"Edukesen hemi laef blong yu, yu lukaotem gud mo no sakemaot."
"Education is your life, Guard it well."
"L'instruction est ta vie, garde-la et ne t'en dessaisis pas."
Proverb (e) s 4: 13

MINISTRY OF EDUCATION AND TRAINING BUSINESS PLAN 2020 (Revised)

This Planning document contains the operational activities under each Department of the Ministry of Education and Training

CONTENTS

1. MESSAGE FROM THE HON MINISTER AND THE DIRECTOR GENERAL FOR THE MINISTRY OF EDUCATION AND TRAINING

We are pleased to present the revised 2020 *Ministry of Education and Training Business Plan*.

This business plan is a product of the corporate plan that is based on achieving results. The Ministry of Education and Training has adopted a collaborative Planning approach to develop this Plan. The revised version of the plan also incorporates COVID 19 and TC Harold related activities.

The focus of this business plan is to ensure appropriate activities are identified and implemented to deliver desired outputs. The overarching aim of this operational plan is to ensure the following;

1. *Improve quality of education,*
2. *Improve equitable access to educational services for all people at all level of Education and*
3. *Improve planning, fiscal and financial management*

The Monitoring & Evaluation unit within the Policy and Planning Directorate will be responsible to coordinate the progress reporting against this business plan and to ensure proper progress reporting mechanisms are established and timely reports are produced to inform decision making.

Having said these, we both wish to take this opportunity to appeal to all MoET managers and officers to continue to work as a team, and to implement these activities to the best of your knowledge and skills.

Your commitment towards implementing this Plan is highly regarded and may your synergies contributes to further strengthen the Management of the Vanuatu Education and Training System in all aspects of your undertaking.

We thank you all for your understanding and cooperation.
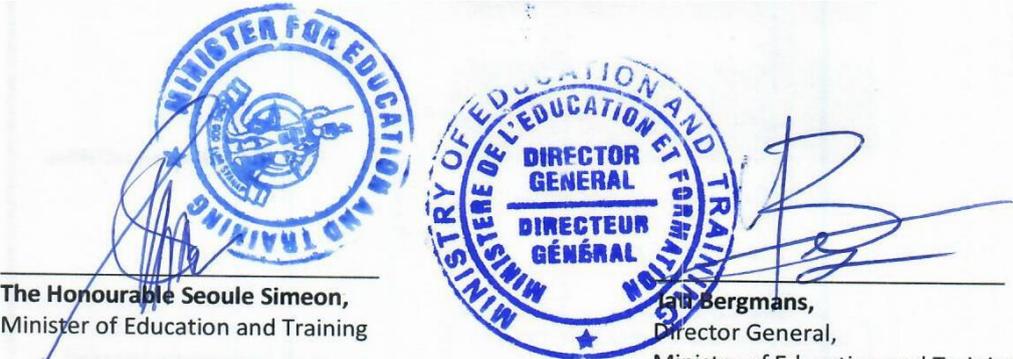
_____
The Honourable Seoule Simeon,
Minister of Education and Training

Jan Bergmans,
Director General,
Ministry of Education and Training

2. INTRODUCTION

The Ministry of Education and Trainings (MoET) intention is to implement a planning approach that is well coordinated. In doing so, the MoET recognized the importance of employing and top down approach to its plans and a bottom up approach in implementing its plans. The key values behind employing this approach are to;

- Ensure all MoET plans are well aligned to the goals and the objectives of the education sector that are set at the higher level.
- Ensure that results or outcome drives the planning for activities.

The planning unit acknowledges the fact that a lot is yet to be done to ensure the above planning values are realized. Hence we believe we have to start somewhere.

