



# **MINISTRY OF EDUCATION AND TRAINING BUSINESS PLAN 2022**



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

We are pleased to present the 2022 *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 planning approach that has been roll-out by the Vanuatu Public Service. The COVID 19 and TC Harold related activities are incorporated to the actions in the plan.

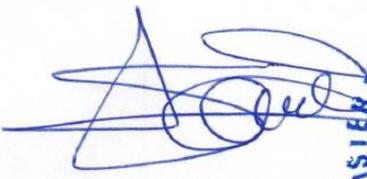
The focus of this business plan is to ensure appropriate activities are identified and implemented to deliver desired outcomes of strengthening management and improved equitable access to quality education. Not only that, the current approach of planning also ensures that actions are guided by tangible outputs and targets that could be delivered and achieved on an annual basis. Consequently the quarterly progress report of the MoET will be based on this plan to measure progress.

The Monitoring & Evaluation unit within the Policy and Planning Directorate will be responsible to coordinate the process of producing progress reporting against this business plan. However, all directors will be responsible to coordinate the completion of their department reporting based on the report notices and timelines that will be set.

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 efforts, 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 for your faithfulness,

  
The Honorable Samsen Samsori  
Minister of Education and Training



  
Iati Bergmans  
Director General,  
Ministry of Education & Training



## 2. INTRODUCTION

The Ministry of Education and Trainings (MoET) aims 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.

### 2.1. Ministry of Education and Training Planning Framework



The above planning framework shows where the MoET Business Plan (Annual Plan) fits in the MoET planning framework. This Business Plan outlines the key outputs to be delivered in 2022 and the directorates responsible for delivering these outputs.

### 3. 2022 APPROPRIATED BUDGETS BY DEPARTMENT

#### 3.1. Budget Summary

The 2022 Annual Budget for the Ministry of Education and Training could be summarized as follows:

- Total Annual Budget: **9,433,837,433 VT**
- Payroll Budget: **6,171,837,433 VT**
- Operation Budget: **3,262,271,508VT**

Operating budget by department summary

Dept. Code.	Dept. Description/Name	Operational Budget by Dept.(VUV)	Proportion by Dept.
510	Cabinet Support	12,372,726	0.38 %
530	Education Services Directorate	1,736,459,369	53.23 %
540	Director General	10,779,485	0.33 %
550	Education commissions & Councils	112,702,294	3.45 %
820	Finance and Administration Directorate	215,765,262	6.61 %
830	Policy & Planning Directorate	5,667,191	0.17 %
880	Tertiary Education Directorate	1,168,565,181	35.82 %
<b>Grand Total</b>		<b>3,262,271,508</b>	<b>100%</b>

*Source: Ministry of Education & Training 2021 gazette budget – Finance unit*

## 4. BUSINESS PLANNING FOR THE MOET

### ACTIVITIES BY DEPARTMENTS

#### 4.1 Cabinet Support

Department	510					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
Provide sustenance across all MoET Policies	51AA	Provincial visits	100%	Planned Provincial and visits are carried out.	Jan - Dec	
	51AA	Ministerial conferences	100%	Planned Ministerial conferences are attended	Jan - Dec	
	51AA	Legislation developments & implementation	100%	Legislations are implemented	Jan - Dec	

## 4.2 Director General's Office

Department	540					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
Issue Policy Directives on Legislations, Policies and Agreements	54AA	Issue Directives of the review of the Education Act Endorsement of the Education Act and submission to State Law	1	1. Issue Directive to Director PPU for coordination 2. Appointments of Taskforce Endorsement and Approval	To be decided	Availability of members in the committee. Clash in other activities
	54AA	Issue Directives on the Scholarship Policy. Approval/Signing of the Scholarship Policy	1	<i>Liaise with Director Tertiary to ensure directives with regards to scholarship management are considered</i>	<i>Base on each directorates timeline</i>	<i>Timeline mostly depends on the units work plan</i>
	54AA	Issue Directives on the TVET Policy. Approval/Signing of the TVET Policy	1	<i>Liaise with Director Tertiary to ensure directives with regards to TVET are administered</i>	<i>Base on each directorates timeline</i>	<i>Timeline mostly depends on the units work plan</i>
	54AA	Issue Directives on the Drop Out Policy. Approval/Signing of the Drop Out Policy	1	<i>Liaise with Director Education Services to ensure out of school directives are administered</i>	<i>Base on each directorates timeline</i>	<i>Timeline mostly depends on the units work plan</i>
	54AA	Issue Directives on the Open VEMIS (OV) Policy Approval/Signing of the Open VEMIS (OV) Policy	1	<i>Liaise with Director Education Services to ensure out of school directives are considered and administered</i>	<i>Base on each directorates timeline</i>	<i>Timeline mostly depends on the units work plan</i>
Approval of Plans	54AA	Review and approve MoET Corporate Plan	1	<i>Liaise with Director Policy and Planning to ensure MoET Corporate plan is reviewed and approved</i>	<i>Base on each directorates timeline</i>	<i>Timeline mostly depends on the units work plan</i>
	54AA	Signed MoET Business Plan	1	<i>Liaise with Director Policy and Planning to ensure 2023 MoET business plan is reviewed and approved</i>	<i>Base on each directorates timeline</i>	<i>Timeline mostly depends on the units work plan</i>
Submission of Annual Reports	54AA	Signed MoET Annual Reports	1	<i>Liaise with Director Policy and Planning to ensure 2021 MoET annual report is produced.</i>	<i>Base on each directorates timeline</i>	<i>Timeline mostly depends on the units work plan</i>

Conduct Schools Audits in 6 provinces	54AB	Audited Schools and reports submitted	50	<ol style="list-style-type: none"> <li>1. Identify schools with high risk for audit</li> <li>2. Conduct audit field work</li> <li>3. Prepare draft audit report and submitted to the auditee</li> <li>4. Prepare final audit report and submitted to the auditee</li> </ol>	November	Budget availability, Delay of travelling due to weather, Delay audit report due to late submission of required audit information, Prolong implementation of audit recommendations
Planned audits carried out at MoET central level	54AB	Central audit projects carried out and reports submitted.	9	<ol style="list-style-type: none"> <li>1. Conduct audit field work</li> <li>2. Prepare draft audit report and submitted to the auditee</li> <li>3. Prepare final audit report and submitted to the auditee</li> </ol>	November	Delay audit report due to late submission of required audit information.
Acquire Teammate audit software licenses fee	54AB	Payment of Teammate License Fee	2	<ol style="list-style-type: none"> <li>1. Process payment of annual fee</li> </ol>	December	Technical issues with the software not resolved Delay on production of audit reports
Conduct special investigation upon MoET Management and PEOs request	54AB	Special investigations carried out Reports submitted to interested stakeholders	3	<ol style="list-style-type: none"> <li>1. Conduct audit field work</li> <li>2. Prepare draft investigation audit report and submitted to the auditee</li> <li>3. Prepare final investigation audit report and submitted to the auditee</li> </ol>	Time Line depend on the investigation request	Delay audit report due to late submission of required audit information.

