the Attorney General in regards to the amendment of the Decentralization Act (CAP 230) 	<ul style="list-style-type: none"> Amendments have been compiled Drafting instructions have been developed DLA Team met with the OAG Team 	MIC C	<ul style="list-style-type: none"> Drafting instructions submitted to SLO on three legislative discussions and follow-up on the work on the Local Produce Cess Act to continue in Quarter 4 now that the SG 			<ul style="list-style-type: none"> The Office of the Attorney General has given feedback on the way forward in regards to the Drafting Instructions submitted earlier this year. The Legislative Drafting Process Regulation has come into effect this year and is instructional 		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



					Torba is back in office and the engagement of Mr. Derek Brien through the Governance for Growth Program.			ted that all Government Agencies follow the set-out processes DLA through the Ministry of Internal Affairs will use this process to ensure that by the end of the year, a MoIA Annual Legislative Plan will accommodate the Decentralization Act amendments		
Objective 3: Undertake capacity building & strengthening of human	A comprehensive induction helps new councilors to settle in, to understand their role and	Training and induction of NEW Councilors	Report covering the Sanma Councilors Induction has been submitted to the Office of the Director	MIC	Induction of Councilors for the Sanma Provincial Council	1	1	Completed		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2



resource to improve service delivery, especially in the provinces and Area Councils.	expectations, to forge strong relationships with clerks and other officers, and to build competence and confidence in serving their community.									ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2
Objective 5: Improve service delivery and organizational capacity through timely planning, budgeting, reporting and the administration of the department	<p>Enable provincial investments as means to build the revenue base of the councils.</p> <p>A step up would be to use the current legal framework to improve revenue generation as per the Decentralization Act</p>	<ul style="list-style-type: none"> Practical options clearly setting out the investment portfolio of each Provincial Councils Bylaws provide an avenue to enable new revenue 	<ul style="list-style-type: none"> Revenue initiatives and possible investment options Minutes of the DLA HoU (Head of Units) along with recommendations 	MIC	Presentation of updates to Director's Office	2	1	<ul style="list-style-type: none"> The May HoU saw the first presentation of the of the Revenue Initiatives by each of the Provincial Councils A second update will be required soon since the 		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



		initiatives						<p>September DLA HoU was postponed.</p> <ul style="list-style-type: none"> The proposal is for a Virtual HoU to be conducted in Quarter 4. <p>Some Provinces have developed several Bylaws that will increase revenue</p>		
	These grants will allow Rural Communities through Area Councils to undertake vital projects	Community and Area Council requests are supported through the discretion of any grant facility coordinated through the Director's Office	Several community and Area Council Projects are implemented through the Grant Facility	MIC C	Grant Facility Reports are generated by the Finance and Planning Team	4	5	There have been several projects implemented through this Grant Facility and in Quarter 4 a Report will be generated to capture all the projects implemented		SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



Enable investments and ensuing returns to the Local Authorities	Resolutions agreed at the LA Forum for DLA to continue to look for options to develop the Bukura Property to as revenue arm of the Local Authorities	There are several options on that have listed as follows: <ul style="list-style-type: none"> • IFC /World Bank housing Project • Proposal from VIPA However, 2024 saw a new proposal through the Department of Agriculture	MIC C	Investment Options Paper for Bukura Land	1	1	<ul style="list-style-type: none"> • The option prepared by the Department of Agriculture has presented to be the proposal that DLA has agreed to. • It is under way in its implementation phase. 	SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2
Supporting Revenue Initiatives by way of by-in into existing Corporate Entities through means	DLA is dedicated to support the growth of Local Authorities through connecting LA's to Corporate Entities to find avenues to support each other.	<ul style="list-style-type: none"> • Director has written to the Ifira Stevedoring in regards to the government shares to be divided to the Southern Local Authorities (Shefa PGC/PVCC/ Tafea PGC & LTMC) 	MIC C	Update report on the status of the agreement with the Ifira Stevedoring and Shefa/Tafea Provincial Government/PVCC and LTMC	1	1/2	<ul style="list-style-type: none"> • No Feedback from the Ifira Stevedoring • A Follow-up will be done in Quarter 4. 	SOC 1.4 SOC 3.2 SOC 4.1 SOC 4.2 SOC 4.3 SOC 4.5 SOC 6.4 SOC 6.5 ENV 3.1 ENV 3.3 ENV 4.1 ECO 1.2 ECO 2.3 ECO 2.6 ECO 2.7 ECO 3.6 ECO 4.2



Administration										
Objective 5: Improve service delivery and organizational capacity through timely planning, budget, reporting and the administration of the Department.	For DLA, provinces and Area Council to have records of the DLA events	yearly Calendar 2024	Calendar printed and distributed to all provinces	MIC C	All have records of DLA events	1		Completed	RO 1.1.2	Soc 6.5
	Staff Leave Record updated	Facilitate staff leave record	installation of a Staff Leave Management System	MIC C	On going Proper record and management of staff leave	1	90%	updated on monthly basis	RO 1.1.2	Soc 6.5
	Appraisal submitted to the office of the Director	Facilitate staff's Appraisals	Ongoing and in accordance to timelines set out by PSC	MIC C	Appraisals submitted to the office of the Director	Midyear	90%	Section B submitted	RO 3.2.3	ECO 6.5
	Updated contacts	Update DLA, Area Council & Provincial Contacts	Ongoing update of all contacts	MIC C	All contacts have been sent out	1		completed	RO 1.1.2	Soc 6.5
	Vehicle monitoring system installed	monitoring/tracking system on Office	Geocal Fleet installed	MIC C	Print Report monthly	1		complete	RO 1.1.2	Soc 6.5
	Record of vehicle runs and maintaining cleanness	Monitor vehicle booking and vehicle a clean 3 time a week	Ongoing update vehicle running	MIC C	Vehicles are clean	1		updated	RO 1.1.2	Soc 6.5
	Renovation's improvement	Office Maintenance	Renovation is up to date	MIC C	Summit report	1	90%	Updated	RO 1.1.2	Soc 6.5



		renovation. Improvement of accessibility								
	Installed Mini Water fountain	Beautification of office front	Work in process		Front office environment beautifies	1	90%	Updated		Soc 6.5
Decentralization Unit										
Objective 1: Develop and support implementation of the relevant legislative frameworks, policies and strategies in the area of Decentralization	Advance the Decentralization objectives	Decentralization Working Committee (DWC) meetings conducted Quarterly	1 meeting already conducted in the first quarter of this year	MIC C	Meeting Agenda and Minutes	4	1	First Meeting conducted in April. 2 nd meeting to be conducted after the Ministries Consultation	RO 1.2 & 2.2	SOC 6.4
	To promote long-term capacity building and institutional knowledge as well as building a pool of skills trainers will help to sustain training even as elected official cycle in and out of office for	Training of trainers for elected official is conducted	Cost of the training has been costed pending the availability of the Trainer	MIC C	Workshop Report	1	0	Cost received for Training however no funds available for this activity	RO 1.2 & 2.2	SOC 6.4



	different Provinces									
	Gaps within the Decentralization Act is identified and amended	Drafting instructions submitted to SLO	Drafting instructions with COM decision submitted to SLO	MIC C	Copy of Drafting instruction	1	Complete	Awaits draft bills and ensure to work closely with SLO to ensure it is listed 2025 May sitting	RO 1.2 & 2.2	SOC 6.4
	Effective collaboration with major stakeholders (PSC, DSPPAC & Finance) to identify an effective subnational structure for effective and efficient service delivery and implement DWC meeting Resolutions	Meetings and consultation conducted	Meetings conducted and consultation completed in Tafea and Penama Province and currently conducting consultation with Line Ministries	MIC C	Meeting Minutes and Consultation Reports	2	80% Completed	Provincial Consultations completed and Ministries consultation should be completed by the end of September	RO 1.2 & 2.2	SOC 6.4
	Provincial Regulations and Frameworks is updated for effective operations of the councils	Provincial Regulations and standing orders are reviewed and updated	Starting the Activity this year with 5 Provinces – Standing order draft completed,	MIC C	Report of the Workshop and 5 staff regulation and standing orders has been	5	50%	Provincial standing order draft of Review is completed and Staff Regulation is currently review. Once draft	RO 1.2 & 2.2	SOC 6.4



					endorse d by the Council			completed , should be send to all Provinces for council endorsem ent by the November council sitting		
	To ensure rules and guideline s are in place for the communi ty in terms of Land use and Zoning, Business license, Citizens and public welfare and also provide the revenue for the provincial council	Provincial by-laws has been drafted submitte d for gazette	Working with Provinces to identify by- laws	MIC C	Copies of by- laws submitt ed to SLO for Review and Gazette	4	3	Work with Sanma and Tafea and already submitted to SLO for review. Currently working with Penama and Torba for the Drafting of their by- laws	RO 1.2 & 2.2	SOC 6.4
	To track and monitor the progress of by- laws for different Provinces as well as the informati on regarding the Provincial	The excel to track and monitor the Provincial by-law has been develope d	Excel develop and currently used by the Decentralizati on Unit	MIC C	Copy of the Excel	1	1	Completed	RO 1.2 & 2.2	SOC 6.4



	by-laws are organized									
	The Elected handbook is of relevance and Practicality	Workshop conducted to identify Content of the Elected Handbook	Workshop conducted	MIC C	Meeting Minute and Report	1	1	Completed	RO 1.2 & 2.2	SOC 6.4
	The Elected official Handbook will serve as an important resource to support good governance, ethical conduct, and effective representation of the Subnational Elected official	Elected official Handbook is drafted	Draft Handbook is complete	MIC C	Copy of the Handbook	1	1	Completed		SOC 6.4
	Better Coordination of Programs and Services, Accessing Resources and Expertise as well as	Schedules and Conduct meetings with Partners and Agencies	An ongoing Activity	MIC C	Copies of MOU/MOA	1	0	An ongoing Activity		SOC 6.4



	sharing Best Practices and innovation									
	To identify Best Practices and Evaluating Existing Capacity on Service Delivery Models that will be effective and efficient	Conduct scoping and research visits to improve service delivery models	Scoping done at the Area Council Level		Report	2	2	Completed to Provinces – Reports to be yet submitted		SOC 6.4
	The department will be more effectively inform, serve and engage with the public as well as improve internal operations by the establishment of the website	Work with OGCI to develop the Department website	Work in Progress – Currently filling in the Template provided by the OGCI		Copy of the Template	100	90% complete	Submit website documents to OGCI at the end of this month		SOC 6.4
Development and Planning Unit										
Objective 5: Improve service delivery and	Provinces and Area Councils have access to grants or funding	Donor Directory	Completed	MIC	Compiled Donor Forms/Guidelines	1	1	Completed and sent to Provincial Councils and Area Councils		SOC 6.4



organizational capacity through timely planning, budget, reporting and the administration of the Department.	opportunities to help support their initiatives									
	Increased working collaboration to improve service delivery that will enhance stakeholders' satisfaction	Signed MoUs or MoAs	2 MoUs	MIC C	Signed MoUs	3	2	MoU with VBoS & Welchman Keen (Economic Micro Hub)		SOC 6.4
	Effective resource management and well managed administrative boundaries to ensure improvement in service delivery	Gazetted Map of all Area Councils	All verifications completed	MIC C	Copy of final Map	1	95% Completed	Verification completed. Gazetted process started		SOC 6.4
	Improved accessibility to Community Profiling data which will enhance comprehensive decision making to address the	Community profiling data summary of Submissions to KOBO	All Area Councils gone through KOBO training	MIC C	Community profiling analysis report	1	70% Completed	All AAs underwent training and data submission and data cleaning in progress		SOC 6.4