2.1. Ministry of Education and Training Planning Framework
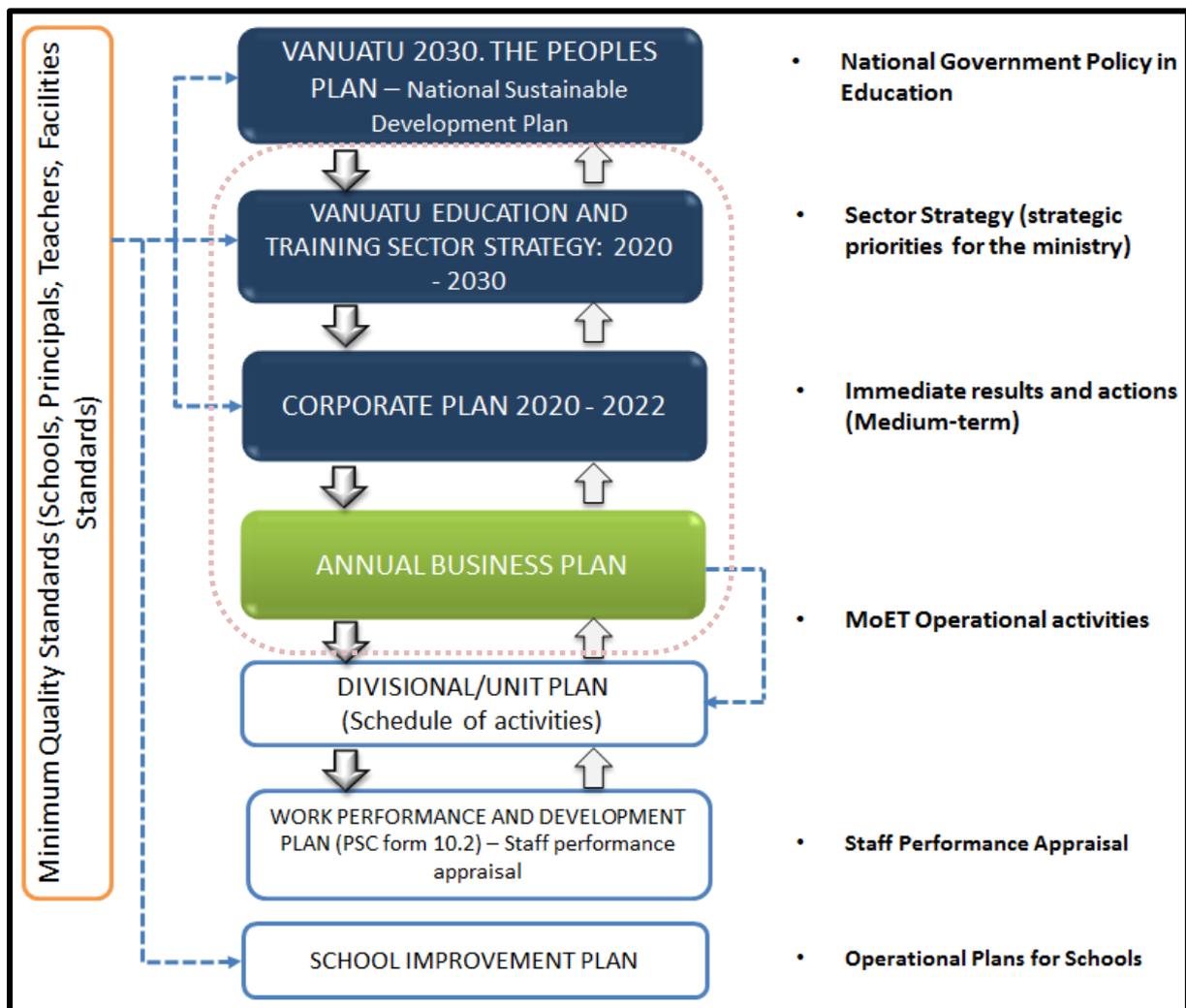
This is the planning framework that the Ministry of Education and Training employs and it shows where the business plans fits. This business plan outlines the key activities, the sub activities to be implemented in 2020 and the directorates responsible for implementing these sub-activities.

3. 2020 APPROPRATED BUDGETS BY DEPARTMENT

3.1. Budget Summary

The 2020 Annual Budget for the Ministry of Education and Training could be summarized as follows:
- ➢ Total Annual Budget: **7,298,515,792 VT**
- ➢ Payroll Budget: **5,273,411,375 VT**
- ➢ Operation Budget: **2,025,104,417 VT**

Beneath are summaries of the operating budget by department.