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Community engagement	54AD	Increase collaboration with development partners, both bilateral and multilateral to support Ministry strategic plan through a Joint Partnership Agreement; and open new dialogue with non-traditional donor partners	2	<ol style="list-style-type: none"> <li>1. Overall coordination of the implementation of the five approved projects funded under 2021/2022 UNESCO Participation Program</li> <li>2. Review of all Evaluation and Financial reports of the five projects</li> <li>3. Prepare report compilation and submit to UNESCO</li> <li>4. Report back to the recipients of the UNESCO decision</li> <li>5. Settlement of Vanuatu 2022 annual assessed contribution fee.</li> <li>6. Coordinate the activity with DFAICET and MFEM</li> </ol>	<ol style="list-style-type: none"> <li>1. Dec</li> <li>2. Feb</li> <li>3. Mar</li> <li>4. Sept</li> <li>5. Sept</li> </ol>	Since UNESCO Participation Program grants were transferred late the Focal Point may request an extension for the reporting exercise hence it could impact the action dates The action dates may change as the activity depends on the issuance of assessed contribution fees by Paris Headquarter
Disseminate educational communication to Schools and communities	54AE	Provide regular communication by all modes of communication to/with community members participating in governance bodies weekly	1	<ol style="list-style-type: none"> <li>1. Register Communication Request</li> <li>2. Table at DGs meeting</li> <li>3. Ensure Approval of Communication</li> </ol>	December	Comments Lack of Communication tools. Risks Political Interference, Inaccurate Communication.
	54AE	Provide Special communication by all modes of communication to/with community members participating in governance bodies weekly	1	<ol style="list-style-type: none"> <li>1. Register Communication Request</li> <li>2. Table at DGs meeting</li> <li>3. Ensure Approval of Communication</li> </ol>	December	Lack of cooperation with divisional/unit heads
	54AE	Provide Awareness on MoET Communication Strategy in all six provinces	6	<ol style="list-style-type: none"> <li>1. Consultation for Final Draft Strategy to all stakeholders</li> <li>2. Approval of Strategy by the Minister</li> <li>3. Disseminate and Awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. May</li> <li>3. Oct</li> </ol>	Risk Budget Unplanned activities

Strengthening of procurement functioning at Central and Provincial Level.	54AF	Awareness carried out in all provinces	6	<ol style="list-style-type: none"> <li>1. Procurement Awareness on each Provinces.</li> <li>2. Identifying effective and efficiency approach of procurement at Provincial Level.</li> <li>3. Developing Procurement Tap at OV.</li> </ol>	1. Dec	<i>Comment</i> <i>Pending Budget positing.</i> <i>Availability of Humans resources</i> <i>Other committeemen's</i> <i>Risk</i> <i>Unplanned events.</i>
	54AF	Development, Coordination and Implementation of MoET Procurement Plan.	1	<ol style="list-style-type: none"> <li>1. Coordination of all Request for Tender- RFT.</li> <li>2. Coordination of Request for Quotation – RFQ.</li> <li>3. Coordination of Contracts</li> </ol>	1. Dec	<i>Comment</i> <i>Units fail to send Procurement Plan.</i> <i>No capacity to implement Procurement Plan.</i> <i>Risk</i> <i>Data's not realistic.</i> <i>Funds not available.</i>
Review the MoET Organizational Structure, roles and responsibilities	54AG	MoET Structural review for alignment (Reviewed TSC structure, Reviewed ESD Structure, Reviewed PPU Structure, Reviewed PPU Structure, Reviewed Tertiary Structure, GRT Alignment against GRT Determination)	1	<ol style="list-style-type: none"> <li>1. Divisional/unit consultation</li> <li>2. Identified gaps and reasons to restructure</li> <li>3. Review of functions and responsibilities</li> <li>4. Meeting with HR/PSC</li> <li>5. Ensure budget incorporated and accounts informed</li> <li>6. Endorsed by Senior Management</li> <li>7. Submission to PSC</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. Jun</li> <li>3. Aug</li> <li>4. Nov</li> <li>5. Jul</li> </ol>	Lack of HRD Capacity Work Overload No linkages with relevant units Does not reflect current policies Staff Exit

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Recruitment of Priority Positions	54AG	Applicants appointed to budgeted positions	15	<ol style="list-style-type: none"> <li>1. Request Financial Visa</li> <li>2. Request PSC for approval to advertise positions</li> <li>3. Request Language unit to translate advert in French and Bislama</li> <li>4. Advertise</li> <li>5. Arrange Panellist</li> <li>6. Shortlist</li> <li>7. Interview</li> <li>8. PSC approval of recommended applicant</li> <li>9. Induction Training</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. March</li> <li>3. April</li> <li>4. April</li> <li>5. May</li> <li>6. May</li> <li>7. May</li> <li>8. June</li> <li>9. June</li> </ol>	Delay in the following; Release of financial Visa from the Finance Department, Approval to advertise, Translations, Non availability of panel members
	54AG	Recruitment of 2 HRD Officers	2	<ol style="list-style-type: none"> <li>1. Liaise with Director PPU</li> <li>2. Request virement of funding to accommodate training position</li> <li>3. Request Financial Visa</li> <li>4. Request Approval to Advertise</li> <li>5. Request translation in all 3 languages</li> <li>6. Advertise</li> <li>7. PSC Approval</li> <li>8. Staff Induction</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. March</li> <li>3. April</li> <li>4. April</li> <li>5. May</li> <li>6. May</li> <li>7. May</li> <li>8. June</li> </ol>	
Performance Management	54AG	Submitted DGs and Directors Performance Agreement to PSC	5	<ol style="list-style-type: none"> <li>1. Issue reminder</li> <li>2. Collection of Pas</li> <li>3. Ensure evidence collected</li> <li>4. Submit to PSC</li> </ol>		
	54AG	Submitted Appraisals for all MoET staff to PSC	158	<ol style="list-style-type: none"> <li>1. Issue Reminder</li> <li>2. Collection of reports</li> <li>3. Issue notice of outstanding</li> <li>4. Compile appraisals</li> <li>5. Submission to PSC</li> <li>6. Recommendation for rewards</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. Jul</li> </ol>	Late submission from units/divisions Incomplete forms – consumes time to re-do Overlapping unit activities to new year
	54AG	Submitted Unit plan	1	<ol style="list-style-type: none"> <li>1. Issue notice of unit plans</li> <li>2. Submission of unit plans to DGs Office (EO)</li> </ol>	January	Delay