	Communi ty Needs									
	Increased accessibil ity and efficiency of public service	Equip a fully- fledged one stop shop Area Council	Opening of Southeast Tanna Area Council & Opening of Tasmalun Mini Hospital (Piloted Model of the Service/Econo mic Hub)	MIC C	Report of fully fledged/ equippe d AC building	1	80%	South East Tanna AC		SOC 6.4
	Fair Idea of the 8 Approve d proposed new town/and or Regional Hub site's populatio n, land use and ownershi p, transport routes, economic activity, natural and harveste d resources , physical barriers to growth, climate and geologica l risks, infrastruc	Profiles of 8 Areas as Potential New Towns/An d or Regional Hubs in place	Collating data and information from available sources to be integrated into the Profiles	MIC C	Profiles in place	8	100%	Completed		SOC 6.4



	ture, utilities, services, etc. to ensure proper planning into the future									
Finance Unit										
Objective 5: Improve service delivery and organizational capacity through timely planning, budget, reporting and the administration of the Department.	Submission of Audit reports to the Office of the Director	Audit Reports produced	<ul style="list-style-type: none"> 3 Area Council Reports and 1 Provincial Internal Surprise Audit Report (Torba) submitted to the Principal Finance Officer (PFO) 3 Area Council Surprise Audit Report conducted as part of the Provincial Surprise Audit carried out in July 2024 	MIC C	<ul style="list-style-type: none"> Conducting of surprise audits at the Area Council level Surprise Internal Audit Reports produced and submitted 	30	6	<p>There were several issues that lead to the Audits not being carried out fully:</p> <ul style="list-style-type: none"> Staff shortage since the beginning of the year. Staff assigned to serve in another province Flight issues The recent Financ 		SOC 6.5



								e and PSC Circular		
	2023 Audited LA Financial Statements are completed	2023 LA Financial Statements sent to the Office of the Auditor General	<ul style="list-style-type: none">2023 LA Financial Statements submitted to the Office of the Auditor GeneralThe Auditors audited the 2023 LA Financial StatementsThe Auditors requested information through Management Letters for respective CouncilsDLA Finance team supported the accountants by drafting responses to the queries raised by the Auditors	MIC C	Assist the Accountants on the drafting responses of the Financial Statements for their respective Provincial Councils	6	6	-This is an annual and ongoing process -The Auditing has commenced -Feedback to the respective Provincial Councils has been done -LA's with the help of the DLA Finance Team is providing response to the Auditors -The Audit work will be completed hopefully in Quarter 4		SOC 6.5



Capacity building is important to develop and strengthen skills and abilities of staffs. This, in turn, helps the team achieve their objectives, manage challenges in the workplace, establish good governance, and contribute to organizational growth more effectively.	Provide report of refresher training on the Smart stream	Trainings are delivered annually as refresher courses to help improve the standard and delivery of services provided by the finance sections of the Provincial Councils	MIC C	Provide Refresher training to the Provincial Accountants on Smart stream	1	1	Completed		SOC 6.5
A register of assets is a crucial tool for any organization. It helps with asset management, financial	Asset registry listings for the Provinces and Area Councils are updated	Asset Registry listing has been conducted for 3 Area Councils	MIC C	Inventory stock take of Assets purchased in the Area Councils and the Provinces	71	3	Staff shortage and other administrative and logistical circumstances has greatly affected this activity		SOC 6.5



reporting , maintenance scheduling for the institutions (Area Councils/ Provincial Councils)									
An internal Pool of Funds earmarked to support LA investments	Expenditure reports of the Provincial Investments (LA	Reports will be generated through the Smart Stream covering the LA contributions	MIC C	Contributions to LTMC via the Smartstream	1	1	DLA Finance Unit is working closely with Provincial Councils funding is set aside for contribution to the receiving LA- Lenakel Town Municipal Council		SOC 6.5
Preparation of the 2025 DLA, Provincial and Area Council Budget based on the costing of Unit activities and the allocated budget for DLA, Provincial and Area Councils to	The Provinces , Area Councils and Department 2024 budget are entered into VBMS	The 2025 DLA, Provincial and Area Council Budget Narrative is entered into the VBMS	MIC C	Assist the Accountants with their respective Provincial and Area Council VBMS entries	6	6	Completed		SOC 6.5



	support the implementation of its planned activities in the following year									
	Effective office budget management involves setting clear goals, regularly reviewing and updating budgets, prioritizing spending, implementing cost controls, and analyzing expenses.	Better financial management of Dept Bills, workplans etc	An ongoing aspect to an effective and efficient institution. This mostly covers the operational and logistical costs associated to the work of DLA	MIC C	<ul style="list-style-type: none"> Processing the payments for Bills, overdue bills, workplans, etc for the Department. Monthly update on Units cost centers fund avail 	1	1	Ongoing		SOC 6.5



					labi lity Improv e scannin g systems for LPOs.					
	The Financial Regulatio n provides a framewo rk for managin g the <i>counc il's</i> financi al affairs	Establish LA Financial Regulatio n	This is an activity that has not commenced	MIC C	Drafting of the Financia l Regulati on and send it to the Councils for approva l during May sitting	1	0	Not completed		SOC 6.5



Department of Urban Affairs and Planning

M O 4	Minist ry	MINISTRY OF INTERNAL AFFAIRS										
70 o	Depar tment	Department of Urban Affairs and Planning								Operational Report Q1/2/3/4-2024		Lin ka ges to NS DP
Pro gra m	Activit y	Perfor mance Indicat or	Ta rget	Action(s)	Q 1	Q 2	Q 3	Q 4	OIC	Stat us / Tim e fra me	Comme nt & Risks	
Corporate Service Unit												
MI AB	1. To provide technical advice and assistance to the Ministry of Internal Affairs and the three (3) municipalities in	1.1 Research and develop policies, strategies, legislation or amendments to legislations under the mandate of the department		1.1.1 Legislative review CAP 90 (New amendments)	X	X	X	X	Director, SFEO		Completed draft amendment	SO C 6.4 , SO C 6.5
				1.1.2 Consultation with stakeholders	X	X	X				Need to consult with Compliance Manager, CSU and OAG	
				1.1.3 Facilitate drafting instructions, facilitate submissions of legislation (CAP.90) to OAG a draft of COM Paper			X				Possibility of delay from OAG	
				1.1.4 Legislative COM Paper for CAP. 126	X	X					COM Paper endorse	

	development planning, financial operations and management, procurement, audit and reporting;	ment to support development in urban areas, declared physical planning areas and foreshore areas.																d by COM	
																		Drafting almost completed	
		1.2 Support the municipalities in their annual audits including develop strategies to address weaknesses identified	1	1.2.1 Facilitate Municipality audit submission to the National Audit Office (NAO)	X		X			SFPO								LMC Clerk and Accountant been summoned by PAC Liaise with Auditor General regarding audit reports for urban councils Meet with Barret and partners regarding LTMC & PVCC	

[illegible]

		annual reports		1.3.2 Submission of reports to Senior Executives and office of the Director General	X	X	X	X			Reports submitted to Senior Executives and office DG	
				1.3.3 Conduct review meeting for Business Plan 2024		X	X				Issue with urban council, delayed report submission	
				1.3.4 Develop draft Business Plan for 2025		X	X				Draft completed	
				1.3.5 Develop Budget 2025		X					Completed	
				1.3.6 Enter budget 2025 to VBMS		X					Completed	
				1.3.7 Attend DCO and MBC meetings for budget discussions			X				Completed	
				1.3.8 Assist office of the Director General, linkage with EA and SA on budget 2024 appropriations				X			Local TA (Margaret M) assist DUAP in linking the objectives with the outcomes EA provide assistance with 2025 Budget	

											submission	
			1.3.9 Finalization of 2025 Business Plan				X				Completed 2025 Business Plan	
	1.4 Recruit, train and coordinate training and equip personnel in the Department and the three (3) Municipalities in order to enable improvement in service delivery in municipalities	2	1.4.1 Conduct inductions for Town Clerk, Deputy Town Clerk, Senior Town Clerk, LMC	X	X				SFPO		Induction completed	
			1.4.2 Conduct training on GIP proposal	X							Completed training on NPPs and GIP proposal by Local TA (Margaret M) and Tas from GPVURP	
			1.4.3 Conduct LMC Councilor's inductions	X	X						Induction completed	
	1.5 Effective operation and management of DUAP Office	2	1.5.1 Oversee the day-to-day operation for all units	X	X	X	X		Director, AO		Reports completed and submitted to team CSU	
			1.5.2 Monthly update and quarterly reports produced to the office of the DG	X	X	X	X					



		report ed in Quarte rly Report (Q1, Q2 & Q3)										
		1.6 Produc e DUAP Half Yearly x 1 and Annual Report x 1 suppor ted by ICT based verifia ble data	10 0%	1.6.1 Reminder to Managers and Seniors to produce reports	X	X	X	X	Direct or, AO		Remind ers send out to manager s and seniors to produce reports	
				1.6.2 Preparation and submission of report to the office of the Director		X		X			Comple ted half yearly report	
				1.6.3 Submission to the office of the DG		X		X				
MI AB	2. To enabl e partne rships for urban center s devel opme nt (provi ncial, municip al & mini towns hip);	2.1 Develo p new partne rship arrang ement s includi ng invest ment & donor project s to suppor t the growt h and manag e issues in the urban areas	3	2.1.1 Provide technical assistance to development Project partners/stakeholders and Municipalities	X	X	X	X	Direct or, PUPO, SFO,		Technic al assistan ce provided to develop ment project partners /stakeho lders and Municip alities	SO C 6.4



		and foresh ore develo pment										
		2.2 Suppo rt Munici palities in decent ralizati on to enable service s to be better deliver ed and manag ed at the ward level	12	2.2.1 Provide timely reminder to Town Clerks for submission of monthly reports	X	X	X	X	Direct or AO,		Reminde rs to all Municip al Town Clerks and Account ant to submit first and second quarter reports Reports sometim es delay due to change in leadersh ip	
MI AB	3. Institu tional Streng thenin g	3.1 Undert aking restruc turing of the depart ment		3. 1.1 Review of structure			X	X	Direct or AO, SFO,		Local TA recruite d on contract Structur e mostly complet ed	EN V 2.2
				3.1. 2 Review of job description's			X	X			Comple ted review of Town Clerk's JDs	



				3.1.3 Seeking approval from PSC			X	X			JD's signed by Director DUAP	
				3.1.4 Advertisement of positions			X	X			Completed advertisement of Director	
MI AB	4. Provide interactive ICT based systems for improved administration;	4.1 Use ICT systems to integrate administration and planning data in "real time" / Provide guaranteed and cost-effective options to improve office workflow	1	4.1.1 Integrate current e-filing system	X	X	X	X	Director, AO		This is an ongoing activity done by the office of the Admin Officer	SO C 6.1, SC O 6.4
				4.1.2 DUAP e-planning tool/system	X	X	X	X	Director		TA recruited Geoserver create by team OGCI Development of DUAP e-planning in progress	
				4.1.3 Update and maintain DUAP website	X	X	X	X	SFDO, SGISO		On-going Liaise with DUAP Units & OGCI	
				4.1.4 Foreshore unit database	X	X	X	X	Director, SFPO, AO		TA recruited	

[illegible]

evaluation.	undertaken								Director and Town Clerk, LMC appointed by PSC
		5.1.4 Conduct inductions	X	X					Completed induction
		5.1.5 Prepare and submit Salary authorization form to MFEM	X	X					Completed submission of Salary authorization form for Director and Senior Finance & Procurement Officer
		5.1.6 Procure Office equipment for new staffs	X	X					Completed purchase new laptops for new staffs
		5.1.7 Procure replacement of office equipment for staffs	X	X	X	X			
	5.2 Vehicle Maintenance	4	5.2.1 Regular servicing of office vehicles, road worthiness	X	X	X	X	Driver /Message, SFPO, AO	Completed full vehicle services for G62 after National Referendum



											On going	
				5.2.2 Assist with administration and finance	X	X	X	X	Driver /Message, SFPO, AO		Completed assistance with administration and finance unit in Q1 to Q3 Complete- MOIA beautification Linked to PVUGM P implementation	
		5.3 Provide Detail Plan	1	5.3.1 Office landscaping and MOIA beautification		X	X	X	SEPO, SFDO, AO, SUPO, UPO		50% of design completed – Independence landscaping, car parking park, beautification Project under GPVURP	SO C 6.4
		5.4 Prepare NPP	1	5.4.1 Expansion of office				X	Director, PUPO, SHSO		50% design completed – expansion of	SO C 6.4

												DUAP & CSU, MOIA office under GPVURP	
Municipalities													
MI BC	6. To improve administration and financial management of the municipalities	6.1 Support effective and efficient operations, financial management and administration of municipalities	12	6.1.1 Provide reminder to All Municipalities for submission of reports	X	X	X	X	Driver , SFPO, AO		Sent reminders to all municipalities Town Clerks and Administrators to submit their quarter Q1 to Q3 reports	SO C 6.4 , SO C 6.5	
				6.1.2 Review of monthly, quarterly, annual Municipality reports			X			X			Completed review of quarter 1 & 2 reports
				6.1.3 Provide feedback to Municipality on reports			X			X			Report sometimes delays due to change in leadership
													LTCM completed and send in Q1 to Q3 reports.