Dept. Code.	Dept. Description/Name	Operational Budget (VUV)	%
510	Cabinet Support	17,008,601	0.84%
530	Education Services Directorate	1,387,982,326	68.54%
540	Director General	9,678,404	0.48%
550	Education commissions & Councils	78,662,348	3.88%
820	Finance and Administration Directorate	219,792,065	10.85%
830	Policy & Planning Directorate	7,982,237	0.39%
880	Tertiary Education Directorate	303,998,436	15.01%
Grand Total		**2,025,104,417**	**100.0%**

Source: Ministry of Education & Training 2020 gazette budget – Finance unit

4. BUSINESS PLAN MATRIX

KEY ACTIVITIES AND SUB ACTIVITIES BY DEPARTMENT

These table sets shows the key activities, sub-activities, the key performance measure (KPM) and operating budgets under each Departments/Directorates for 2020.

4.1 Cabinet Support (CAB)

VETSS Program No[1]	PRIORITY DELIVERABLE	No	KEY ACTIVITIES	Tasks	Deliver by	Dept. Code	Operating Budget (VUV)
	Effective functioning of the Education System	1	Ministerial Visits to schools	1.1. Planned Provincial and school visits are carried out.	*CAB*	**51AA**	**17,008,601**
		2	Ministerial Conferences	2.1. Planned Ministerial conferences are attended.			
		3	Overall Ministerial Support to key activities	3.1. MoET Plan activities implemented and reported on.			
		4	Overall policy direction provided towards sector development	4.1. Policies are well informed & approved.			

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[1] The proper aligning of the Business Plan and the Vanuatu Education and Training Sector Strategy (VETSS) 2020-2030 programing will be done during the next business planning phase, when the VETSS is finalized.

4.2 Director General's Office (DGO)

VETSS Program No[2]	PRIORITY DELIVERABLE	No	KEY ACTIVITIES	Tasks	Deliver by	Dept. Code	Operating Budget (VUV)
	Director General's COVID 19 & TC Harold priority Role	1	Director General's COVID 19 & TC Harold priority Role	1.1. Ensure full operation of the EOC to allow learning to continue during COVID19 and to address impacts caused by TC Harold	DGs Office	54	9,678,404
				1.2. Provide Directives	DGs Office		
				1.3. Approvals of instructions (sign documents)	DGs Office		
				1.4. Attend Urgent NDMO Meetings	DGs Office		
	Human Resource Payroll COVID 19 & TC Harold priority Role	2	Human Resource Payroll COVID 19 & TC Harold priority Role	2.1. Monitoring of permanent/temporary employment/contracts and other payments	HR		
				2.2. Process payments/journals 2.3. Spot Checks	HR		
				2.4. Fast follow ups /Verification	HR		
	Procurement's COVID 19 & TC Harold priority Role	3	Procurement's COVID 19 & TC Harold priority Role	3.1. Coordinate distribution of COVID19 materials	Procurement		
				3.2. Coordinate the ordering and distributing of TC Harold's materials	Procurement		
	Communication's COVID 19 & TC Harold priority Role	4	Communication's COVID 19 & TC Harold priority Role	4.1. Ensure disbursement and effective flow of communications /awareness to stakeholders and staffs	Communications		
				4.2. Communicate updates, MoET advices, instructions, circulars	Communications		
				4.3. Prepare Communication advices, notes or documents	Communications		

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[2] The proper aligning of the Business Plan and the Vanuatu Education and Training Sector Strategy (VETSS) 2020-2030 programing will be done during the next business planning phase, when the VETSS is finalized.