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	54AG	Submitted all MoET staff Individual Work plans to PSC	158	<ol style="list-style-type: none"> <li>1. Issue Reminder</li> <li>2. Collection of reports</li> <li>3. Issue notice of outstanding</li> <li>4. Compile work plans</li> <li>5. Submission to PSC</li> </ol>	January	<p>Late submission from units/divisions                      Incomplete forms – consumes time to re-do                      Overlapping unit activities</p>
Staff Training long term and provided internal trainings	54AG	Submitted names for recommended trainings (Long and short term)	??	<ol style="list-style-type: none"> <li>1. Request received and analysed against appraisal</li> <li>2. Identified replacement</li> <li>3. Approval by superior and DG</li> <li>4. Request presentation participation</li> </ol>	January	<p>Staff submit application due to late receipt of award letters                      Receive notification from training institution late for very important trainings</p>
	54AG	Provided refresher trainings during Divisional retreats, planning meetings or middle managers meeting on PSC requirements and compliance and other	5	<ol style="list-style-type: none"> <li>1. Request presentation participation</li> </ol>	November	<p>Lack of Funding to run refresher in provincial offices.                      Lack of knowledge in the importance of HR compliance contribution.</p>

### 4.3 Finance and Administration Directorate

Department	820					
Program	Activity Code	Output or Service Target	Target	Action(s)	Action completion date	Comment & Risks
26. Planning, Budgeting, Financing, and Reporting	82AA	Draft 2023 Business Plan.	1	1. Meet with Managers to confirm key activities of the Business Plan 2023. 2. Managers to complete the Business Plan Template (Output or Service Target, Target s, Action / Tasks (PSC 10.2 Form), Action completion date, Comment & Risks). 3. Submit draft Directorate of Finance and Administration Business Plan 2023 to Policy and Planning.	2nd Quarter 2022	
	82AA	Approved Business Plan 2023.	1	1. Meet with Managers to finalise Business Plan 2023. 2. Director meet with all staff to familiarize staff with Business Plan 2023. 3. Submit Final Business Plan 2023 to Policy and Planning.	4th Quarter 2022	
	82AA	Quarterly reporting on the Business Plan 2022.	4	1. Meet with Managers to report on activities of the Business Plan 2022. 2. Managers to complete the Quarterly Report. 3. Submit Quarterly Report to Policy and Planning.	Each quarter	
	82AA	Staff Performance Review Appraisal	2	1. Meet with Managers to review the Work Development (Performance) Plan 2022. 2. Director, Managers and staff review their Work Development (Performance) Plan 2022.	1st and 3rd Quarter	

				3. Submit Work Development (Performance) Plan 2022 to HR Unit.		
	82AA	Approved Finance Policy and implementation plan	1	<ol style="list-style-type: none"> <li>1. Develop Finance Policy</li> <li>2. Develop Finance Policy implementation plan</li> <li>3. Consultation of Finance Policy and implementation plan</li> <li>4. Finalize Finance Policy and implementation plan</li> <li>5. Translation into French</li> <li>6. Printing</li> <li>7. Distribution</li> </ol>	2nd Quarter 2022	Insufficient budget support to conduct consultation and awareness on Finance Policy;
	82AA	Approved Information Technology Policy and implementation plan	1	<ol style="list-style-type: none"> <li>1. Develop draft IT Policy &amp; its Implementation plan</li> <li>2. Consultation of IT Policy and implementation plan</li> <li>3. Finalize IT Policy and implementation plan</li> <li>4. Translation into French</li> <li>5. Printing</li> <li>6. Distribution</li> </ol>	3rd Quarter 2022	
	82AA	Approved Asset Management Policy and implementation plan	1	<ol style="list-style-type: none"> <li>1. Develop Asset Management Policy</li> <li>2. Develop Asset Management Policy and implementation plan</li> <li>3. Consultation of Asset Management Policy and implementation plan</li> <li>4. Finalize Asset Management Policy and implementation plan</li> <li>5. Translation into French</li> <li>6. Printing</li> <li>7. Distribution</li> </ol>	2nd Quarter 2022	
30. MoET organisational structure and formal roles and responsibilities documented	82AA	Division Finance & Administration organizational structure reviewed and submitted to Director General	1	<ol style="list-style-type: none"> <li>1. Organize internal consultation meet on review of structure;</li> <li>2. Review job descriptions to reflect revised structure;</li> </ol>	1st Quarter	Human Resource Management Unit will take lead to review MoET structure;

				3. Submit structure to DG for approval;		Budget support may not be available for new positions;
1. School Financial Management manual are updated	82AB	Approved revised School Financial Management Manual	1	<ol style="list-style-type: none"> <li>1. Translation of School Financial Management Manual into French</li> <li>2. Printing of School Financial Management Manual</li> <li>3. Distribution of School Financial Management Manual</li> </ol>	1st Quarter 2022	Lack of budget support for translation, printing, and distribution. Consideration of emailing all documents to Principals Upload document into Open VEMIS
	82AB	Training conducted to 6 Provincial Finance Officers (PFOs) in the six provinces; - Roll out of training to at least one province.	6	<ol style="list-style-type: none"> <li>1. Develop training materials;</li> <li>2. Deliver training;</li> <li>3. Monitor and report on training;</li> </ol>	Training of Trainers (PFOs) in 1st Quarter 2022; - Roll out of training, monitoring and reporting by 4th Quarter 2022;	Lack of budget support for the rollout of training; High cost of training due to increase in subsistence allowances; Change of principals or school finance officers will result in lack of knowledge in SFMM; Lack of commitment of principals to update school finances; No proper recording of school finances; Failure of principals and/or school management to comply with the SFMM;
	82AB	Approved revised Grant Code	1	<ol style="list-style-type: none"> <li>1. Re-circulate Grant Code PDF version.</li> <li>2. Printing of Grant Code</li> <li>3. Distribution of Grant Code</li> </ol>	1st Quarter 2022	Lack of budget support for translation, printing, and distribution Consideration of emailing all documents to Principals Upload document into Open VEMIS

	82AB	Training conducted in the six provinces of TORBA, SANMA, PENAMA, MALAMPA & TAFEA.	6	<ol style="list-style-type: none"> <li>1. Develop training materials;</li> <li>2. Deliver training;</li> <li>3. Monitor and report on training;</li> </ol>	<ul style="list-style-type: none"> <li>- Training of Trainers (PFOs) in 1st Quarter 2022;</li> <li>- Roll out of training, monitoring and reporting by 4th Quarter 2022;</li> </ul>	Lack of budget support for the training; Change of principals or school finance officers will result in lack of knowledge in Grant Code; Failure of principals and/or school management to comply with the Grant Code
2. Grants are disbursed according to work plan	82AB	Grants and school fee subsidy are paid to schools and institutions.	3	<ol style="list-style-type: none"> <li>1. Payment of 30% grants and fee subsidies is paid.</li> <li>2. Payment of second 30% grants and fee subsidies is paid.</li> <li>3. Payment of final 40% grants and fee subsidies is paid.</li> </ol>	- 1st, 2nd and 3rd Quarter	Delay in grant payments due to development of tranche calculator; Lack of commitment of principals to commit to meet school grant criteria; Late confirmation from PEOs on schools eligible to receive grants; Cash flow may delay payment of grants;
	82AB	Annual schools reporting	4	<ol style="list-style-type: none"> <li>1. Report to Senior Management on the schools previous year's annual financial report, by each province each quarter;</li> </ol>	Each Quarter	Delay in finalizing school's annual report; - Lack of commitment of principals to complete annual financial report; - Change of principals or school finance officers will impact annual reporting;
26. Planning, Budgeting, Financing, and Reporting	82AB	Annual Budget 2023 is submitted to Department of Finance & Treasury.	2	<ol style="list-style-type: none"> <li>1. Prepare presentation for the planning &amp; budget workshop;</li> <li>2. Planning, budgeting and reporting workshop is conducted;</li> <li>3. Annual budget 2023 is submitted.</li> </ol>	2nd Quarter 2022	Budget constraints to conduct workshops in each province; Delay in response from managers on proposed activities for 2023;
	82AB	Budget and expenditure analysis reporting of 2022 budget.	3	<ol style="list-style-type: none"> <li>1. Prepare expenditure analysis for budget 2022 implementation;</li> <li>2. All budget movements (advances and virements) processed;</li> </ol>	Three quarter	Delay in issuing reports; Lack of general website to upload reports so that staff