[illegible]



		financial management control, reporting, and budget development for the municipal councils		6.2.2 Provide technical advice and support to LTMC on revenue initiatives and beautification plan	X	X			SFPO, UPO		Completed - DUAP purchase Solar Street lights for LTMC	
MI BC	7. Support social and economic development of the municipalities are well coordinated, properly planned	7.1 Oversee implementation of urban planning for all urban development	5	7.1.1 Provide technical assistance on Municipality projects	X	X	X	X	Director, PUPO, SFEO, UPO		Completed proposed boundary map for PVCC expansion, risk hazard maps around the proposed areas for flooding and tsunami and subdivision map to locate subdivision boundary and lease title number	SO C 6.5, SO C 6.6, SO C 4, EC 2.3



											Purchased solar street lights, Dush bin and Bill Board as part of LTMC beautification.	
		7.2 Seek additional funding to support Municipalities projects		7.2.1 Preparation and submission of GIPs to DSSPAC	X	X	X	X	Director, SFPO, PUPO		Completed two NPPs, however was removed by Finance Manager on VBMIS	
MI BC	8. Review and create new by-laws in the municipalities to achieve better outcomes for the urban tax payers and public	8.1 Promote and support investments at the municipalities to enable improvement to services and businesses	3	8.1.1 Review and facilitate submission of Municipalities By-laws to AOG *	X	X	X	X	Director, PUPO		LTMC By-laws submitted to OAG	SO C 6.4 , EC 1.2



MI BC	9. Create a recovery plan for municipalities in the event of a disaster	9.1 Submit a National Early Recovery Action Plan to Recovery Operations (ROC)	3	9.1.1 Councils to provide National Early Recovery Action Plan to the Office of the Director	X	X	X	X	Direct or PUPO, SHSO		Possible delay of National Early Recovery Action Plan from urban council's	SO C 6.4 , SO C 6.5, SO C 6.6 EN V 3-3
Urban Planning Unit (UPU)												
MI BA	10. To develop all urban planning policies, urban strategies and urban designs	10.1 Regulate new planning policies, regulations and planning standards to improve planning practices within the Declared Physical Planning Areas (PPA)	3	10.1.1 Develop COM Paper for Urban Planning Policy	X	X	X		PUPO, SUPO, SHSO, UPO, SHSO		COM paper endorsed Awaiting TA recruitment	SO C 6.4 , SO C 6.5, EC 2-3
				10.1.2 Develop Planning Guidelines	X	X	X				Completed TA TOR to supported by ADB for the Urban Development policy Framework	
				10.1.3 Create Working group with	X	X					Completed press release by Hon. Minister	
									PUPO, SUPO,		Zoom meeting with TPGC	



				stakeholders and Line agencies					UPO, SHSO		during council sitting in August to endorse d Zoning and development control plan for Sola.	
				10.1.4 Procurement of travelling logistics		X					Completed travelling logistics for Luganville and RoVo Bay	
				10.1.5 Consultation with Stakeholder and Wider group		X					Completed wider consultation at Lonnoc	
				10.1.6 Recruitment of TA	X	X					Mr. Derek Brien been recruited as GFG TA for both DUAP & DLA, to develop Urban Planning & Housing Policies Framework	

[illegible]

																				- launchin g	
																				2. UPU Team Meeting in LTMC regardin g beautific ation & Revenue initiative	
																				3. Greater Port Vila Urban Resilienc e Project (GPVUR P) – Project Impleme ntation Assistan ce Consulta nts (PIAC) training – range of topics such as: Examini ng Urban Trends, Review of RUDSAP Multi - hazard Risk Mapping , Asset Manage ment	

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											Completed draft design	
											5. Pacific Urban Resilience Measuring Index (PURMI) - Update data and metrics where applicable	
											6. Purchase Solar lights and poles for LTMC	
											7. Luganville Urban Water and Sanitation Project	
											ADB Board approval	
MI BA	11. To direct the effective implementation	11.1 Implement current legislation	3	11.1.1 Inform council on current legislative amendments	X	X			Director, SUPO, UPO, SFDO		Completed successful induction for LMC	SO C 6.5, EC O 3.6



	tion of these policies in all urban centers throughout Vanuatu	and undertake reviews to modernize the legislative framework to support urban planning									councilors and staffs	
MI BA	12. To develop legislative & policy frameworks for housing development and informal settlements	12. 1. Disseminate quality and quantity information on new Planning Policies through workshops, meetings and social media.	3	12.1.1 Develop framework for Housing Policy		X	X		PUPU, SHSO		COM Decision No. 187: Establishing A National Housing Policy. Dated 10th May 2024 - Recruitment of Housing Policy TA, Mark Vaughn - Development of Supply and Demand thru the Housing Value Chain Analysis conducted by HFHA (1st draft to be	SO C 6.4 , ENV 3.1



	migrating from rural areas into urban areas	ed Physical Planning Areas										Area and North/North West of Efate Physical Planning Area located within SHEFA Provincial Government Council
				13.1.2 Facilitate final declaration of PA to SLO for gazettal	X	X	X	X				Request official gazette for final declaration
				13.1.3 Establish SMART City	X	X			Director, PUPO, Urban Planning Unit			Connect with Tourism Concept Plan for Havanna Harbor/ Mariner mini town & Naouneban Marina's
				13.1.4 Recruitment of interns to assist with the Projects					Director, PUPO			Completed recruitment of two (2) interns
	13. 2. Assist with development of new	1	13.2.1 Finalize zoning and development control plan documents for Sola and Rovo Bay	X	X				PUPO, SUPO, UPO, SGISO			95% completed and awaiting official gazettal



		Zoning and Development control plan for Declared Physical Planning Area									from OAG	
		13.2.2 Develop draft zoning and development control plan for Saratamata					X		UPO, SGISO		Feasibility to be carried out in Q4	
		13.3 Assist DLA to identify potential economic and service hubs	3	13.3.1 Support RDPU Unit staff and provincial planners to develop regional growth framework plans to identify potential economic and service hubs				X	Director, Urban Planning Unit		Provincial and COM endorsed potential economic hubs identified through COM decision.	
				13.3.2 Scoping and observations of three (3) proposed hubs			X	X	Director, Urban Planning Unit		Completed draft Concept Plans for Nebraintata & Naouneban	
MI BA	14. Enhance staff capacity, improved coordination of	14.1. Contract qualified and experienced consultants and new staff to perform	1	14.1.1 Prepare TA contract				X	PUPO, Director, SFPO		Completed GPVRP Planning and Project Management Support Consultant (Mr.	SO C 6.4, SO C 6.1, EC O 3.6



<p>declared Physical Planning Areas in collaboration with the Decentralization policy and strengthen the implementation of planning practices to achieve prosperous urban centers throughout Vanuatu.</p>	<p>m the technical roles required by the department</p>							Derek Brien) was hired to assist DUAP and DLA	
								Completed PURMI Local Project Coordinated contract	
		14.1.2 Contract TA			X		Director	<p>Contract Mr. Thierry</p> <p>Contract Mr. Brian Phillips</p> <p>Contract Mr. Mandes Tangaras</p>	
		14. 1.3 TA to support strategies for urban and peri-urban settlements				X		<p>Housing Policy COM Paper endorsed by COM</p> <p>TA recruited</p>	
		14.1.4 Seek assistance from VIPAM and project donors for	X	X	X			1. Training by the Donor	



				training and workshops.								Partner – World Bank (Lonoc Trip) (Greater Port Vila Urban Resilience Workshop)	
												2. International Finance Corporation & Affordable Housing Institute Stakeholder Workshop Meeting	
		14. 2. Build the capacity of planners through training to perform the required planning roles and responsibilities as	2	14.2.1 Attend trainings and workshops provided by VIPAM and other relevant organizations	X	X	X					1. Attend training in China - Seminar on Marine Spatial Planning and Blue Economic Development for Vanuatu	
												2. Attended Subregional Pacific Women Leaders	

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											ncy Manager's Meeting in Fiji	
MI BA	15. Provide technical and GIS support to Urban Planning and Foreshore Units.	15.1. Support Urban planning activities and projects through data collection / analysis and map production		15.1.1 Develop e-planning tool/system	X	X	X	X	Director, SGISO		TA recruited Geoserver created by team OGCI Development of DUAP e-planning in progress	SO C 6 EC O 2 EN V 4.1
				15.1.2 Produce maps to support urban planning unit activities	X	X	X	X	SGISO		Maps produced (risk/hazard, cadastral, boundary, zoning, etc.)- Ongoing activity 3 rd Quarter mapping activities - completed draft concept plan for Naouneban Proposed Marinas	

									- Nepreni nteta Mini Tourism	
			15.1.3 Prepare maps for expansion of Port Vila and Luganville	X	X	X		SGISO , FDO	Completed proposed expansion of Port Vila and Luganville	
			15.1.4 Confirm boundary map of Luganville wards with Electoral Office						Completed verification of Luganville Municipal Council (LMC) ward boundaries	
	15.2. Updated maps of 71 Area Councils in place	1	15.2.1 Training and familiarization on how to use GIS mapping tools		X	X			Training is postponed to 3rd Quarter – August 2024	ENV3 ECO2
			15.2.2 Travel to Sanma and Torba with Statistics team to verify the AC boundaries		X			SGISO , FDO	Completed verification of Tanna Area Council boundary using GPS to located the starting	

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Foreshore Development Unit (FDU)												
MI BB	16. To administer and enforce the Foreshore Development Act by developing new guidelines,	16. 1. Undertake regular review of the current foreshore legislation and identify areas to improve the implementation of the Act in order to achieve better Foreshore Development outcomes.	1	16.1 Review Foreshore Development Act (CAP. 90)	X	X	X				Completed draft COM Paper for the amendment of the Foreshore Development Act 90 (FDA) and submitted to Compliance Manager, CSU, MOAI for review	
				16.1.2 Review foreshore spot fines and fee categories with assistance from	X	X	X		PFO, SFEO, SFO, FDO		Completed drafting instruction for FDA amendments and submitted to Compliance Manager, CSU, MOAI for review	ENV 2.2, SO C 6



				Compliance Manager, CSU, MOIA								fees of the Foreshor e Develop ment Act and submitte d to the office of the DG and Hon. Minister' s for endorse ment	
				16.1.3 Develop MOU with relevant stakeholders	X	X						Draft MOU complet ed between DUAP, VBoS and DSSPAC, awaiting to be signed Receive d SLO advice	
				16.1.4 Conduct consultation on foreshore regulations, guidelines and SOP		X						FDA regulati ons officially gazette by SLO	
				16.1.5 Submission of draft regulations and guidelines to Minister and OAG			X	X				Letter of Instructi on was signed by the hon. minister to the office of	



												the AOG together with amended categories of fees in order to prepare regulation order	
				16.1.6 Organize workshop with planners, Foreshore Act and application process			X	X				Completed planners, workshop in Lonoch, East santo Completed induction with LMC councilors and administration	
MI BB	17. To review and make improvements and inform stakeholders on existing	17. 1. Increase the quantity of information disseminated on Foreshore legislation,	4	17.1.1 Improve awareness on foreshore requirements through social media platforms	X	X	X	X	SFEO, FDO			Foreshore Comic book, film and SMS blast message completed Completed first payment	SO C 6.4



	legislative framework;	penalties and fees through media platforms to enable public to be better informed of requirements for foreshore developments		17.1.2 Create and update foreshore unit Facebook page	X	X	X	X	FDO		Foreshore Unit Facebook page has been created with regular updates on all foreshore related matters in Vanuatu	
MI BB	18. To provide secretariat support to the Foreshore Advisory Committee	18. 1. Undertake joint site inspection with other stakeholders to enforce Foreshore legislation	6	18.1.1 Organize Foreshore Advisory Committee meetings	X	X	X	X	SFEO, SFDO, FDO		Third FAC held in 1 st October 2024	SO C 6.1
				18.1.2 Conduct joint site inspections with relevant departments	X	X	X	X			Created Foreshore unit location mapping template to identify location of foreshore developments (Legal & illegal) around Vanuatu.	
MI BB	19. To recruit new Fores	19. 1. Update and apply	1	19.1.1 develop foreshore database	X	X	X	X	SEFP, FDO		Liaise with OGCI and local	



	hore Devel opme nt Office rs to streng then enforc ement , reven ue collect ion and the capaci ty of the Fores hore Devel opme nt Unit	ICT based record keepin g practic e for foresh ore devel opment applica tions								consulta nts TA recruite d Geoserv er created by OGCIO Team DUAP e- planning system should launch before end of this year	
		19.2 Trainin g for Fores hore Devel opment Officer s to streng then enforc ement and capacit y buildin g	1	19.2.1 Attend trainings and workshops provided by VIPAM and other relevant organizations.	X	X	X	X	SFEO, SFDO FDO	1. Attend Greater Port Vila Urban and Resilienc e Project Training (GPVUR P) at Lonnoc, East Santo run by ADB & DUAP 2. Attend Luganvill e Municip al Council Inductio	