4.3 Finance and Administration Directorate (FAD)

VETSS Program No	VETSS PRIORITY DELIVERABLE	No	KEY ACTIVITIES	Tasks	Deliver by	Dept. Code	Operating Budget (VUV)
	Strengthen disbursement and reporting of grants	1	Strengthen disbursement and reporting of grants	1.1. All government and non-government assisted schools and training providers use Open VEMIS to record, reconcile an report on financial data	*FinU*	82	219,792,065
				1.2. All government and non-government assisted schools and training providers' bank with the National Bank of Vanuatu	*FinU*		
				1.3. Open VEMIS school grant tranche calculator is used to calculate school grants paid to all government and non-government assisted schools and training providers	*FinU*		
	Strengthen and enforce grant compliance	2	Strengthen and enforce grant compliance	2.1. Government and Non-Government Assisted schools and training providers complies with the school grant criteria	*FinU*		
	Provision of Tuition Fee Subsidy & School Grants	3	Provision of Tuition Fee Subsidy & School Grants	3.1. Tuition fee subsidy/school grants are paid to all Government and non-Government Assisted schools (Primary years 1 – 6, Secondary Years 7 – 13/14, VITE, VIT & VNU) and Government and non-Government ECCE schools (ages 4 and 5 years)	*FinU*		
	Implement and monitor the school construction program	4	Implement and monitor the school construction program	4.1. Construction of Kuwait Vocational Center – VIT Project	*FinU*		
				4.2. Construction of AFD funded FICOL project	*FinU*		
				4.3. Construction of Japan funded projects under the Grant assistance for Grassroots Project	*FinU*		
	Planning and budgeting (Corporate Plan, Business Plan, Work Development Plan & Budget)	5	Planning and budgeting (Corporate Plan, Business Plan, Work Development Plan & Budget)	5.1. Mid-Year review of 2020 Staff Work Development Plan and Director's Performance Agreement	*FinU*		
				5.2. Develop and submit the 2021 Business Plan for the Directorate of Finance and Administration	*FinU*		
				5.3. Develop and submit the 2021 Staff Work Development Plans for all staff of the Directorate of Finance and Administration	*FinU*		
				5.4. Develop and submit the 2021 Director's Performance Agreement	*FinU*		

				5.5. Develop and submit the Ministry of Education and Training 2021 Budget	*FinU*		
				5.6. Manage and implement the expenditure of the MoET 2020 appropriated budget in accordance with legal and approved financial procedures	*FinU*		
				5.7. Increase collaboration with development partners to support MoET strategic plan and enhance quality service delivery within the education and training sector	*FinU*		
	Reporting	6	Reporting	6.1. Directorate of finance and Administration contribute to the 2019 Annual Report	*AAMU*		
				6.2. Complete 2019 MoET Annual Budget Report	*AAMU*		
				6.3. Prepare, compile and submit Monthly Reports of the Division of Finance and Administration	*AAMU*		
				6.4. Prepare, compile and submit Quarterly Reports of the Division of Finance and Administration	*AAMU*		
	Human resource management and Performance Appraisal	7	Human resource management and Performance Appraisal	7.1. Updated leave balances for all MoET staff on Smart Stream	*AAMU*		
				7.2. Prepare, compile and submit 2020 Leave Plan for the Directorate of Finance and Administration	*AAMU*		
				7.3. Complete, compile and submit 2020 End of Year Performance Appraisal	*AAMU*		
	Management of Information Technology Systems and Services	8	Management of Information Technology Systems and Services	8.1. Develop 12 Open VEMIS modules	*ICTU*		
				8.2. Maintain and provide support for IT Systems	*ICTU*		
				8.3. Upgrade existing MoET IT systems	*ICTU*		
				8.4. Provide training for various ICT Systems	*ICTU*		
	Management of Information Technology Equipment and Network Infrastructure	9	Management of Information Technology Equipment and Network Infrastructure	9.1. Maintain Government Broadband Network (GBN) connectivity	*ICTU*		
				9.2. Management and maintenance of MoET servers	*ICTU*		
				9.3. Provide support to IT network and equipment	*ICTU*		
				9.4. Maintain IT equipment records in Asset Registry system	*ICTU*		
	Management of Information Technology Equipment and	10	Management of Information Technology Equipment and Network Infrastructure	10.1. Compile technical documentation for IT systems and equipment	*AAMU*		
				10.2. Review and implement MoET Imprest Procedures	*AAMU*		
				10.3. Implement Government legislations, policy & procedures	*AAMU*		