				3. Supplementary Budget is prepared and submitted to DoFT.		are able to access and view the reports;
	82AB	2021 Annual budget and expenditure analysis reporting	1	<ol style="list-style-type: none"> <li>1. Prepare expenditure analysis for budget 2021 implementation;</li> <li>2. Comparison of expenditure with 2020;</li> <li>3. Submit to UIS the Budget 2021 report;</li> <li>4. Submit to PSC the Budget 2021 report;</li> <li>5. Submit to DoFT the Budget 2021 report</li> </ol>	1st Quarter	Delay in issuing reports; Lack of general website to upload reports so that staff are able to access and view the reports;
33. Management, development and training on Open VEMIS	82AB	Finance Module guide is developed	1	<ol style="list-style-type: none"> <li>1. Develop Finance Module guide;</li> <li>2. Translation of Finance Module into French</li> <li>3. Printing of Finance Module;</li> <li>4. Distribution of Finance Module.</li> </ol>	2nd Quarter	Failure of principals and/or school management to use Open VEMIS; Lack of internet connectivity in some schools; Consideration of emailing all documents to Principals Upload document into Open VEMIS
	82AB	Asset Management Module guide is developed for land management registry and schools asset survey and school assets	1	<ol style="list-style-type: none"> <li>1. Develop Asset Management Module guide;</li> <li>2. Translation of Asset Management Module into French</li> <li>3. Printing of Asset Management Module;</li> <li>4. Distribution of Asset Management Module.</li> </ol>	2nd Quarter	Failure of principals and/or school management to use Open VEMIS; Lack of internet connectivity in some schools;
	82AB	Training is provided to all provinces on Finance Module in Open VEMIS.	6	<ol style="list-style-type: none"> <li>1. Develop training materials;</li> <li>2. Deliver training;</li> <li>3. Monitor and report on training;</li> </ol>	2nd Quarter	Failure of principals and/or school management to use Open VEMIS; Lack of internet connectivity in some schools;
Accounting and finance services	82AB	98% relevant documentation is prepared to process all	4	<ol style="list-style-type: none"> <li>1. Revenue received is reported in the quarterly reports;</li> </ol>	Each quarter	Receivables are not paid into MoET revenue cost centre in a timely manner;

	receivables for the Ministry throughout the year.					
82AB	98% relevant documentation is prepared to process all payables for the Ministry throughout the year.	4	<ol style="list-style-type: none"> <li>1. All payments are recorded and input in Smartstream;</li> <li>2. Expenditure is reported in the quarterly reports;</li> </ol>	Each quarter	<p>Late submission of paperwork for processing;                      Unplanned activities may occur;                      Proper process of work may not be followed;</p>	
82AB	100% staff cash advances/impres are verified and confirmed, when applying or acquitting public funds throughout the year.	4	<ol style="list-style-type: none"> <li>1. All impres are recorded and input in Smartstream;</li> <li>2. All impres are acquitted;</li> <li>3. Imprest awareness is conducted (first quarter);</li> <li>4. Imprest is reported in the quarterly reports;</li> </ol>	Each quarter	<p>Late submission of imprest acquittals;                      Delay in submitting current imprest and applying for new imprest;                      Need to strengthen verification of imprest acquittal at the provincial level;                      DoFT need to grant access to FinU seniors to the Imprest Report in Smartstream.</p>	
82AB	100% support is provided to the provincial education offices throughout the year.	4	<ol style="list-style-type: none"> <li>1. Quarterly Report on support services provided to PFOs, either via email and/or phone and/or mentoring support;</li> </ol>	Each quarter	<p>PFOs deal with administrative tasks and schools reports;                      Limited budget support for PFOs to visit schools;</p>	
82AB	100% necessary journal entries are prepared for charges to incorrect chapter heads throughout the year.	4	<ol style="list-style-type: none"> <li>1. Journals are reported in the quarterly reports;</li> </ol>	Each quarter	<p>Delay with DoFT processing journals;                      Imprest journals are not input into Smartstream by DoFT;                      DoFT to grant access to FinU seniors to input journals in Smartstream;</p>	
82AB	100% monthly cash flows are prepared and reviewed for the Ministry by February 2021.	2	<ol style="list-style-type: none"> <li>1. Six monthly Cash Flow Report is provided;</li> </ol>	1st and second quarter	<p>May have slight variation to the cash flow throughout the year.</p>	

	82AB	100% financial documents is filed and scanned throughout the year.	4	1. Filing is reported in the quarterly reports;	Each quarter	Limited access to FinU share drive e.g. network issue; Missing documents not on share drive;
5. School Minimum Quality Standards (MQS) reviewed and updated	82AC	Approved Minimum Infrastructure Standards for schools and vocational training centres	4	1. Develop draft minimum infrastructure standard. 2. Consultation minimum infrastructure standards. 3. Finalize minimum infrastructure standards. 4. Translation 5. Printing & distribution	4th Quarter	Lack of technical capacity
		Design Standards for primary and secondary schools	2	1. Draft design of Secondary School Computer lab and Science Lab. 2. Approval by MoET Senior Management 3. Procure Independent certification of designs.	4th Quarter	Lack of technical capacity
Construction & Improvement of School Infrastructures	82AC	Construction of 4 Classrooms + Office and 1 Dinning Hall for Amelvet Junior Secondary School, Malekula is implemented in accordance to the project timeframe.	6	1. Contract Supervision stage 1 to 15. 2. Issuance of Completion Certificate. 3. Retention payment	Practical completion December 2022; -Final completion 2023 <i>(Depends on implementation timeframe and retention period)</i>	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
	82AC	Procure furniture for 4 Classrooms + Office and 1 Dinning Hall for Amelvet Junior Secondary School, Malekula is implemented in accordance to the project timeframe.	1	1. Prepare RFQ for Furniture. 2. Advertise RFQ 3. Evaluate RFQ. 4. Contract. 5. Contract management.	- Practical completion December 2022; - Final completion 2023 <i>(Depends on implementation timeframe and retention period)</i>	