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											g Master Plan Project (PVUGM PP)- during World Environment Day	
											8.Attend DSPPAC Training at Melanesian Hotel on 12th June 2024	
		19.3 Purchase drones and drone license for foreshore unit to access inaccessible foreshore sites	1	19.3.1 Procure and purchase a drone for the Foreshore Unit to use during site inspections	X	X			SFDO, FDO			
MI BB	20. To improve the collection of revenue through foreshore	20.1. Improve monitoring & enforcement through Spot Fines of	2	20.1.1 Develop Foreshore M&E Framework	X	X			SFEO		Foreshore development unit has been conducting regular site inspections	EC O 1.2



	devel opme nt.	Foresh ore Develo pment on Efate, Sanma and other approv ed islands									since January 18th 2024 in Santo/A ore.	
											Monitori ng of foreshor e develop ments around Port Vila	
				20.1.2 Prepare report for illegal foreshore developments	X	X	X	X	SFEO, SFDO, FDO		Comple ted reports for site inspecti ons and illegitim ate foreshor e develop ments:	
				20.1.3 Issue penalty notices and legal proceedings	X	X	X	X			Penalty notice and stop work notices issued to illegal develop er Collabor ations with the National Security Council regardin g Dry Dock issue at	



											EX BP wharf.	
											Instructi on was sent to Commis sioner of Police and VPF to carry out the investiga tion leading onto prosecut ion	
		20.2 Purcha se a boat for Foresh ore Unit	1	20.2.1 Consult with Maritime Police for an officer to assist with site inspections and use of vessel	X		X			SFEO, FDPO	One Police Officer been hired with FDU enforce ment	
			1	20.2.2 Procure and collect quotations for a boat	X						Quotatio ns collecte d and submitte d to Finance Unit	
			1	21.2.3 Assist Finance to facilitate payments for hiring or purchasing of boats			X	X		SFEO, FDPO	Awaiting procure ment process by Finance Unit	



Department of Labour and Employment Services

Ministry	MIEA	MINISTRY OF INTERNAL AFFAIRS									
Department	DOL	Department of Labour and Employment Service							Operational Report Q1/2/3/4-2021		Linkages to NSDP
Program	Activity	Performance Indicator	Target	Actions	Q1	Q2	Q3	Q4	OIC	Status Time Frame	Comments
MIEA		MINISTRY OF INTERNAL AFFAIRS									
DOL		Department of Labour and Employment									
		Services									
Activity		Performance Indicator		Action					Update		
Ensure equity /fairness in the domestic & International employment market		Domestic & international employment markets contribute in increase revenue (work permit tax, licenses fees, spot fines) and remittances (Labour mobility programs) & workers wellbeing/welfare		Keep records of migrant workers and domestic workers including work permit holders in reports (monthly, quarterly, half year, and annual report)					New work permit: 140 Renewal work permit: 156 Temporary work permit: 41 Exemption work permit: 75 Transfer from one employer to another: 5 Total registration during 3 months 417 Total expected revenue collected from approved work permit stands at 56,420,000 vatu Labour Market North Work permit exemption: 1		



			One year work permit: 16
		Promote entrepreneurship platform for reintegration through partnership with other line agencies (MALF & MTT) and relevant stakeholders	
		Address migrant workers welfare through active dialogue with team leaders, relationship Managers, country Liaison Officers and approved employers	
	Increase the number of both skilled and unskilled Ni-Vanuatu workers in existing and new labour mobility programmes	with actions arising tracked & distributed for participating donor partners and increase numbers of both skilled and unskilled Ni-Vanuatu workers in existing and new Labour mobility	Labour market north PALM registration: 128, contract signed: 3
		Registration through in-country recruitment database (IRD) system	
		Skilled Training conducted by developing partners (NZ and Australia) and other stakeholders (ILO, IOM, APTC, World Vision)	
		Conduct 6 Liaison meetings with Australia and New Zealand Labour mobility programs and capture this in the quarterly and annual reports	
Promote the standards required by law for decent work and strengthen compliance with all Vanuatu's labour laws	Compliance with all Vanuatu Labour laws and improves workers condition	Develop 1 Employment standards under Labour Domestic and International (Labour Mobility Programs) Laws	
		Undertake 30 workplace inspection and provide reports accordingly	In regards work place inspections, we have recorded:



			<ul style="list-style-type: none"> - 26 new inspections - 9 Investigations <p>Other responsibilities</p> <ul style="list-style-type: none"> - 30 cases recorded <p>includes OHS claim & work permit issues. – Compliance & Inspection Unit</p> <p>15 inspections in the last 3 months of July, August & September – Labour market south</p> <p>4 inspections conducted – labour market North</p>
		Conduct 10 awareness on employment rights and obligations to general public including employers and employees under domestic labour laws	Usually, an awareness is provided in the field during inspection practice and also in the office. So far, we have conducted 71 awareness to different clients representing different companies.
		Address loopholes and penalties in the legislation by way of amendments after consultation with the tripartite body	<p>Gaps have been identified in the Employment Act, Trade Disputes Act, Minimum Wages Act, Trade Union Act</p> <p>Drafting instructions will be prepared for each amended areas of each law.</p>
	Support development & implementation of the national Labour	Provide assistance to TA in terms of sharing of information to enable him/her carried out functions per TOR in the	



	Mobility Policy Framework	exercise of the review of National Labour Mobility Policy Framework	
Employment trade disputes settlement according to Labour laws	Conciliation and dispute resolutions.	Settlement of trade disputes	<p>Money trust recovered: 232, 000 Vt.</p> <p>Disputes: Disputes:</p> <p><i>Registered:</i> 30</p> <p><i>Settled: 14</i> <i>Unsettled; 16</i></p> <p><i>Males: 18</i> <i>Females: 8</i></p> <p>Miscellaneous disputes:</p> <p><i>Settled: 62</i></p> <p><i>Males: 37</i> <i>Females: 27</i></p> <p><i>Closed: 57</i> <i>Unsettled: 4</i></p> <p>Information: 99</p> <p><i>Males: 51</i> <i>Females: 49</i></p>



			<p><u>Labour market</u></p> <p><u>North</u></p> <p>19 registered employment disputes</p> <p>1 settled</p> <p>Registered: 30</p> <p>Settled: 14 Unsettled; 16</p> <p>Males: 18 Females: 8</p> <p>Miscellaneous disputes:</p> <p>Settled: 62</p> <p>Males: 37 Females: 27</p> <p>Closed: 57 Unsettled: 4</p>
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			Information: 99 Males: 51 Females: 49 Labour market North 19 registered employment disputes 1 settled 18 unsettle From these complainant Male:12, Female: 7 Obtain information in person Male: 165, Female: 99, through phone: Male: 58, Female: 40 Money trust: 519,255 vatu
	Unsettle registered employment trade dispute cases	Employment trade disputes case pass on Trade Disputes Tribunal	No case submits to employment tribunal



<p>Promote and maintain good working relationship between tripartite Labour Partners – Unions, employers and government</p>	<p>Strengthen collaboration with VCCI, Youth challenge and other stakeholders to increase the numbers of self-employed Ni-Vanuatu to become entrepreneurs</p>	<p>Held meetings, write minutes and maintain an annual report provide details of progress & Issues</p>	<p>So far there was no meetings this year.</p> <p>Problem in the composition and nominations of members. However, hopefully legal instruments can be done immediately so that meetings can be done before end of 2024.</p> <p>I have been invited to attend a 3-week training on Youth Entrepreneurial skills for Vanuatu. This training will provide valuable insights on how the Department of Labour can work with stakeholders to support youth/Job seekers in developing entrepreneurial skills.</p> <p>On-going Skills development campaign meetings (VIPAM, VQA, VSP, MOET, APTC, DOL): Skills Awareness event in Tanna: October (Tafea Day 2024)</p> <p>PLF and the Department of Labour partnered with Youth Challenge Vanuatu to tackle the brain drain issue by financially supporting 30 YCV</p>
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			youths for internships at tourism resorts.
		Consultation with TLAC and stakeholders on Labour matters to promote entrepreneurship and Apprenticeship	In process already with State law Office.
	Strengthen the Tripartite Labour Council	Conduct 4 Tripartite Labour Advisory council (TLAC) meeting to address employment matters	Appointment of TLAC member to be formalized
		Develop a standing order/manual/guideline for the tripartite	No work done on this
Enforce compliance for employment standards according to ILO Conventions	Undertake inspections for compliance to ILO conventions	Workplace inspections undertaken & Reported x 30	11 inspections in the last 3 months of July, August and September – Labour market South
Advocate for workers' rights and welfare in international and domestic markets	Undertake awareness programs and public consultation to advocate for workers' rights and welfare in international and domestic markets	Awareness meetings held & minutes with annual report providing details of progress & issues	11 awareness conducted alongside inspections
		Conduct awareness on workers' rights and obligations during predeparture briefing for labour mobility programs in Australia and New Zealand	
		Maintain constant communication with country liaison officers in Australia and New Zealand to have updates on the progress of welfare issues and fair working conditions of migrant workers	
	Implement and promote localization policy	Localization policy drafted, consulted, approved and implemented	There is a great challenge in our labour market during Covid19 that makes it difficult to strengthen our localization concept. NEP is in process to



			address labour in our domestic market.
		Effectively implement counterpart training plan. To do so bind work permit holder and the local counterpart in a contract agreement.	<p>Employers have been complaining a lot about labour shortage of skilled employees due to labour mobility and VCCI conducted a survey in 2023 and concluded that the most needed areas are; managerial positions, technical areas and senior supervisory.</p> <p>Employer's need to show Company structure in the WP form to confirm that a position exists and training is being conducted or in process and need to show prove in the performance annually.</p> <p>Employer's must also respect our laws in order to help strengthen our domestic instead of complaining about our compliance.</p>
		Undertake a practical test to local counterpart to verify whether he/she is competent	<p>Training plans are provided by the employer but to effectively monitor the training of the local counter-part is a challenge from our position.</p> <p>The honesty of employers whether or not training was provided is also a challenge.</p>



			<p>Wages is a problem that is why locals resign to be engaged in LM program overseas because of the money.</p> <p>Most employers keep an employee too long on a same salary scale without providing any incentives.</p> <p>And refuse to employ our graduates because they will to pay high salary to them thus weakening our labour recruitment and widening the unemployment gap.</p>
	Establish unemployment data base and link it to training institution	Provide financial support to the current unemployment data base to ensure it is up to date and accessible to training institution	<p>In July, we (DOL) secured a donor partner to fund the development of the Employment Portal (unemployment Database). In August, we consulted with four website developers, and in September, we (DOL and Donor Partner) selected one successful developer. The contract will begin next month, in October.</p>
	Establish a pool for skilled workers	Maintain IRD system up and running	
		Envisage a portal for employment Vanuatu within IRD system	September – Current discussions on how the redevelopment of Employment Vanuatu website and merging it within IRD system



	Support the review of labour Laws	Undertake review of labour laws	Review has been done in from 2019, early 2020 and July 2023. Drafting instructions to be prepared soon.
	Create new labour policies	Finalization of NEP	It is in process with ILO in collaboration with Department of Labour & ES. It is in process with ILO in collaboration with Department of Labour & ES.
		Develop labour sub policies out of NEP	It is in process with ILO in collaboration with Department of Labour & ES. It is in process with ILO in collaboration with Department of Labour & ES.
	Bring all labour related functions under the Department of Labour including internship, cadetship, apprenticeship	Establish partnership with training institutions to address skills gap and address the business house needs	<p>27 July DOL organize meeting with Stakeholders and Private Sector rep to discuss the roles and services of ESU (domestic) and the Private sect rep (Hoas blo wok) provides their services provided. Discussions around finding pathways for Job seekers (Graduates, High school leavers, youth, etc) to find or create employment opportunities within the Labour Market.</p> <p>An action plan was created after the meeting with stakeholders and a private sector representative, and</p>



			it is currently in progress.
		Increase skilled work force in domestic labour markets	low, medium, and skilled workers are taking place. Employers are employing skilled workers from the Employment Work-ready
Improve service delivery framework and organizational compliance through an inclusive policy, legislation, planning, reporting, budget, assets management, ICT system, restructuring, decentralization of services, capacity building awareness, dispute & conciliation mechanism revenue generation	MBC submission with costed supplementary budget and NPP on time	Planning and budgeting by each section	
		MBC submission x 2 with costed supplementary and NPPs	
	Undertake & implement restructures to address capacity for decentralized services delivery	Finalization of the structure and submission for approved to PSC	Revised organizational structure submitted to PSC
		Recruitment of new staff members and placement in the approved structure	Four new officers been appointed by PSC during the 3 months period
		Conduct induction with new staff members to assist them in their integration through familiarization of departmental work ethics	Manager and Senior Officer conduct induction with new officer
		Upgrade staff capacity building through partnership with developing partners and relevant stakeholders	Few officers attend partners organized meetings domestically and overseas.
	Prepare plans and reports on time as per Gov reporting cycle	Preparation and submission of reports on quarterly, mid yearly and annual basis	Reports prepared and submit late due to late submission from Managers
		Submission of financial report to Managers on monthly basis	
		Planning and reporting 100% on time as per GOV reporting calendar cycle	