Network Infrastructure				10.4. Standard financial and accounting services are provided to deliver efficient and effective services	AAMU		
				10.5. Schools are supported to implement the Grant Code through awareness, mentoring and monitoring	AAMU		
				10.6. Review Regulation Order Amendment on School Fee Structure	AAMU		
				10.7. Schools are supported to implement the School Financial Management Manual through training, awareness, mentoring and monitoring	AAMU		
				10.8. Schools are supported to implement Open VEMIS modules in schools	AAMU		
Disaster response and Management	11	Disaster response and Management		11.1. Timely assessment of schools in disaster affected zones	AAMU		
				11.2. World Bank funded TC Pam Vanuatu Infrastructure Reconstruction and Improvement Project (VIRIP) Package	AAMU		
				11.3. Develop MoET Server Disaster Recovery Plan	AAMU		
				11.4. Active participation in National and Education Cluster meetings and timely assessment in response to disasters	AAMU		
				11.5. Disaster fee exemption and/or disaster grants are paid to all affected schools at ECCE, Primary Years 1 – 6, Secondary Years 7 – 13/14, and PSET providers. *(This activity will only be realized after a disaster and when Disaster fee exemption and/or disaster grant is approved by COM or donor partner)*	AAMU		
Asset management	12	Asset management		12.1. Secondary School Asset Survey in remaining secondary schools	DFA		
				12.2. Update school facilities survey data on Open VEMIS	DFA		
School land management	13	School land management		13.1. Update list of schools with land lease and agreement to lease	DFA		
				13.2. Up to date Annual Land Rent Payments	DFA		
				13.3. Update School Land Data in Open VEMIS	DFA		
				13.4. Complete registration of school land E-Special Lease	DFA		

Frontline and administration services	14	Frontline and administration services	14.1. Management and maintenance of MoET vehicles	DFA		
			14.2. Cleaning and maintenance of MoET premises and offices	DFA		
			14.3. MoET Central Office reception and Customers Services	DFA		
			14.4. Manage contractual agreements with MoET service providers	DFA		
			14.5. Secretariat Support for the Directorate of Finance and Administration	DFA		

4.4 Policy and Planning Directorate (PPD)

VETSS Program No[3]	VETSS PRIORITY DELIVERABLE	No	KEY ACTIVITIES	Tasks	Deliver by	Dept. Code	Operating Budget (VUV)
	Planning, Budgeting, Financing, and Reporting processes are aligned	1	Planning continuity	1.1. Assist in the development of the MoET Covid-19 Contingency Plan and TC Harold Response Plan	*Policy & Planning*	83	7,982,237
				1.2. Coordinate the review and compilation of the 2020 and 2021 MoET Business plan (Annual Plan)			
				1.3. Completion of the Vanuatu Education and Training Sector Strategy 2020-2030			
				1.4. Coordinate the review of the MoET Corporate plan and the results framework			
		2	Monitoring & Evaluation of MoET Plans	2.1. Coordinate the compilation of the MoET Covid-19 Contingency Plan progress reporting & MoET Sitrep report for TC-Harold.	*M&E*		
				2.2. Coordinate the production of 2019 MoET annual report			
				2.3. Coordinate quarterly progress report of MoET's Business Continuity Plan			
				2.4. Coordinate MoET progress reports on COM Decisions and inputs towards the Governments Annual Development Report			
				2.5. Coordinate the production of the MoET TC Harold assessment reporting to DSPPAC & NDMO (PDNA & NDMO)			
		3	Project Coordination	3.1. Coordinate the development of MoET Project Proposals for donor and reporting	*Project Coordination*		
				3.2. Coordinate the development of MoET New Project Proposals (NPPs)			
	OPEN VEMIS data applied to all	4	Vanuatu Education Management	4.1. Coordination of MoET data collection and other external survey questionnaires and reviews	*Open VEMIS*		

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[3] The proper aligning of the Business Plan and the Vanuatu Education and Training Sector Strategy (VETSS) 2020-2030 programing will be done during the next business planning phase, when the VETSS is finalized

reporting and planning		Information System (VEMIS)	4.2. Production of MoET statistical reports			
			4.3. Coordinate the development and training of the Open VEMIS			
			4.4. Report on the progress of Open VEMIS plan (2020)			
Evidence based decision making	5	Policy stock take, reviews and research conducted	5.1. Coordinate the process of the MoET stock take and review	*Policy Coordination*		
			5.2. Support in country and regional research initiatives			
			5.3. Endorsement of the reviewed Memorandum of Agreement between the Vanuatu Government-represented by MoET and the church authorities.			
School placements are planned and structured according to NSIDP	6	Implement and manage Education Authority and School Registration Policy	6.1. Registration Processes are managed and reported on	*School Planning*		
			6.2. NSIDP 1st phase implementation			