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82AC	Construction of 2 Classrooms + Office, 2 ablutions (boys & Girls) and Stairway for Farun Primary School, Malekula is implemented in accordance to the project timeframe.	6	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	<ul style="list-style-type: none"> <li>- Practical completion December 2021;</li> <li>- Final completion 2022 <i>(Depends on implementation timeframe and retention period)</i></li> </ul>	Road and weather condition could affect project duration
82AC	Procure furniture for 2 Classrooms + Office, 2 ablutions (boys & Girls) and Stairway for Farun Primary School, Malekula is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	<ul style="list-style-type: none"> <li>- Practical completion December 2021;</li> <li>- Final completion 2022 <i>(Depends on implementation timeframe and retention period)</i></li> </ul>	
82AC	Construction of (8 room storey building & 1 ablution building for teachers and students for the new Beverly Hills Primary School is implemented in accordance to the project timeframe.	9	<ol style="list-style-type: none"> <li>1. Contract Supervision stage.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	February 2022	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Procure furniture for 8 room storey building for the new Beverly Hills Primary School is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	February 2022	
82AC	15. Construction of 3 new classroom & 1 admin/ office for Alowaru Primary School is implemented in accordance to the project timeframe.	4	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 Depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program

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82AC	Construction of 2 new classrooms & refit 2 damaged classrooms for Avunatari Primary School is implemented in accordance to the project timeframe.	4	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 Depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms, 1 boys' dormitory, 1 new boy's ablution & 1 girl's ablution and upgrade water system for Nadiutu JSS is implemented in accordance to the project timeframe.	5	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 Depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms for Jinaure is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Retention payment</li> </ol>	January 2022	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classroom & 1 admin/ office for Naviaru Primary School is implemented in accordance to the project timeframe.	3	<ol style="list-style-type: none"> <li>1. Retention payment</li> </ol>	January 2022	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 1 double classroom for Nanuhu (Randasi) Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 3 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	January 2022	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classroom & 1 admin/ office for Taharo Primary School is implemented in accordance to the project timeframe.	3	<ol style="list-style-type: none"> <li>1. Retention payment</li> </ol>	January 2022	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 3 new classrooms for Enkul Primary School is implemented in accordance to the project timeframe.	3	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 Depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program

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82AC	Procurement of furniture for Enkul PS - 3 classrooms	2	<ol style="list-style-type: none"> <li>1. Evaluate RFQ.</li> <li>2. Contract.</li> <li>3. Contract management.</li> </ol>	2022 Depends on implementation timeframe and retention period	
82AC	Procurement of furniture for 16 classrooms for Taharo, Nanuhu (Randasi), Naviaru, Jinaure, Avunatari and Alowaru primary schools is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	2022 Depends on implementation timeframe and retention period	
82AC	Construction of 1 new girl's dormitory for Matevulu College is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Procurement of furniture for Matevulu College Girls Dormitory is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	2022 depends on implementation timeframe and retention period	
82AC	Complete construction of 2 New Classrooms for Mwast Primary School, Santo implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms for Bombua Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms for Paireve Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program

82AC	Procurement of furniture for 6 classroom for Bombua, Mwast and Paireve primary schools is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	2022 depends on implementation timeframe and retention period	
82AC	Construction of 4 new classrooms, 1 boy's dormitory and 1 ablution and 1 Girls Dormitory and 1 ablution for Bombua JSS is implemented in accordance to the project timeframe.	8	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition could prolong construction program
82AC	Procurement of furniture for 4 new classrooms, 1 boy's dormitory and ablution and Girls Dormitory and Ablution for Bombua JSS is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> <li>1. Contract management.</li> </ol>	2022 depends on implementation timeframe and retention period	
82AC	Construction of 2 new classrooms for St Merap Augustine Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Procurement of furniture for Enkul PS - 3 classrooms.	??	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	2022 depends on implementation timeframe and retention period	
82AC	Construction of 2 new classrooms for Ambaebulu Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program

82AC	Construction of 2 new classrooms and Renovation to existing 2 classrooms for Lolovoli Primary School implemented in accordance to the project timeframe.	4	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms for Wasine Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms for Bangabulu Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms for Vanue Marama Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Construction of 2 new classrooms for Vilakalaka Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2022 depends on implementation timeframe and retention period	Weather condition, Procurement Process and Covid Lockdowns can impact on process of tender and construction program
82AC	Procure furniture for Ambae Recovery Program (ARP) funded classrooms for St Merap Augustine, Ambaebulu, Lolovoli,, Wasine, Bangabulu, Vanue Marama and Vilakalaka primary schools is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	2022Depends on implementation timeframe and retention period	

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82AC	Construction of a new Administration and Lecture Theatre building for the Vanuatu National University is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> <li>1. Contract Supervision stage 1 to 15.</li> <li>2. Issuance of Completion Certificate.</li> <li>3. Retention payment</li> </ol>	2023 Depends on implementation timeframe and retention period	Covid Pandemic could prolong construction program
82AC	Construction of 4 classrooms for Ecole Centre Ville is implemented in accordance to the project timeframe.	4	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	2022 Depends on implementation timeframe and retention period	Covid Pandemic could prolong construction program
82AC	Santo East (PS) - Luganville, Santo. 14 Classrooms (2 double classroom)	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15.</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and COM process could prolong construction program
82AC	Procurement of furniture for Santo East PS - 14 classrooms ,	??	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	
82AC	Sarakata (PS) - Luganville, Santo. Renovation of 4 classroom, 1 Admin	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15.</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and COM process could prolong construction program

				6. Issuance of Completion Certificate. 7. Retention payment	<i>implementation plan and timeframe)</i>	
82AC	Fanafo (PS) Canal Fanafo, Santo. Build 4 classroom & 1 Admin	2	1. Prepare RFT documents 2. Finance Budget Approval 3. CTB Approval 4. Contract award 5. Contract Supervision stage 1 to 15. 6. Issuance of Completion Certificate. 7. Retention payment	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and COM process could prolong construction program	
82AC	Procurement of furniture for Luganville Adventist PS and Carnal Fanafo PS - 7 classrooms.	2	1. Prepare RFQ for Furniture. 2. Advertise RFQ 3. Evaluate RFQ. 4. Contract. 5. Contract management.	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>		
82AC	Luganville Adventist School (PS) - Repair of 3 Classroom	2	1. Prepare RFT documents 2. Finance Budget Approval 3. CTB Approval 4. Contract award 5. Contract Supervision stage 1 to 15. 6. Issuance of Completion Certificate. 7. Retention payment	- Practical completion December 2023;- Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program	
82AC	Vovlei (PS) build 3 classrooms	2	1. Prepare RFQ documents 2. Finance Budget Approval 3. CTB Approval 4. Contract award 5. Contract Supervision stage 1 to 15. 6. Issuance of Completion Certificate. 7. Retention payment	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program	