Vanuatu Electoral Office

Ministry	MOIA	MINISTRY OF INTERNAL AFFAIRS											
Department	VEO	VANUATU ELECTORAL OFFICE								Operational Report Q1/2/3/4-2023		Linkages to NSDP	
Objective 1: 1. Conduct efficient & credible elections through improved election procedures													
Program	Activit y	Performance Indicator	Targ et	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Statu s Time Fram e	Comme nts	Linkages to NSDP	
MIEB	1. EFFICI ENT	1.1 Develop measures to pilot Out of Country& Out of Constituency Voting procedures		1.1.1 Develop clear guidelines for use of technology for Out of Country & Out of Constituency voting	X				PEO (VEO)	Q1	Used in Referen dum for 5000 voters		
				1.1.2 Conduct pilots						Q2	Underto ok the process		
		1.2 To supervise and coordinate Provincial, & By-Elections elections by consolidating operational planning	2	1.2.1 Deliver Provincial Council Election in Sanma (Feb 2024);	X					Chair EC; PEO (VEO)	Q2	Sanma & Malekul a complet ed on time	SOC 6.3:



	ELECTIONS	within the VEO administration, including procurement and logistics, to deliver efficient, equitable, inclusive and timely elections;		1.2.2 Prepare Procurement for elections	X				PEO (VEO)	On-going – as needed	Completed for Sanma Provincial Election & Ambrym and Malekula By Elections	
				1.2.3 Prepare an illustrated Logistics & Inventory SOP for maintenance, packing, dispatch security & reconciliation (draft Q1, test Q2)	X				PEO (VEO)	Q4	Completed in 2022 but updated as needed	
		1.3 Improve number of polling stations to enable inclusive, equitable access by splitting “mega stations” and new polling stations established;	At least 2	1.3.1 Develop Policy on criteria for splitting of mega stations					PEO (VEO) Deputy PEO	Q2	This policy is not needed as this is an operational matter Refer below 1.3.3	
				1.3.2 Allocate voters by ID number						On-going	Done	SOC 6.3: SOC 5.1
				1.3.3 Split bigger stations to create new Polling Stations						On-going	Split 4 mega stations	SOC 6.3:



		1.4 Maintain Geo Spatial Electoral Maps for efficient elections, registration & electoral management	1	1.4.1 Maintain accuracy of maps	X					PEO (VEO) Deputy PEO & TA	On-going	Verification and updating processes in Q1 ahead of referendum & 2 elections	SOC 6.3
				1.4.2 Verify Geo Spatial Electoral Maps in field	X						On-going		SOC 6.3
		1.5 Develop electronic electoral management system	1	1.5.1 Develop clear guidelines for electronic electoral management system	X						On-going	Results management system tested in Sanma & Ambrym elections	
				1.5.2 Develop software for electronic electoral management system	X						On-going	Being used	
				1.5.3 Conduct pilots	X						On-going	Pilot in Sanma & Ambrym elections	

Objective 2. Maintain an efficient national voter register based on the National ID Number

Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status Time Frame	Comments	NSDP
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MIEB	1. VOTER REGIS TER	2.1 Voter Register with ID cards for eligible voters 18 years and over by updating and validating the Voter Register using National ID Card and CRIM data	352	2.1.1 Utilise RV5 central civil register to extract Voter Lists	X						On-going	RV5 still under development but intensive development underway with CRIM and OGCIO	SOC 6.3:
				2.1.2 Validate Voter List to verify correct Polling Station allocation	X						Q1	Intensive in Q1	SOC 5.1
				2.1.3 Develop mobile service for voter verification based on ID#							Q3	Not in Q1 Reporting Timeframe	
				2.1.4 Develop the criteria for allocation of polling stations	X							Draft criteria being developed	
				2.1.5 Review, update and gazette Polling Station names	X						On-going	On-going updates to Polling Station lists	SOC 6.3:
				2.1.6 Inspection of Voter List in cooperation with Area Administrator	X						Q1 Q2	Undertaken nationally ahead of Referendum	SOC 6.3:



				2.1.7 Work with Area Administrators & SGs to identify new Polling Stations	X					On-going	On-going updates to Polling Station lists	SOC 6.3:
		2.2 Increase numbers of eligible voters with National ID with registration on Integrated Data Base	1	2.2.1 Establish & maintain a credible, accurate Voter Register with ID cards for eligible voters 18 years and over	X					On-going	Undertaken nationally ahead of Referendum	SOC 6.3
				2.2.2 Develop Procedures & Manual to correlate to RV5	X					On-going	On-going – mostly completed in 2023	SOC 6.3 SOC 6.1
				2.2.3 Provide report on eligible voters in Quarterly Reports & Annual Report disaggregated by location, gender & age					PEO (VEO) Deputy PEO Data Entry Officers	Q1 Q2 Q3 Q4	Awaiting RV4 roll over	
		2.3 Continued work in the EC, VEO digital archiving process	500 files	2.3.1 Digital archiving undertaken, scanning & archiving to build historical archive						On-going	Not done because of focus on Referendum	SOC 6.3:
		2.4 Increasing ICT capacity and database development and maintenance	4	2.4.1 Training sessions undertaken to improve ICT Skills on data base usage	X					On-going	Training underway for Data Verification Officers	SOC 6.3:



		skills within the office										and Field Officers	
Objective 3. Legislative reform of the Electoral Legal Framework													
Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status Time Frame	Comments	NSDP	
MIEB	3. LEGISLATION & POLICY FRAMEWORK	3.1 Support for improving the legal framework of elections	2	3.1.1 Electoral Reform Working Group (ERWG) continue to provide technical support					Chair ERWG OAG	On-going	Not needed in Q1 Work largely in 2023	SOC 6.3:	
		3..2 Support the implementation of improvements in legal framework	Same as 3.1	3..2.1 Electoral Reform Working Group (ERWG) continue to provide technical support					Chair ERWG OAG	Q2	Not needed in Q1 Work largely in 2023	SOC 6.3:	
Objective 4. Increase Civil Engagement through public voter information and awareness													
Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status Time Frame	Comments		
MIEB		4.1 Awareness campaigns for electoral framework, voter engagement (Media, Facebook, ,Posters, Civic Education in schools) reflected in	1	4.1.1 Awareness campaigns for voter engagement reported in Annual Report detailing # of awareness campaigns & types of publicity undertaken	X				PEO, VEO; Outreach Office r VEO; Web Site Office r VEO	On-going	Intensive programs nationally ahead of Referendum	SOC 5.1: SOC 6.3 SOC 6.5	



	4. PUBLIC AWARENESS & OUTREACH	VEO contribution to MOIA Annual Report (x1)										
		4.2 Web Site	1	4.2.1 Web Site up-to-date	X				Web Site Officer VEO	On-going	Being updated regularly	SOC 6.3:
		4.3 Meetings held with Sector Stakeholders	4	4.3.1 Meetings reported in Quarterly Reports & Annual Report	X				PEO, VEO; Outreach Officer VEO;	On-going	Intensive program ahead of Referendum with a National Program for Yes and No campaign	SOC 6.1 SOC 6.4
		4.4 Training Plan for Web Site utilisation	1	4.4.1 Training Plan Report					Outreach Officer VEO;	On-going	TA not available	SOC 6.1
		4.5 Access to Information Assessment	1	4.5.1 Access to Information Assessment to guide future awareness campaigns	X				Outreach Officer VEO;	On-going	Web Site provides up-to-date information	SOC 4.5 SOC 6.3
		4.6 Printing of awareness materials	500	4.6.1 Materials for Candidate Book, My Election Week by Week, Posters	X				Outreach Officer VEO;	On-going	With VEO & VEEP budgets , an on-going activity	SOC 6.3



		4.7 Civic Education materials	26 sets	Civic Education materials printed & distributed to 26 schools	X					Outreach Office r VEO;	Completed	Completed in February '24 to 29 schools	SOC 6.5
		4.8 Production of awareness videos	1	4.8.1 Videos contracted	X					Outreach Office r VEO;	Ongoing	Awareness Video x 2: Voter Registration Inclusion and Accessibility	SOC 5.1
		4.9 Develop Communications Strategy for VEO	1	4.9.1 Communications Strategy drafted	X					Outreach Office r VEO;	Q1	Funding not available due to Referendum	SOC 6.5
				4.9.1 Workshops delivered to raise awareness on Common Strategy						Outreach Office r VEO;	Q2	Not applicable in Q1 Timeframe	SOC 6.5
				4.9.1 Develop VEO templates						Outreach Office r VEO;	Q2	Not applicable in Q1 Timeframe	SOC 6.5
		4.10 Deliver training for key stakeholders for observation as needed i.e. for Domestic Observers & NGOs	1	4.10.1 Develop network of domestic operations groups with support for minimum operating procedures,	X					Outreach Office r VEO;	Q4	Training underway for Referendum with Foreign Affairs sending	SOC 6.5



				information sharing								invitations	
Objective 5. Improve service delivery and organisational compliance through an inclusive policy, legislative, planning, reporting, budget, SOPs/Procedures Manuals, restructure implementation, decentralisation, ICT & revenue generation													
Program	Activity	Performance Indicator	Target	Actions	Q1	Q2	Q3	Q4	OIC	Status Time Frame	Comments	NSDP #	
MIEB	5. INSTITUTIONAL FRAMEWORK	5.1 Implementation of VEO restructure to improve decentralised service delivery, especially in the provinces	1	5.1.1 One Provincial Officers appointed	X				PEO; HRM, CSU; OPSC	Q1	On-going, with intensive programs ahead of Referendum	SOC 6.1SOC 6.4	
		5.2 Improved permanent staff levels	2	5.2.1 Two permanent officers appointed at HQ	X				PEO; HRM, CSU;	Q1	Finance Officer appointed	SOC 6.1 SOC 6.4	
				5.2.2 NPP developed for new staff to MBC					PEO; HRM, CSU; FM, CSU	Q2	Not applicable in Q1 Timeframe	SOC 6.5	
		5.3 Implementation Plans developed for VEO	1	5.3.1 Develop NPP for VEO policies.						PEO; Deputy PEO; M&E Officer CSU	By Q2	Not applicable in Q1 Timeframe	SOC 6.5
		5.4 Procedures Manual/s implemented	1	5.4.1 Procedure Manual (Logistics) implemented with training	X					PEO; Deputy PEO;	Q1	Completed in 2022	SOC 6.3:



		5.5 Improve revenue	5%	5.5.1 Revenue tracked & reported in Annual Report	X					PEO; Deputy PEO; FM, CSU	On-going	On-going with fees charged for candidate applications	ECO 1.2
		5.6 GOV Planning & Reporting Cycle compliance	100%	5.6.1 Deliver planning, reporting & budgets on time as required by GOV planning cycle with 100% compliance with GOV's Planning & Reporting Cycle	X					PEO; Deputy PEO; M&E Officer, CSU	On-going	On time reporting & planning	SOC 6.1 SOC 6.4
		5.7 PMR (appraisals) undertaken on time	3	5.7.1 PMRs on time with annual Work Schedule for each officer	X					PEO; Deputy PEO; HRM, CSU	January July Dec	On time reporting for Q1	SOC 6.1 SOC 6.4:
		5.8 Training Plan developed & undertaken to improve VEO staff skills	1	5.8.1 Budgeted Training Plan developed on basis of PMR training needs	X					PEO; Deputy PEO; HRM, CSU	Q1	Using Referendum funds for training	SOC 6.1 & 6.4:
		5.9 ICT equipment for professional delivery	1	5.9.1 Develop 2024 VEO ICT Procurement Plan & NPPs to purchase						PEO; Deputy PEO	Q2	Not in Q1 Timeframe	SOC 6.1
		5.10 Logistics budget for 2024 elections prepared as	1	5.10.1 Charter for air transport for transport of Electoral materials	X					PEO & FM (CSU)	Q1	Completed for Sanma &	SOC 6.3 SOC 6.5



		basis for COM request/s									Ambry m	
			1	5.10.2 Charter for land transport of Electoral materials	X				PEO & FM (CSU)	Q1	Completed for Sanma & Ambry m	SOC 6.3 SOC 6.5
			1	5.11.3 Charter for sea transport of Electoral materials	X				PEO & FM (CSU)	Q1	Completed for Sanma & Ambry m	SOC 6.3 SOC 6.5
			1	5.11.4 Electoral Materials procurement	X				PEO & FM (CSU)	Q1	Completed for Sanma & Ambry m	SOC 6.3 SOC 6.5
			1	5.11.5 DSA Budget for VEO staff and electoral officers for Sanma Provincial elections & Ambry m	X				PEO & FM (CSU)	Q1	Completed for Sanma & Ambry m	SOC 6.3 SOC 6.5
		5.12 VEO Office costs	1	5.13.1 Annual Budget forecast for operational costs (telecoms, utilities, photocopier expenses, fuel, vehicle maintenance, air con maintenance, plumbing) as recurrent NPP					PEO & FM (CSU)	Q2	Not in Q1 Timeframe	SOC 6.3 SOC 6.5
			X 1	5.9.1 Fully costed MBC Submission with					PEO; Deputy	Q2	Not in Q1	SOC 6.1