4.5 Education Services Directorate (ESD)

VETSS Program No[4]	VETSS PRIORITY DELIVERABLE	No	KEY ACTIVITIES	Tasks	Deliver by	Dept. Code	Operating Budget (VUV)
	Improve COVID 19 and TC HAROLD school funding processes	1	Improve COVID 19 and TC HAROLD school funding processes	1.1. Coordination of COVID19 / TC Harold school funding processes	*PEO ESD*	53	1,387,982,326
				1.2. Coordination of School COVID19 / TC Harold Subsidy, Stimulus Package.	*PEO ESD*		
	Implementation of the Education in Emergency (EIE) policy	2	Implementation of the Education in Emergency (EIE) policy	2.1. Activate Education Cluster for COVID19 and TC Harold	*EIE*		
				2.2. Conduct Rapid need Assessment in schools	*EIE*		
				2.3. Develop a Situation Report (Sitrep)	*EIE*		
				2.4. Review or Update stock pile	*EIE*		
				2.5. Development of Temporary learning facilities	*EIE*		
				2.6. Distribution of Teacher in a box kit and other school kits	*EIE*		
				2.7. Coordination of the Repatriation and Relocation of students (TC Harold)	*EIE*		
	Inclusive Education Policy Implementation	3	Inclusive Education Policy Implementation	3.1. Psycho-Social Support (PSS) for teachers/students	*IE*		
				3.2. Review Psycho-social support package	*IE*		
				3.3. Training of trainers	*IE*		
				3.4. Identify facilitators	*IE*		
				3.5. Printing of package	*IE*		
				3.6. Administer package	*IE*		
	Implementation of WASH in Schools	4	Implementation of WASH in Schools	4.1. Distribution of WASH supplies	*WInS*		
				4.2. Establishment/ improvement of WASH facilities in schools	*WInS*		
				4.3. Develop Inclusive Hand-washing facilities/ latrines	*WInS*		
				4.4. Improve Inclusive Hand-washing facilities/ latrines	*WInS*		
				4.5. WASH positive Knowledge and behavioral change development	*WInS*		
				4.6. Establishment of WASH committees and clubs	*WInS*		

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[4] The proper aligning of the Business Plan and the Vanuatu Education and Training Sector Strategy (VETSS) 2020-2030 programing will be done during the next business planning phase, when the VETSS is finalized.

Implementation of Health Promoting School Activities	5	Implementation of Health Promoting School Activities	5.1. Expand HPS into the provinces of Torba, Sanma, Penama and Tafea	*WInS*		
			5.2. Work with NHPC for the reactivation of PHPSC's	*WInS*		
Implementation of Early Childhood Development Activities	6	Implementation of Early Childhood Development Activities	6.1. ECD Stakeholder Mapping	*ECCE*		
			6.2. Situation Analysis Report	*ECCE*		
			6.3. Community Consultation	*ECCE*		
			6.4. Drafting, Review and Launch of ECD Policy	*ECCE*		
ECCE Policy Implementation	7	ECCE Policy Implementation	7.1. ECCE Curriculum Implementation	*ECCE*		
			7.2. Registration of ECCE Centers	*ECCE*		
			7.3. TOT for Mobile ECE Officer (MEO)	*ECCE*		
			7.4. ECCE Teachers' Capacity Training	*ECCE*		
			7.5. PSP roll out in Shefa	*ECCE*		
			7.6. Implement and Monitor EIP plans	*ECCE*		
			7.7. ECCE Teacher's data verification	*ECCE*		
			7.8. Monitoring of ECCE	*ECCE*		
			7.9. Homeschooling Package	*ECCE*		
			7.10. Development of ECCE Radio and TV homeschool program	*ECCE*		
Implementation of Open Innovative Schooling and e-learning	8	Implementation of Open Innovative Schooling and e-learning	8.1. Development and implementation of Radio/ podcast or TV "homskul Givhan" program	*School Program*		
			8.2. Monitor the use Malapoa E-learning platform by parents and students	*School Program*		
			8.3. Monitor the use Note Master Online by parents and students	*School Program*		
			8.4. Completion of Development of Year 7 to 10 Note master resources	*School Program*		
			8.5. Development of Senior Secondary School Note Master Resources	*School Program*		
			8.6. Monitor the use of Open Vemis by parents and students	*SBM*		
			8.7. Monitor the use of the MoET " Covid 19 / TC Harold " Website by parents and students	*SBM*		
	9	Harmonized Assessment Practices	9.1. Development of common assessment tasks	*EAU*		
			9.2. 2019 VANSTA 4/6/8 report published	*EAU*		