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82AC	Tavumae (PS) Construciton of 6 Classroom plus 1 Admin	2	<ol style="list-style-type: none"> <li>1. Prepare RFQ documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15.</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program
82AC	Procurement of furniture for Tavumae PS and Vovlei PS - 9 classrooms ,	2	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program
82AC	St. Henri (Lonfis) (PS) Construction of 6 classroom plus 1 Admin	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15.</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program
82AC	Rangusuksu (PS) - Construction of 5 Classroom	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15.</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program
82AC	Procurement of furniture for Saint Henri PS and Rangusuksuk PS - 11 classrooms ,	2	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> </ol>	- Practical completion December 2023; - Final	

				5. Contract management.	completion 2023 (Based on implementation plan and timeframe)	
82AC	Londar (Baie-Martelli) (PS) - Construction of 3 classrooms	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	<ol style="list-style-type: none"> <li>- Practical completion December 2023;</li> <li>- Final completion 2023 (Based on implementation plan and timeframe)</li> </ol>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program	
82AC	Baie-Barrier (PS) Construction of 3 classroom plus 1 Admin	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15.</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	<ol style="list-style-type: none"> <li>- Practical completion December 2023;-</li> <li>- Final completion 2023 (Based on implementation plan and timeframe)</li> </ol>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program	
82AC	Procurement of furniture for Londar PS and Baie Barrier - classrooms ,	2	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	<ol style="list-style-type: none"> <li>- Practical completion December 2023;</li> <li>- Final completion 2023 (Based on implementation plan and timeframe)</li> </ol>		
82AC	Melsisi (PS) Construction of 2 classroom plus Office	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Supervision stage 1 to 15.</li> <li>6. Issuance of Completion Certificate.</li> <li>7. Retention payment</li> </ol>	<ol style="list-style-type: none"> <li>- Practical completion December 2023;</li> <li>- Final completion 2023 (Based on implementation plan and timeframe)</li> </ol>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program	

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	82AC	Lycee de Luganville, Construction of 9 classrooms, 3 Teachers house, 1 library, 2 boys dormitory, 2 girls dormitory, 1 boys ablution blocks, 1 girls ablution block.	2	<ol style="list-style-type: none"> <li>1. Prepare RFT documents for Design Supervision Consultant</li> <li>2. Finance Budget Approval</li> <li>3. CTB Approval</li> <li>4. Contract award</li> <li>5. Contract Management.</li> </ol>	- Practical completion December 2024; - Final completion 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, Covid Effect on Materials & Lockdown and delay in procurement and C process could prolong construction program
	82AC	Procurement of furniture for Lycee de Luganville - classrooms.	2	<ol style="list-style-type: none"> <li>1. Prepare RFQ for Furniture.</li> <li>2. Advertise RFQ</li> <li>3. Evaluate RFQ.</li> <li>4. Contract.</li> <li>5. Contract management.</li> </ol>	- Practical completion December 2023; - Final completion 2023 <i>(Based on implementation plan and timeframe)</i>	
	82AC	Procurement of furniture for Vila East Kuwait Project.	1	<ol style="list-style-type: none"> <li>1. Prepare COM Paper to Request VAT Exemption</li> <li>2. RFQ for Furniture.</li> <li>3. Advertise RFQ</li> <li>4. Evaluate RFQ.</li> <li>5. Contract.</li> <li>6. Contract management.</li> </ol>	??	
Asset Management	82AC	Updated asset survey of Primary Schools.	1	<ol style="list-style-type: none"> <li>1. Asset survey of primary schools damaged and upgraded.</li> <li>2. Data entry of asset survey into Open VEMIS.</li> </ol>	4th Quarter 2022	Lack of technical capacity Lack of data entry personnel
	82AC	Updated Asset Registry	2	<ol style="list-style-type: none"> <li>1. Asset Registry Report for 2021 is submitted by January 2022.</li> <li>2. Conduct tangible asset inventory and reporting.</li> </ol>	1st Quarter 2022	Incomplete module development
8. School Asset Maintenance.	82AC	Approved revised School Maintenance Manual	1	<ol style="list-style-type: none"> <li>1. Develop School Maintenance Manual</li> <li>2. Consultation School Maintenance Manual.</li> <li>3. Finalize School Maintenance Manual.</li> <li>4. Translation</li> <li>5. Printing &amp; distribution</li> </ol>	4th Quarter 2022	Lack of technical capacity

	82AC	Report provided on the support given to 11 Torba Schools internet connectivity	4	<ol style="list-style-type: none"> <li>1. Request Vodafone to provide access to monitoring portal for internet connection for 11 TORBA schools.</li> <li>2. Eleven Torba Schools internet connectivity maintenance are reported in the quarterly reports.</li> </ol>	Each Quarter	Schools cannot avoid their monthly subscription and the internet connection is disconnected.
	82AC	Quarterly reports produced on School Email account distribution to reach all government and government assisted schools (Primary and Secondary) and support provided to those schools on continuous usage of the email accounts.	4	<ol style="list-style-type: none"> <li>1. Distribution of email accounts to schools to be done during IT Preventive Maintenance visit to the six provinces.</li> <li>2. Support to schools on the use of the email accounts is reported in the quarterly reports.</li> </ol>	Each Quarter	
	82AC	Report provided on the on-demand support in the form of advice and guidance given to schools on their ICT development plans	4	<ol style="list-style-type: none"> <li>1. Keep a record of requests from schools.</li> <li>2. Prioritised and schedule implementation of requests and get IT Manager approval</li> <li>3. Schools on demand support is reported in the quarterly reports.</li> </ol>	Each Quarter	Activity is on an on-demand basis
	82AC	A report produced on the support in the form of advice and guidance given to schools on Learning Management Systems	1	<ol style="list-style-type: none"> <li>1. Analysis Report on the use of the current LMS in schools.</li> </ol>	2nd Quarter 2022	
School Land Management	82AC	At least 200 schools land records updated on Open VEMIS.	200	<ol style="list-style-type: none"> <li>1. Data entry of Land information into Open VEMIS.</li> <li>2. Update on data entry of Land information into Open VEMIS is reported in Quarterly Reports.</li> </ol>	Each quarter.	System error causing delay

82AC	Special Lease for land that schools and institutions are located on.	4	<ol style="list-style-type: none"> <li>1. 1. Submit list of schools to be surveyed to Department of Lands for Lehili JSS, Butekai PS, Luvil, Isaka PS.</li> <li>2. Request Department of Lands Valuation Unit to provide valuation on surveyed land.</li> </ol>	December 2022	Registration process own by Ministry of Lands
82AC	Acquisition of school and institution land	10	<ol style="list-style-type: none"> <li>1. Re-submit list of schools to be acquired to Department of Lands.</li> </ol>	??	External process own by Ministry of Lands
82AC	Land rent review request submitted to Director of Lands	5	<ol style="list-style-type: none"> <li>1. Prepare request for land rent review letter and send letter to Department of Lands.</li> <li>2. Payment of land rent to school land owners.</li> <li>3. Register in Open VEMIS.</li> </ol>	4th Quarter 2022	External process own by Ministry of Lands
82AC	Outstanding land rent paid in Torba, Sanma, Shefa and Penama	6	<ol style="list-style-type: none"> <li>1. Submit outstanding land rent for payment.</li> <li>2. Pay outstanding land rent to land owners.</li> <li>3. Update data in Open VEMIS.</li> <li>4. Remind schools in writing to continue payment of land rent from 2022.</li> </ol>	4th Quarter 2022	External process own by Ministry of Lands
82AC	Negotiator Applications submitted to Customary Land Management Office.	10	<ol style="list-style-type: none"> <li>1. Assist land owners to complete application form for approval by Director.</li> <li>2. Send applications to Customary Land Management Office.</li> <li>3. Register in Open VEMIS.</li> </ol>	4th Quarter 2022	External process own by Ministry of Lands
82AC	Training conducted to 6 Provincial Officer in the six provinces;	2	<ol style="list-style-type: none"> <li>1. Develop training materials;</li> <li>2. Coordinate training dates;</li> <li>3. Deliver training;</li> <li>4. Monitor and report on training;</li> </ol>	3rd Quarter 2022	External process own by Ministry of Lands