		5.12 VEO Budget Submission developed		NPPs based on policy & planning					PEO; FM, CSU		Timeframe	SOC 6.4
				5.9.2 Develop Recurrent NPP for rolling Election Budget based on Electoral Cycle						Q2		
				5.9.3 Supplementary Budget Submission developed if needed						Q2		

MIEC: ELECTORAL COMMISSION

Objective 1. EC to drive policy development & implementation of registration of eligible electors and conduct of all elections specified by the Constitution of Vanuatu and by the Act of Parliament Cap 146

Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status Time Frame	Comments	NSDP #
MIEC	1. Policy development & implementation	1.1 Policy development & implementation with regular EC Commission meetings	X 4	1.1.1 Hold Commission meetings x 4 with Minutes	X				EC Chair; PEO as Secretariat	On-going	5 held	SOC 6.3
		1.2 Recurrent NPP for Commission meeting costs & allowances	X 1	1.1.1 NPP submitted					EC Chair; PEO; FM, CSU	Q2	Not in Q1 Timeframe	SOC 6.3

2. To lead development of legislative framework for electoral system

Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status	Comments	NSDP #
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										Time Frame		
MIEC	2. Policy development & implementation	2.1 Policy development & implementation with regular EC Commission meetings	X 4	1.1.1 Hold Commission meetings x 4 with Minutes	X				EC Chair; PEO as Secretariat	On-going	5 in Q1	SOC 6.3
		2.2 Oversee meetings with electoral sector stakeholders to review and revise legislation & Regs.	1 per Quarter	2.2.1 Meetings with sector stakeholders held to progress issues with Minutes or Meeting Outcome reports	X				EC Chair; PEO	On-going	National Program ahead of Referendum	SOC 6.3
		2.3 Implement 2024 Legislative Road Map	2	2.3 Legislative Road Map delivered					EC Chair, PEO, Deputy PEO, OAG	Ongoing	Not in Q1 Timeframe may be needed once new Bills are Gazetted	SOC 6.3
		2.4 Implement legislative reform regarding independent functions, budget and mandate of EC	1	2.4.1 Implementation Plan					EC Chair, PEO, OAG, LRC	Q1	Not in Q1 Timeframe	SOC 6.3
Objective 3: To provide electoral dispute resolution through Election Disputes & court appearances												



Program	Activity	Performance Indicator	Target	Actions	Q1	Q2	Q3	Q4	OIC	Status Time Frame	Comments	NSDP #
MIEC	3. Electoral Dispute Resolution	3.1 Electoral disputes reviewed and documented	1	3.1.1 Record of Electoral Disputes made in EC Minutes and reported in Annual Report x 1	X				EC Chair; PEO; EC Members	On-going as needed	1 Dispute received in Q1 with Dispute Committee being established	SOC 6.3:

Objective 4: To undertake consultation for reform and delivery of an efficient, reliable, equitable & inclusive electoral system for Vanuatu

Program	Activity	Performance Indicator	Target	Actions	Q1	Q2	Q3	Q4	OIC	Status Time Frame	Comments	NSDP #
MIEC	4. Consultation & Awareness	4.1 Awareness meetings held on electoral issues & reforms reported in Annual Report	1	4.1.1 Annual Report contribution provides details of meetings held, location, topic and recommendations arising	X				EC Chair; PEO	On-going	National Programs ahead of Referendum	SOC 6.3:

Objective 5.1 EC Restructure presented & implemented

Program	Activity	Performance Indicator	Target	Actions	Q1	Q2	Q3	Q4	OIC	Status Time Frame	Comments	NSDP #
MIEC			X 1	5.1.1 Restructure submitted to Minister for	X				EC Chair; PEO;	Q1	A new Submission	SOC 6.1 & 6.4



	5. Restru cture	5.1 Restructure approved		endorsement/rele vant authorities					HRM CSU & OAG		drafted but awaitin g Gazettal of Bills	
			1	5.1.2 Develop NPP for EC Restructure with additional staffing costs	X				EC Chair; PEO; FM CSU & OAG	Q1	NPP ready but awaitin g Bills Gazettal	SOC 6.1 & 6.4



Department of Civil Registry and Identity Management

Minist ry	MIA	MINISTRY OF INTERNAL AFFAIRS											
Depar tment	CRIM	VANUATU CIVIL REGISTRATION & IDENTITY MANAGEMENT								Operational Report Q1/2/3/4-2024		Linkages to NSDP	
Objective 1: To improve coverage for registration of vital events such as births, marriages, and deaths													
Progr am	Activi ty	Performan ce Indicator	Tar get	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Stat us/ Tim e Fra me	Comm ents	NSDP	
MIED	Regist ration of vital event s	1.1 Free, continuous , timely, accurate, and universal civil registratio n	100 %	1.1.1: New Posts Registrar Deaths, National ID, Data, Analysis, Assistant ICT Officer, per the approved restructure				x	Registra r General	Q3	On going from Q2 to Q3. Death Regist rar is in place while others are still in proce ss	SOC 6.5 SOC 6.9	
				1.1.2: Continued integration of Data Base in Health, Education, and church facilities	x	x	x	x		Ever y Qua rter	ON-GOIN G		
				1.1.3: Civil Registration coverage data in Quarterly Reports	x	x	x	x		Ever y Qua rter	ON-GOIN G		



				x 3 and Annual Report								
				1.1.4 Review of SOP for CR and Identity Management developed				x		Q4	Reviewed in Q3	
		1.2 Access points and coverage of vital events to ensure inclusion regardless of age, gender, language, disability, religion, or geographical location	6	1.2.1: Provide 20 new Access Points				x	Registrar General	Q3	NOT IN Q3 - Pending RV5	SOC 6.5
				1.2.2: Provide gender data in Quarterly and Annual Reports	x	x	x	x		Every Quarter	ON-GOING	
		1.3 Integrated database installed in Health and Education facilities	6	1.3.1 One per province				x	Registrar General	Q3	NOT IN Q2	SOC 6.9
		1.4 Accurate and reliable statistics for users provided in reports (Annual Report)	1	1.4.1: Provide extensive data analysis in Annual Reports, Quarterly Reports, Half Yearly reports, DO/COM Papers, and Briefing Papers to DG and Minister as needed	x	x	x	x	Registrar General	Every Quarter	ON-GOING	SOC 6.9
		1.5 Area Councils provided with access	15	1.5.1: Provide Area Councils with live access to the Central Database which will improve data collection				x	Registrar General	Q4	Begin with 2 AC in Tafea Province in Q3	
Objective 2: Establish and maintain the Central Registry Integrated Data Base and Population Registry												
Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status/	Comments	



										Time Frame		NSDP
MIED		2.1 Access to Central Register through approved designated points both nationally and internationally through an increase in the number of Registration Points	6	2.1.1: 6 new access points			x		Registrar General	Q3	NOT IN Q3 – pending RV5	SOC 6.5 SOC 6.9
				2.1.2: One International access point				x		Q4	2 Access points : NZ& Australia in Q3	
				2.1.3: Provide numbers in the Annual Report to meet Appropriations Act targets				x		Q4	Ongoing from Q3 to Q4	
MIED	Central Register and Population Registry	2.2 Central Register inter-operability and sharing to disseminate vital statistical information to address data gaps	4	2.2.1: 4 Reports provided on increase in stakeholder usage (Half Yearly and Annual)		x		x	Registrar General	Q2 and Q4	ON-GOING	SOC 6:
		2.3 Meetings of stakeholder and partner networking relationship in delivering services	4	2.3.1: Provincial Technical Advisory Community Meetings and other Stakeholder meetings (Half Yearly and Annual Reports)		x		x	Registrar General	Q2 and Q4	ON-GOING	SOC 6: ;”



		2.4 Peer-to-peer training sessions in use for stakeholder agencies i.e. VEO, VNSO, NDMO, TACs	4 (1 per Quarter)	2.4.1 Training Plan delivered and reported in Annual Report				x	Registrar General	Q4	NOT IN Q2	SOC 6 ;”
		2.5 Improve community awareness and outreach approaches with mass campaigns on the importance of registration	6	2.5.1: 1 session held in each province annually and reported with inclusive data disaggregated	x	x	x	x	Registrar General and Provincial Registrars	Every Quarter	ON-GOING	SOC 6.5
		2.6 Design and redevelopment of new Central Registry with Technical Working Group	4	2.6.1 Development of Central Registry Progress Reported in Quarterly Reports		x		x	Registrar General	Ongoing	ON-GOING	SOC 6.5
				2.6.2 RV5 Technical Task Force Progress Reported in Annual Reports				x		Q4	NOT IN Q2	
		2.7 Develop Population Registry with Technical Working Group	4	2.7.1: Development of Population Registry Progress Reported in Quarterly Reports	x	x	x	x	Registrar General	Every Quarter	PARTIALLY COMPLETED	SOC 6.5

Objective 3: To enlarge coverage for the issuance of National Identity Cards



Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status/ Time Frame	Comments	NSDP
MIED	Issuance of National ID Cards	3.1 Issuance of National ID cards in all provinces	100 %	3.1.1 Collect Bio-metric data at all provincial access points' progress reported in Quarterly Reports	x	x	x	x	Registrar General and Provincial Registrars	Every Quarter	PARTIALLY COMPLETED - pending RV5	SOC 6.5
				3.1.2 Secure additional funding for Bio-metric kits through NPP		x			Registrars	Q2	PARTIALLY COMPLETED	
		3.2 Implementation of National ID Card Policy and Act	1	3.2.1: Implementation Plan for E-ID	x				Registrar General, DRG and Provincial Registrars	Q1	NOT COMPLETED	SOC 6.3
				3.2.2: Review National ID Card Policy, Act, and Regulations			x			Q3	NOT IN Q3	
				3.2.3 Review Bio-metric, National ID Card, E-ID SOP			x		Registrars	Q3	NOT IN Q3	
		3.3 Hold Training and Awareness sessions	6	3.3.1: 1 session held in each province to train on Bio-metric and E-ID		x			Registrar General and Provincial Registrars	Q2	PARTIALLY COMPLETED - bio-metric s ID capturing happening at all Provincial Locations- Pending	SOC 6.5



											ng RV 5	
				3.3.4: Training sessions for all staff reported in reports				x	Registrar General and Provincial Registrars	Q4	NOT IN Q2	SOC 6.5
		3.4 Provide disaggregated data on ID Card Coverage in all 6 provinces	1	3.4.1 Provide extensive disaggregated data analysis in the Annual Report				x	Registrar General and Senior Registrar (IM)	Q4	NOT IN Q2	SOC 6.9
		3.5 CRIM awareness and advocacy through provincial TAC	6	3.5.1 Provide specific training for Area Councils and TACs		x	x		Registrar General and Provincial Registrars TACs x 6 and Area Councils	Q2 and Q3	On-going: Beginning with Tafea in August.	SOC 6.5
		3.6 Provide support for provincial initiatives for decentralized service provision	6	3.6.1: Customer care and counter services training on all per province				x	Registrar General	Q3	NOT IN Q3	SOC 6.5

Objective 4: To develop and implement efficient and inclusive policies related to registration of vital events and ID Cards:

Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status/ Time Frame	Comments	NSDP
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MIED	Policies, strategies, and legislative framework	4.1 Implement relevant policies pertaining to registration of vital events and national ID issuance with Implementation Plans;	1	4.1.1: Prepare Marriage Act drafting instruction (Target November Parliament Sitting)				x	Registrar General	Q4	Consult with SLO in Q3	SOC 6.3
		4.2 Track compliance to COM Decisions related to CRIM:	2	4.2.1: Prepare COM Compliance Reports for inclusion in Half Yearly and Annual Reports		x		x	Registrar General	Q2 and Q4	There was no COM decision during this time	SOC 6 ;”
		4.3 Utilize the CRIM Committee and Working Groups to progress policy and legislation;	4	4.2.2: National ID Working Group and other Meetings and other Stakeholder meetings reported in Quarterly Reports	x	x	x	x	Registrar General	Every Quarter	ON-GOING	SOC 6: ;”
		4.4 Develop and implement policies for inclusion in CR processes regardless of age, gender, disability geography language, or religion;	2	4.4.1: CRIM Policy and National ID policies reviewed re-inclusion				x	Registrar General	Q4	NOT IN Q3	SOC 6: ;”
		4.5 Develop Procedures	2	4.5.1: Review CRIM SOPs or Procedures	x				Senior Registrar (CR)	Q1	PARTIALLY	SOC 6: ;”



		Manuals or Standard Operating Procedures for Civil Registry and Identity Management		Manuals developed for Civil Registry- refer 5.1 (I)							COMP LETED	
				4.5.2 Review CRIM SOPs or Procedures Manuals developed for Identity Management- refer 5.1 (ii)	x				Senior Registrar (IM)	Q1	PARTI ALLY COMP LETED	