Harmonized Assessment Practices			9.3. Implementation of Assessment Resource Tool for Teaching & Learning (ARTTLe) Yrs.3/5/7	*EAU*		
			9.4. Implementation of Yr.12 Outcome Based Assessment & Reporting (OBA/R)	*EAU*		
			9.5. Customize PacSIMS for Year 13 OBA for 2021	*EAU*		
			9.6. Implementation of Yr.10/13 assessment (IA/EA).	*EAU*		
			9.7. Item Banking development continued	*EAU*		
			9.8. Increase school/ parent/ community access to national assessments	*EAU*		
			9.9. Strengthen communication with supporting units/division in central ministry	*EAU*		
			9.10. E-filing of national results for Year 6 & 10	*EAU*		
			9.11. Printing & distribution of 2019 certificates Yrs.10/12/13	*EAU*		
			9.12. Develop, administer and report on 2020 IA & Examinations	*EAU*		
			9.13. Filing & Item Banking	*EAU*		
Curriculum Review and Implementation	**10**	Curriculum Review and Implementation	10.1.Monitoring quality check of curriculum delivery through Homeschooling mode	*CDU*		
			10.2.Provide technical support Curriculum delivery through Home schooling package	*CDU*		
			10.3.Development of MoET Home school Curriculum	*CDU*		
			10.4.Development, sourcing and distribution Year 6 Material & 10 Resources	*CDU*		
			10.5.Development of Year 7 Syllabi	*CDU*		
			10.6.Development of Year 7 Teacher Guide	*CDU*		
			10.7.Development of Year 13 Syllabi	*CDU*		
			10.8.Development of Year 12 Teacher's Guide	*CDU*		
School Compliance and Support Programs	**11**	School Compliance and Support Programs	10.9.Harmonize Standards	*SBM*		
			10.10. SIO Capacity Training	*SBM*		
			10.11. Monitoring of Homeschooling Package	*SBM*		
			10.12. School Principal Leadership Training	*SBM*		

4.6 Tertiary Education Directorate (TED)

VETSS Program No[5]	VETSS PRIORITY DELIVERABLE	No	KEY ACTIVITIES	Tasks	Deliver by	Dept. Code	Operating Budget (VT)
	School construction program	1	School construction program	1.1. Infrastructure development on the VNU campus	*PSET*	88	303,998,436
	ECCE Policy Implementation	2	ECCE Policy Implementation	2.1. Review of ECCE Bachelor Courses structure for accreditation by VQA			
	Professional Development (PD) to Support New Curriculum	3	Professional Development (PD) to support New Curriculum	3.1. Monitoring student numeracy development – training for teachers			
				3.2. Implementation of TVET program at VITE			
				3.3. Develop Teacher Development Policy Statement, Develop Teacher development plan			
	VITE Institutional Strengthening	4	VITE Institutional strengthening	4.1. Accreditation of VITE Primary and secondary Bachelor courses			
				4.2. Write all Primary and secondary Bachelor Courses for commencement in 2021			
				4.3. Recruitment of Administration staff			
				4.4. Delivery of some of the External Course in multi modal form			
				4.5. QMS reviewed and Internal Audit carried out by VITE			
	Implementation of the Post School Education and Training Policy 2016-2020	5	Implementation of the Post School Education and Training Policy 2016-2020	5.1. Award scholarships in line with Vanuatu Government Scholarships Priority Framework and the National HRD Plan and Sectoral Plan			
				5.2. Develop regularly update sectoral skills plan in association with relevant productive sector/department/ agencies, profession association and individuals employers			
				5.3. Management of Vanuatu Government Scholarship awards (and post awards)			

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[5] The proper aligning of the Business Plan and the Vanuatu Education and Training Sector Strategy (VETSS) 2020-2030 programing will be done during the next business planning phase, when the VETSS is finalized.