10. Children have equitable access to HPS activities and equitable access to activities and equitable access quality WASH in Schools (WinS) facilities	82AC	Wash in Schools facilities constructed	14	1. Contract management of 14 school WASH in School facilities.	4th Quarter 2022	Supply of Materials from Hardware, Logistics could pose a problem to delay activities
33. Management, development and training on Open VEMIS	82AC	Training is provided to all provinces on Asset Management Module in Open VEMIS.	6	1. Review of Asset Management Module. 2. Develop training materials; 3. Coordinate training dates; 4. Deliver training; 5. Monitor and report on training;	2nd Quarter	Failure of principals and/or school management to use Open VEMIS; Lack of internet connectivity in some schools;
	82AC	Proposal for a new archive building with costed designs	1	1. Develop a proposal for new archive building; 2. Designing of new archive building; 3. Costing of new archive building	3rd Quarter 2022	Covid Pandemic
Administrative services	82AC	Upskill and improve MoET front line services through customer service training.	1	1. Consultation with Staff on training 2. Review JD for staff and highlight core training needs; 3. Submit Training proposal for Approval/ consultant offer training; 4. Training of staff	1st Quarter	Covid restrictions
	82AC	All MoET Office premises are kept clean	4	1. Develop cleaning Rooster for Cleaners and Grounds man for each quarter;	Each quarter	Covid restrictions
	82AC	All MoET vehicles are maintained and managed efficiently.	4	1. Circulate letter on allocation of MoET vehicles and their drivers. 2. Establish vehicle log books and booking books for each vehicle.	Each quarter	Covid restrictions

12. Community Engagement	82AD	Increased internet connectivity for schools and institutions	4	<ol style="list-style-type: none"> <li>1. Attend Technical Advisory Group meeting hosted by OGCI.</li> <li>2. Maintained work collaboration with OGCI on any school connectivity activities</li> <li>3. Maintained communication and attend any TRBR meeting regarding school connectivity</li> <li>4. Send a memo informing all staff to inform that IT is the focal point for MoET and ISPs on school connectivity</li> <li>5. Schools internet connectivity support is reported in the quarterly reports.</li> </ol>	Each quarter	
	82AD	MoET agreement with ISP providers (Vodafone & Digicel) to keep Open VEMIS zero-rated on their network is maintained.	4	<ol style="list-style-type: none"> <li>1. Manage MoET Agreement with ISP providers.</li> <li>2. Open VEMIS access on Vodafone and Digicel network is reported in the quarterly reports.</li> </ol>	Each quarter	
	82AD	Regular meetings with donor partners	10	<ol style="list-style-type: none"> <li>1. Attend meetings;</li> <li>2. Implement decisions from monthly meets;</li> </ol>	Each quarter	Delay of implementation of projects;
33. Management, development and training on Open VEMIS	82AD	Maintained Network File Drive for each Units in MoET.	1	<ol style="list-style-type: none"> <li>1. Ongoing maintenance of Network File Drive for each Units in MoET.</li> <li>2. Maintenance of Network Shared Drives is reported in the quarterly reports.</li> </ol>	4th Quarter 2022	

82AD	Integration between Open VEMIS and Civil Registry system, Smart Stream, PacSIMs and Scholarship system are maintenance	4	<ol style="list-style-type: none"> <li>1. Maintain the connectivity that link Open VEMIS with Civil Registry system, Smart Stream, PacSIMs and Scholarship system to be active and operational at all times</li> <li>2. Connectivity of Open VEMIS with Civil Registry system, Smart Stream, PacSIMs and Scholarship system is reported in the quarterly reports.</li> </ol>	Each Quarter	
82AD	Upgraded Finance Module and reporting	4	<ol style="list-style-type: none"> <li>1. Do requirement analysis on the Finance Module for improvements.</li> <li>2. Built the functions required in to the Finance Module in Open VEMIS system</li> <li>3. Finance Module upgrade is reported in the quarterly reports.</li> </ol>	Each Quarter	
82AD	Upgraded Student Module and reporting	4	<ol style="list-style-type: none"> <li>1. Develop scope of work for the Upgraded of Student Module and reporting to be outsourced.</li> <li>2. Upgraded Student Module and reporting is reported in the quarterly reports.</li> </ol>	Each Quarter	
82AD	Upgraded Teacher Module and reporting	4	<ol style="list-style-type: none"> <li>1. Develop scope of work for the Upgraded of Teacher Module and reporting to be outsourced.</li> <li>2. Upgraded Teacher Module and reporting is reported in the quarterly reports.</li> </ol>	Each Quarter	
82AD	Upgraded Asset Management Module and reporting	1	<ol style="list-style-type: none"> <li>1. Do requirement analysis on the Asset Management Module for improvements</li> <li>2. Built the functions required in to the Asset Management Module in Open VEMIS system</li> <li>3. Transfer of data on Asset Value Pro (AVP) to Open VEMIS module</li> </ol>	2nd Quarter	

82AD	Upgraded PSET module and reporting	4	<ol style="list-style-type: none"> <li>1. Maintain the PSET Module so be operational and accessible to MoET staff, VQA staff and institutions</li> <li>2. Maintenance of the PSET Module to be always operational and accessible is reported in the quarterly reports</li> </ol>	Each Quarter	
82AD	Development of Harmonized Standards Monitoring Tools	4	<ol style="list-style-type: none"> <li>1. Develop scope of work for the Development of Harmonized Standards Monitoring Tools to be outsourced.</li> <li>2. Development of Harmonized Standards Monitoring Tools is reported in the quarterly reports.</li> </ol>	Each Quarter	
82AD	Development of Examinations & Assessment - VANSTA module	1	<ol style="list-style-type: none"> <li>1. Requirement gathering</li> <li>2. Design the module</li> <li>3. Built the module and test it</li> <li>4. Provide TOT training to Examination &amp; Assessment staffs</li> </ol>	1st Quarter 2022	
82AD	Development of Examinations & Assessment - Examination File Repository	1	<ol style="list-style-type: none"> <li>1. Requirement gathering</li> <li>2. Design the module</li> <li>3. Built the module and test it</li> <li>4. Provide TOT training to Examination &amp; Assessment staffs</li> </ol>	4th Quarter 2022	
82AD	Support provided to Scholarship System	1	<ol style="list-style-type: none"> <li>1. Maintain current scholarship system;</li> <li>2. Develop an analysis report on the existing Scholarship system;</li> <li>3. Present report to Senior Management for approval for implementation.</li> </ol>	2nd Quarter 2022	