Objective 5: To improve service delivery and organizational compliance through a framework of inclusive policy, legislative, planning, reporting, budget, revenue generation, administration, and Human Resources

Pro gram	Activi ty	Performan ce Indicator	Tar get	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Stat us/ Tim e Fra me	Comm ents	NSDP
MIED	Servic e delive ry, planni ng, report ing, and organi zation al compl iance	5.1: Develop and implement policy with Procedures Manuals or SOPs (refer 4.4)	2	5.1.1 New Procedures Manual for Civil Registration-refer 4.5.1				x	Senior Registrar (CR)	Q4	NOT IN Q2	SOC 6: ;”
				5.1.2: New Procedures Manual for Identity Management – refer to 4.5.2				x	Senior Registrar (IM)	Q4	NOT IN Q2	
				5.2.1: Consult and draft the Marriage Bill for submission to the November Parliament				x	Registrar General	Q4	NOT IN Q2	
				5.2.2 Consult and draft Bio-metric Policy for submission to November Parliament				x	Registrar General and	Q4	NOT IN Q2	
		5.3 Deliver GOV planning cycle on	100 %	5.3.1: Business Plan includes specific timelines for Reports and Plans		x			Registrar General	Q2	COMP LETED	SOC 6: u;”



		time and in compliance with approved templates i.e. for Annual Business Plan, annual Training Plan	1	5.3.2: Training Plan	x				Registrar General	Q1	NOT COMPLETED - All provincial staff used for either Ambrym or Sanma election or Referendum support	
		5.4 Planning for Business Continuity that takes into account Disaster Risk Reduction measures, for implementation of CRVS activities	1	5.4.1: Business Continuity Plan updated annually as needed to meet new disasters with emergency responses				x	Registrar General	Q4	NOT IN Q2	ENV 3.1
		5.5 GOV reporting cycle delivered on time and in compliance with approved templates for Quarterly	2	5.5.1: Quarterly Report	x	x	x	x	Registrar General	Every Quarter	ON-GOING	SOC 6: SOC 6.9
			1	5.5.2: Annual Report				x		Q4	NOT IN Q2	
			1	5.5.3: Contributions to ADR if needed				x		Q4	NOT IN Q2	
			3	5.5.4: Jan/Feb; July and Dec annual				x		Q4	NOT IN Q2	



		Reports x 3; Annual Report; ADR contributions as needed and PMS reporting;		events report on activates								
		5.6 Provide Donor project coordination and reporting contributions as agreed in Project Design Documents	On-going	5.6.1 Attend donor/stakeholder meetings and provide reports as needed	x	x	x	x	Registrar General	Every Quarter	ON-GOING	SOC 6.6
		5.7 Initiate new revenue initiatives and reporting to support government service delivery;	3	5.7.1 Provide Quarterly Reports x 2, Half Yearly to DG for OPSC, tracking revenue generation	x	x	x	x	Registrar General	Every Quarter	ON-GOING	ECO 1.2:
			1	5.7.2: Annual Report to DG for OPSC tracks revenue generation				x		Q4	NOT IN Q2	
		5.8 Compliance with CTB Act PFEM Act and PSC Act for efficient, effective Department operations and Assets Management	1	5.8.1 Up-date and make accessible Department Assets Register		x		x	Registrar General and AFO	Q2 and Q4	MOSTLY COMPLETED	
			4	5.8.2 Reports to Director tracking budget usage against Monthly Warrants and Business Plan	x	x	x	x	AFO	Every Quarter	ON-GOING	SOC 6.6
		5.9 Undertake	1	5.9.1 Financial Visa confirmed	x					Q1	COMPLETED	SOC 6:



		staged implementation of Department restructuring/s for improved service delivery outcomes		5.9.2 New posts advertised as per approved Implementation Plan		x			Registrar General, OPSC, HRO (CSU)	Q2	COMPLETED	
				5.9.3 Orientation Program				x		Q4	NOT IN Q3	
				5.9.4 Probation Reports completed				x		Q4	NOT IN Q3	
		5.10 Address staffing and capacity building, especially in provinces through restructuring and training through OPSCs PMS system (performance appraisals)	1	5.10.1: Training Plan developed and implemented	x					Q1	N/A	
			2	5.10.2: Registrar National ID, Registrar Marriage, and Registrar Data Analysis, and Assistants ICT Officer appointed as per Restructure Implementation Plan				x	Registrar General, OPSC, HRO (CSU)	Q4	NOT IN Q3	SOC 6.5
			3	5.10.3 PMS Reports completed for all staff on time	x	x		x		Q1, Q2, and Q4	ONGOING Not in Q3	
		5.11 Implement management tools for performance, risk, change, and cost management in the CRIM Department	1	5.11.1 Management Tool development for performance, risk, change, and Cost Management	x				Registrar General,	Q1	N/A	SOC 6.5
		5.12 Meet changing service	1	5.12.1 Development of a "CRIM Department Public				x	Registrar General,	Q4	NOT IN Q2	SOC 6.5



		needs from citizens and other institutions as society and technologies change through the CRIM Department's development of a “Public Service Improvement Policy”		Service Improvement Policy” focusing on a. simplification of services b. improving access to services c. research feasibility of new services & d. pilot acceptance by citizens of envisioned new services.								
Objective 6: To provide the electoral authorities with timely and accurate information for the establishment and maintenance of an efficient and credible Voter Register												
Program	Activity	Performance Indicator	Target	Actions	Q 1	Q 2	Q 3	Q 4	OIC	Status/ Time Frame	Comments	NSDP
MIED		6.1: Necessary information for the establishment of an accurate and efficient Voter Register delivered to the VEO.	2	6.1.1 Monthly data up-dates provided to VEO with updated current voter data for election logistics	x	x	x	x	Senior Registrar (CR)	Every Quarter	ONGOING	SOC 6: ;”
				6.1.2: Monthly data up-dates provided to VEO with updated voter data for election logistics on new, relocated & deceased voters	x	x	x	x	Senior Registrar	Every Quarter	ONGOING	
		6.2: Timely delivery of information	3	6.2.1: Provide information as	x	x	x	x	Registrar General	Every	ONGOING	SOC 6.3



		n necessary to update the Voter Register according to the electoral calendar		requested by EC/VEO						Qua rter		
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Vanuatu Immigration and Passport Services

Ministry	MIA	MINISTRY OF INTERNAL AFFAIRS										
Department	VIS	VANUATU IMMIGRATION AND PASSPORT SERVICES								Operational Report 2024		
Program	Activity	Performance	Target	Actions	Q1	Q2	Q3	Q4	OIC	Status time frame	Comments	Linkage to NSDP
MIDG	1. Protect the nation's borders by controlling the movement of person entering and exiting the country.	1.1 Completion and launching of the new Border Management System (MIDAS)	1	1.1.1 Installation of the MIDAS system & configuration					Direct or VIS	Jan to Dec 2024	Completed	SOC 6.3:
				1.1.2 Training of Immigration Officers on the use of the system					-all Immigration officers from HQ and Provinces	Jan to Dec 2024	Training commencing this week	SOC 6.3:
				1.1.3 Training of ICT Officers in charge of maintenance of the system					Border Manager and Director	Jan to Dec 2024	Completed	SOC 6.3:
				1.1.4 Prepare policy paper for Immigration's					Admin and Border Manager	Before end of 3 rd Quarter	Ongoing	SOC 6.3:



				Primary Line					Director			
				1.1.5 Review MOA/MOU with Customs Border for the handling of Primary Line Immigration Functions						Before end of 3 rd Quarter	Ongoing	SOC 6.3:
				1.1.6 Recruitment of new border control officers						Before end of 3 rd Quarter	Completed	SOC 6.3:
				1.1.7 Use of system by Immigration Officers (Border, Visa and Compliance) for Processing, Data Entry and/or Data Collection					Border officers, Visa officers, data officers, regulatory unit officers	Jan to Dec 2024	Training commencing from the 13 to 17 th May	SOC 6.3:
		1.2 To control, monitor and protect the ports of		1.2.1. Ensure every person entering and departing					Border Manager	January to December 2024	Immigration officers attending to all	SOC 6.3:



		entry and departure from illegal migrants		g Vanuatu through appointed ports							border control	
				1.2.2 To supervise designated customs Officers executing Immigration front line to perform to the required standard.					Border manager and border officers	January to December 2024	Completed	SO C 6.3:
				2.1.1 Training of Visa & Compliance Officers on the use of system					Consultant including all immigration Officers	July 2023	Training happening this week	SO C 6.3:
	2. Control, administer and review the issuance of visas.	2.1 Use of MIDAS system for visa processing	1	2.1.2 Use of system for issuance of visas	x	x	x		IT and Visa officers	2 nd Quarter to end of last quarter when the Midas is operational	Ongoing	SO C 6.3:
				2.1.3 Upload existing data into the MIDAS system		x	x	x	Visa officers	2 nd Quarter to end of last quarter	Ongoing	SO C 6.3:



										when the Midas is operational		
				2.1.4 Review visa policies	x				Director, Visa Manager, Compliance officer	Before end of 2 st Quarter	Ongoing	SO C 6.3:
				2.1.5 Review of internal processes between visa unit and compliance unit	x				Director	Before end of 2 st Quarter	Ongoing	SO C 6.3:
	3. Improve compliance to legislative mandate and Regs	3.1 Human Trafficking Policy	1	3.1.1 Work with IOM, VPF to develop Human trafficking policy	x				Director, IOM, Police	Before end of 1 st Quarter	Ongoing	SO C 6.3:
				3.1.2 Human trafficking policy developed	X				IOM		Ongoing	SO C 6.3:
				3.1.3. Recruitment of Human Trafficking officer				X	Admin Office, Director, CSU, Regulator	Before end of July 2024	Ongoing	SO C 6.3:



				3.1.4 New computer and desk equipment for the new Trafficking officers.			X		IT Officer	Before end of July 2024	Ongoing	SOC 6.3:
		3.2 Review of Immigration Act, Visa Regulation and Passport Act	1	3.2.1 To work with state law office for the preparation of the new regulation orders.	x	x	x	x	Director and Regulation Officer	January to December 2024	Ongoing	SOC 6.3:
				3.2.2 Provide drafting instruction to the state law for the preparation of the regulation order and amendment to the Immigration Act No 17 of 2010.	x	x	x	x	Director and Regulation Officer and passport managers	January to December 2024	Partly completed awaiting minister confirmation before submission to state law	SOC 6.3:
				3.2.3 Provide guidance and correspondence with the drafters until the	x	x	x	x	Director and Regulation Officer ,	January to December 2024	Ongoing	SOC 6.3:



				regulation order or the immigration bill is complete								
				3.2.4 Trainings is provided for the new amendment to the regulation and the immigration act or passport act			x	x	Director and Regulation officer	September to December 2024	Ongoing	SOC 6.3:
		3.3. Compliance operation checks to two other provinces	2	3.3.1 Compliance officers provide operation plan	x				Compliance officers and Regulation officers	March 2024	Partly completed	SOC 6.3:
				3.3.2 Provide Operational budget for the two provinces	x				Compliance and Regulation Officers	Before end of March 2024	Ongoing	SOC 6.3:
				3.3.3 Conduct operation checks to two provinces			x	x	Director, Regulation and compliance officers	Before end of Second quarter and last quarter	Ongoing	SOC 6.3:



		3.4 Develop investigation materials for immigration cases to go to court.	1	3.4.1 Complaint form being developed by the regulation officers 3.4.2 Accused Form being developed 3.4.3 Trainings provided for investigators	x	x			Regulation officers and Investigation officers	Before end of second quarter	Ongoing	SO C 6.3:
		3.5 Provide Due diligence checks to visa and passport applications		3.5.1 Compliance officers to receive from data and visa officers' application for due diligence checks.	x	x	x	x	Compliance officers and Investigator	January to December 2024		SO C 6.3:
				3.5.2 Due diligence checks are done thoroughly and diligently on all visa and passport	x	x	x	x	Compliance officer and investigation officer	January to December 2024	Completed	SO C 6.3:



				applicati ons								
				3.5.3 Interpol checks are provided for person of interest and for visa and passport applicati ons	x	x	x	x	Compli ance officer	Janua ry to Dece mber 2024	Ongoi ng	SO C 6.3:
				3.6.1. Complian ce officers to prepare the list for foreigner s who are to be removed from Vanuatu to the Minister for Consider ation.	x	x	x	x	Minist er, Direct or, Regula tor and Compli ance officer s	Janua ry to Dece mber 2024	Compl eted	SO C 6.3:
				3.6.2 Drafting order is prepared and provide to state law	x	x	x	x	Compli ance officer s	Janua ry to Dece mber 2024	Ongoi ng	SO C 6.3:
				3.6.3 Removal order is prepared and signed by	x	x	x	x	Direct or and Minist er	Janua ry to Dece mber	Ongoi ng	SO C 6.3:



				the Minister								
				3.6.4 Removal of non-citizens is executed by Compliance officers with the assistance from Police.	x	x	x	x	Director, Regulator	January to December 2024	Ongoing	SO C 6.3:
		3.7 Conduct weekly spot checks	1	3.7.1 The Compliance officers to prepare weekly plans for spot checks for foreign Nationals residing in Vanuatu to make sure they are in compliance to their Visa conditions	x	x	x	x	Compliance officers	January to December 2024	Ongoing	SO C 6.3:
				3.7.2 Reports of sport checks will be provided to the Director	x	x	x	x	Compliance officers and Investigation officers	January to December 2024	Ongoing	SO C 6.3:



		3.8 Investigate breaches to Immigration and Passport Acts.	2	3.8.1 Complaint is received for breaches to the Immigration Act					Regulator and Investigator	January to December 2024	Ongoing	SOC 6.3:
				3.8.2 Investigation officers open case file.	x	x	x		Investigation Officers	January to December 2024	Ongoing	SOC 6.3:
				3.8.3 Investigation officers to prepare the case file and provide case file to the Public Prosecutor Office					Investigator and Regulator	January to December 2024	Ongoing	SOC 6.3:
	4. develop and implement a migration strategy	4.1 Three Consultations conducted	1	4.1.1 Appointment of Consultation Team Within the department.			x		Director	Before end of third quarter	Ongoing	SOC 6.3:
				4.1.2 Terms of Reference for the Consultation			x		Director	Before end of third quarter	Ongoing	SOC 6.3:



				developed.								
				4.1.3 Consultation plan developed.			x		Director	Before end of 3 rd Quarter 2024	Ongoing	SOC 6.3:
				4.1.4 Migration Strategy is Developed				x	Director	Before end of December 2024	Ongoing	SOC 6.3:
	5. Collect government revenues through immigration revenue initiatives	5.1 Produce monthly Revenue report.	12	5.1.1 Advise clients on new revenue initiatives.	x	x	x	x	Director, Compliance officers and Finance officers, Visa officers, Passport officers	January to December 2024	Ongoing	SOC 6.3:
				5.1.2 Liaise with Revenue section, Ministry of Finance to develop new revenue code.	x	x	x		Finance Officers	Before end of July 2024	Ongoing	SOC 6.3:



				5.1.3 Training to Cashier and immigration officers on the implementation of the new revenue initiatives .	x	x			Finance officer	Before end of July 2024	Ongoing	SOC 6.3:
		5.2 Regulation orders for new revenue initiatives sign by Minister.	1	5.2.1 Develop COM paper for the new government revenue initiatives .	x	x			Director	January to December 2024	Ongoing	SOC 6.3:
				5.2.2 Advice state law to develop regulation order.		x	x		Director and regulation officer	January to December 2023/4	Ongoing	SOC 6.3:
				5.2.3 Regulation order sign and gazette and training conducted to officers.		x	x	x	Minister and Director	January to December 2024	Ongoing	SOC 6.3:
	6.Improve service delivery and organizational	6.1 Organizational Structure change and	1	6.1.1. Organizational structure is amended	x				CSU, Director, Admin	Before end of 1 st Quarter	Ongoing	SOC 6.3:



	capacity, through policy, legislation, planning, reporting, budgeting, restructuring, rapid response capacity, ICT, Infrastructure and training	approved by PSC		and approved by Director								
				6.1.2 Organization structure is submitted to PSC for approval					CSU and Director	Before end of second quarter	On hold by PSC	SOC 6.3:
				6.1.3. Implementation of the new approved organizational structure					CSU, Director	Before end of 4rd quarter	On hold by PSC	SOC 6.3:
	6.2 Training plan	1		6.2.1 Training plan is established to reflect the training needs for officers and carry out in each quarter	x	x	x	x	Director and Managers for all sections	January to December 2024	Ongoing	SOC 6.3:
	6.3 decentralization of Immigration Services to the provinces, Building of Immigra	1		6.3.1 Notice of Tender to provide to the daily post through the media	x				Finance officer and Director	Before end of March 2024	Torba Completed except Penam a	SOC 6.3:
				6.3.2 A Panel is select by	x				Director	January to Dece	Penam a Buildin	SOC 6.3:



		tion building for TORBA and PENAMA Province		the Director to go through all the applicant						mber 2024	g committee to be established	
				6.3.3. Selection is complete and the records are provided to Director General	x				Director and Finance officer	January to December 2024	Penama Committee to be established	SO C 6.3:
				6.3.4. Contractor and the Government signed contract		X			Director, admin and finance officer	Before end of 2 nd Quarter	Ongoing	SO C 6.3:
				6.3.4 Building of TORBA And PENAMA Immigration Building and supervise by the Director to adhere to the contract		x	x		Director and ICT officer	January to December 2024	Ongoing	SO C 6.3:
		6.4 Department ICT policy Develop.	1	6.4.1 Appointment of Consultation Team Within the			x		Director and ICT Officer	January to December 2024	Ongoing	SO C 6.3:



				departm ent.								
				6.4.2 Terms of Referenc e for the Consultat ion develope d.		x			ICT Officer	Janua ry to Dece mber 2024	Ongoi ng	SO C 6.3:
				6.4.3 Consultat ion plan develope d.			x		ICT Officer	Janua ry to Dece mber 2024	Ongoi ng	SO C 6.3:
				6.4.4 ICT policy is develope d				x	ICT officer	Janua ry to Dece mber 2024	Ongoi ng	
		6.5 NEW ICT TOOLS for Immigra tion	1	6.5.1 IT officers to get quote for new compute rs to replace Compute rs which are not working					ICT Officer	Janua ry to Dece mber 2024	Ongoi ng	SO C 6.3:
		6.6 Upgrade and update Immigra tion Website	1	6.6.1 ICT officer and unit manager s to update Immigrati on website					ICT OFFICE R and all VIS unit manag ers	Janua ry to Dece mber 2024	Compl eted	SO C 6.3:
	7. Protect & upgrade the integrity	7.1 Issuance of E- passport	1	7.1.1 Asses and develop	x	x	x	x	Direct or, Passpo rt	Janua ry to Dece	Compl eted	SO C 6.3:



	of Passport and Travelling Document s			a credible process of passport delivery to citizens abroad.					Manag er, Senior Passpo rt officer, Passpo rt Proces sing officer	mber 2024		
				7.1.2 Consultat ion with the Ministry of Foreign Affairs on an arrangem ent of the delegatio n of powers.		x	x		Direct or, Passpo rt Manag er and Senior passpo rt officer	Janua ry to Dece mber 2024	Compl eted	SO C 6.3:
				7.1.3 Improve certificat e of identity documen t to adhere to ICAO Standard	x	x	x	x	Passpo rt Manag er and Senior passpo rt officer	Janua ry to Dece mber 2024	Ongoi ng	SO C 6.3:
	8.Improve Passport Revenue Collection	8.1 Collectio n of passport s to demand of passport through out Vanuatu	1	8.1.1 Ongoing yearly revenue collectio n (collectio n from Main HQ with Provincial office)	x	x	x	x	HQ Passpo rt officer s and passpo rt provin cial passpo rt	Janua ry to Dece mber 2024	Ongoi ng	SO C 6.3:



9. Advise Stakeholders on issues relating to passport and travelling documentation	9.1 Consult with SG Citizenship, Civil Registry, Electoral and Labour	1	9.1.1 Citizenship Process to be complete before passport is issued				Passport Manager and senior passport manager	January to December 2024	Ongoing	SOC 6.3:
			9.1.2 All passport application forms and required documents must be provided before passport application is process.				Passport manager, senior passport officer and passport processing officers	January to December 2024	Ongoing	SOC 6.3:
			9.1.3 Civil Registry to issue all Original Birth Certificate				Passport and senior officer and Civil Registry officer	January to December 2024	Ongoing	SOC 6.3:
			9.1.4 Issuance of passport for all applicant applying through the labour scheme				Passport officers	January to December 2024	Ongoing	SOC 6.3:
			9.1.5 Liaise with heads of Vanuatu				Passport Manager and Senior	January To December 2024	Ongoing	SOC 6.3:



				missions abroad					passport officer			
				10.1.1 establishing of VIS officers in each province and municipality					Director, admin officer and CSU	January to December 2024	Ongoing	SO C 6.3:
		10.1 Citizens can access passport issuance services in all provinces and 1 area council	1	10.1.2 Delegate functions to area Administrator to collect passport applications and do the processing					Director, passport manager,	January to December 2024	Ongoing	SO C 6.3:
				10.1.3 develop an online passport application		x	x		Passport manager and ICT officer	Before end of 4 quarter	Ongoing	SO C 6.3:

GLOSSARY

Glossary of Terms used in the Business Plan

Term	Definition
Activities	Activities are aligned within the Programs (specified in Budget Narratives) of the Ministry to deliver the objectives of Ministry Programs. Activities should be developed, bearing in mind the challenges identified to ensure delivery strategies can be implemented. Furthermore, the activities in the Corporate Plans should not only be informed by the NSDP goals and objectives but also by any other strategic policy documents that are relevant to those areas being planned, including any Sector Plans or Recovery Strategies that are in place.



Objectives	Objectives in the Corporate Plan are the over-arching organisational goals to be reached within the main program areas of activity of the Ministry. They should derive more or less directly from the NSDP, as expressed in the Budget Narratives. They express the expected outcomes (changes in the life of the target population) of the Ministry's endeavour. These objectives will be the same objectives as appear in the Budget Narrative.
Outcome	An Outcome can be expressed as a change in skills, attitudes, knowledge, behaviours, status, or condition, including life condition. An outcome is a long-term Impact Indicator. In the Vanuatu Government, outcomes are linked to the NSDP and objectives and are mapped against the Programs.
Output	Outputs (Service Targets/Indicators) are mapped against each Activity included in the Budget Narratives. Outputs (Service Targets/Indicators) are mapped against each Activity included in the Budget Narratives. In aligning targets to outcomes, Ministry planners will start with the baseline target level and project the desired level of improvement (taking into consideration available resources over a specific time period).
Program	A Program establishes the structure for internal responsibilities while providing clear line of sight regarding Ministry objectives. Programs have a broad focus, with most ministries developing at least two and most likely, no more than six strategic programs for the Corporate Plan. The identified Programs form the basis of the Budget Narratives against which the Appropriations Budget is allocated.
Risks	A risk is a factor that may make it difficult to achieve delivery of a planned activity. Options should be considered to lessen or mitigate against an identified risk
Service Targets	Service Targets or outputs are mapped against each Budget Narrative Activity. In aligning targets to outcomes, Ministry planners start with the baseline target level and project the desired level of improvement (taking into consideration available resources over a specific time period). The Service Target indicates what the program will produce, with the resources provided to meet the identified need which the objectives are intended to address. Specific targets are expressed to measure results.
Strategic Direction	The Strategic Direction (often referred to as a Strategic Objective) of the Ministry includes the central forces that move the Ministry towards intended objectives, in particular the NSDP. This aligns the vision, mission, and core values so that strategies can be designed to reach the desired goal outcomes.
Strategy	A strategy is a plan or tactic to be followed to achieve objectives and related activities, considering resources needed and the potential risks.
SMART Indicators	<p>A SMART indicator or target is:</p> <p>Specific – clearly defined to anyone that has a basic knowledge of the project, program or policy.</p> <p>Measurable – to be counted, observed, analysed, tested, or challenged.</p> <p>Achievable – is practical and can be done in time & with available resources – not too ambitious</p> <p>Relevant – contributes to the value of the activity</p> <p>Time-Bound – has clear dates for implementation/completion</p>



METHODOLOGY

Methodology Justification

This Quarterly Report has been produced in accordance with the Planning and Reporting Guidelines approved by Honorable Prime Minister Bob Loughman Weibur on 12th March 2021 and produced by the Office of the Public Service Commission, with the support of the Department of Strategic Policy Planning and Aid Coordination.

TRACKING INDICATORS

Performance will be measured using the following tracking indicators on a quarterly and annual basis:

COMPLETED	Means 100% of an action under a given service target has been achieved
MOSTLY COMPLETED	Means between 50% and 99.9% of an action under a given service target has been achieved
PARTIALLY COMPLETED	Means between 1% and 49.9% of an action under a given service target has been achieved
NOT COMPLETED	Means the listed action was not commenced or initiated as scheduled. As such the action is deemed behind schedule .
ON-GOING	Means activities are ongoing or undertaken annually as part of the Electoral Cycle
N/A (Not Applicable)	Does <u>not</u> mean “not available”. This means the listed action under a given service target is not yet due, or may not be required in the reporting timeframe i.e. National Referendum Please refer to the comment section of each M&E Matrix for further details.

Contact Officers

Mr Simon Torr, Executive Director, MOIA