			5.4. MoET to support TVET institution to meet standards	
			5.5. Implementation of the Vanuatu National University Act	
			5.6. Implementing PSET Policy implementation Plan	
			5.7. Registration/accreditation process of current programs (UT1.UNC/VUWU –Application of franchise programs).	
			5.8. Implementation of VIT franchise program	
			5.9. Development of academic programs/courses (accredited courses online programs, Bachelor of Environment Science / Universities Tender process)	
			5.10. Develop and implement PSET curriculum and training package for registered and non-registered PSET providers	
Education Management Systems implemented	6	Education Management Systems implemented	6.1. Tertiary and Higher Education Directorate's institutional strengthening	
			6.2. Administration and management of THED programs/activities	
			6.3. Implementation of the VNU Bill (enforce the existing Taskforce)	
			6.4. Develop a Strategic Plan for the Vanuatu National University	
			6.5. Development of Higher Education Policy	
			6.6. Development of Partial Scholarship Funding Policy	
			6.7. Development of a guideline for scholarship selection	
Evidence based policy and planning	7	Evidence based policy and planning	7.1. Data Collection on Qualifications of teachers Data Collection on Professional Development of teachers	
			7.2. Design a plan to consider different modalities of courses to be used in upgrading of	

				qualifications of uncertified and unqualified teachers		
				7.3. Conduct research to develop a TVET in school policy		
				7.4. Develop, integrate and implement PSET information system		
				7.5. Conduct research on PSET financing model at the regional level		
				7.6. Development of a new linguistic center to address university bilingualism in French/English		

4.7 Education Commissions and Councils[6]

4.7.1 Teaching Service Commission

VETSS Program No[7]	VETSS Priority Deliverables	No.	KEY ACTIVITIES	Tasks	Deliver by	Dept. Code	Operating Budget (VUV)
	Teacher Registration & Licensing	1	To assess applications and issue appropriate Licence Category	1.1. Registered Teachers are issued with Licence (95%)	TSC	55	78,662,348
	Teaching Service Commission Revised Staff manual	2	To do a nationwide consultation on the revised staff manual and submit final edition for approval and use.	2.1. Revised Staff manual is approved by the Commission and distributed nationwide.			
	Teaching Service Commission Official Website & Server	3	To establish an official website that is accessible and reliable for internal & public users. Also to create a server to act as the Office's e -archive /storage.	3.1. TSC Official website is launched and used and a reliable server is established and used.			
	Teachers GRT Issues – regrading letter for underpay & recover funds from Overpaid Teachers.	4	To produce regrading letters for Teachers who have anomalies (underpay) and to recover funds from those who are overpaid since 2018 GRT rollout.	4.1. Re-grading letter for underpay Teachers are issued to all underpaid teachers. 4.2. Teachers are issued with letter of notice of reimbursement to all overpaid teachers.			
	ECCE Letter of appointments	5	To produce and issue letters of appointment for over 800 ECCE teachers of Vanuatu.	5.1. Appointment letters are issued to ECCE Teachers throughout Vanuatu (100%)			
	Amendment of Teaching Service Act No.38 of 2013	6	To amend some sections of the TSC Act and have it endorsed by the parliament.	6.1. TSC Act are amendment completed			
	Teachers outstanding Severance pay	7	To write an NPP for the outstanding Teachers Severance pay	7.1. Outstanding Severance pay are paid to all retired Teachers.			
	TSC Office relocation	8	To relocated the TSC office to a more appropriate and sufficient	8.1. TSC office is relocated to a more sufficient location that could accommodate all its office staff.			

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[6] The table only comprises of the TSC activities only, as the other statutory bodies (such as the VQA) have not responded to submit their business plan. We are also mindful that perhaps some of VQA functions/activities are made mention of in the tertiary plan. The planning unit will continue to liaise with the statutory bodies for better coordination of planning in the future.

[7] The proper aligning of the Business Plan and the Vanuatu Education and Training Sector Strategy (VETSS) 2020-2030 programing will be done during the next business planning phase, when the VETSS is finalized.

			office/space that could accommodate for its increasing staff.				
	TSC Office staff capacity development	9	To empower the office staff to engage in courses that could enhance their knowledge and skills.	9.1. 20 % of TSC Office Staff undergo/engaged in professional development courses			