Information Technology Services	82AD	Existing IT Technical and user documentations are reviewed and updated quarterly.	6	<ol style="list-style-type: none"> <li>1. Review PC/Laptop setup Manual</li> <li>2. Review Preventive Maintenance Checklist</li> <li>3. Review MoET network Infrastructure from central to provinces Documentation</li> <li>4. Review Email Manual</li> <li>5. Review Open VEMIS Report Development Documentation</li> <li>6. Review VoIP Manual</li> <li>7. IT Technical and user documentations upgrade is reported in the quarterly reports.</li> </ol>	3rd Quarter	
	82AD	Government Broadband Network (GBN) connectivity is 98 % operational and accessible to staff at MoET central offices and the six provincial education offices throughout the year.	4	<ol style="list-style-type: none"> <li>1. Daily monitoring of network connectivity to all MoET offices from the central to the provinces</li> <li>2. Do fixes to any network issues arise on a timely manner</li> <li>3. Government Broadband Network (GBN) connectivity support is reported in the quarterly reports.</li> </ol>	Each Quarter	Network issues identified to beyond IT Unit control so fixing them depends on OGCIIO schedule Electrical power issue causing network downtime so only depends on electrician schedules
	82AD	IT Preventive maintenance has been carried out at all MoET Central Offices in Port Vila and their reports submitted by July 2021.	4	<ol style="list-style-type: none"> <li>1. Implement IT preventive maintenance in MoET central office, Curriculum Development Unit (CDU), Examination and Assessment Unit (EAU) and Teaching Service Commission (TSC)</li> <li>2. Produce 4 reports for the 4 offices</li> </ol>	3rd Quarter	

82AD	At least two preventive maintenance has been carried out at each of the six MoET Provincial Offices and their reports submitted in May & October 2021.	12	<ol style="list-style-type: none"> <li>1. Implement first IT preventive maintenance in 6 Provincial Education offices and produce report on them by April</li> <li>2. Implement second IT preventive maintenance in 6 Provincial Education offices and produce report on them by October</li> </ol>	3rd Quarter	Priorities and schedules can be changed if a disaster strikes in any of the provinces
82AD	Support and maintenance provided to keep government email service 98% online and accessible to MoET staffs and schools (government and government-assisted schools) at all times	4	<ol style="list-style-type: none"> <li>1. Support provided to MoET staffs and schools on any government email issues</li> <li>2. Government email services support is reported in the quarterly reports.</li> </ol>	Each Quarter	If issues identified to be at email server then schedule for fixes depends on OGCIO
82AD	Support and maintenance provided to keep government VoIP service 98% online and accessible to users at all times	4	<ol style="list-style-type: none"> <li>1. Support provided to MoET staffs on any VoIP service issues</li> <li>2. Government VOIP services support is reported in the quarterly reports.</li> </ol>	Each Quarter	If issues identified to be at central data centre then schedule for fixes depends on OGCIO
82AD	Support and maintenance provided to keep MoET Management Intranet website 98% online and accessible to MoET users at all times	4	<ol style="list-style-type: none"> <li>1. Maintenance of Intranet website to have it 98% online at all times</li> <li>2. Provide support to Communication officer in managing the website content</li> <li>3. Provide support to MoET staffs on accessing the website</li> <li>4. MoET Intranet website is reported in the quarterly reports.</li> </ol>	Each Quarter	Confusion of IT Unit responsibilities regards to support the website. It Unit is responsible for technical support while content updates is Communication officer's responsibility
82AD	Support and maintenance provided to keep MoET public website 98% online and accessible to MoET staffs, schools, students and public at all times	4	<ol style="list-style-type: none"> <li>1. Maintenance of public website to have it 98% online at all times</li> <li>2. Provide support to Communication officer in managing the website content</li> <li>3. Provide support to MoET staffs and public on any public website issues they have</li> <li>4. MoET public website is reported in the quarterly reports.</li> </ol>	Each Quarter	Confusion of IT Unit responsibilities regarding supporting to supporting the website. It Unit is responsible for technical support while content updates is Communication officer's responsibility

82AD	Support and maintenance provided for MoET servers and backup servers to be 98% operational and accessible to MoET staffs at all times	4	<ol style="list-style-type: none"> <li>1. Maintenance in the form of monitoring and do fixes to all MoET servers issues to keep the servers online and secure at all times</li> <li>2. Provide support to MoET staffs to have access content hosted on the servers at all times</li> <li>3. Setup one offsite backup location</li> <li>4. MoET servers and backup servers support is reported in the quarterly reports.</li> </ol>	Each Quarter	Secured location for backups servers (onsite and offsite)
82AD	Support and maintenance provided for MoET Time Attendance system to be 98% operational and accessible to MoET staffs at all times and produce timely attendance reports when needed.	4	<ol style="list-style-type: none"> <li>1. Maintenance to keep the MoET Time Attendance system operation and accessible at all times</li> <li>2. Provide support to MoET staffs on accessing the time machines to clock-in/out and have access to their attendance reports</li> <li>3. MoET Time Attendance system support is reported in the quarterly reports.</li> </ol>	Each Quarter	
82AD	Support and maintenance provided for PacSIMS application system and its server to be 98% online and accessible to EAU users at all times	4	<ol style="list-style-type: none"> <li>1. Maintenance provided on the PacSIMS system to be operational and accessible to EAU staffs at all times</li> <li>2. Support provided to EAU staffs to access the system</li> <li>3. PacSIMS application system support is reported in the quarterly reports.</li> </ol>	Each Quarter	System upgrade and improvements depends on EQAP - SPC in Fiji to send system files for IT Unit to install

	82AD	IT Helpdesk support to MoET staffs at the central offices down to the province and school level on network issues, equipment issues and other ICT issues is 98% satisfactory throughout the year.	4	<ol style="list-style-type: none"> <li>1. Record all IT Helpdesk request from MoET staffs and schools</li> <li>2. Attend to all IT Helpdesk request on a timely manner</li> <li>3. IT Helpdesk support is reported in the quarterly reports.</li> </ol>	Each Quarter	Limited human response at IT Unit can lead to slow response to queries
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#### 4.4 Policy and Planning Directorate

Department	830					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
12. Community engagement	83AA	Joint Planning meeting with development partners conducted	2	1. Develop the concept note and timeline 2. Organize joint planning meet 3. Conduct planning meeting 4. Produce joint planning meeting minutes	1. Feb 2. Feb/Nov 3. Feb/Nov 4. Feb/Nov	
	83AA	Joint Partnership Agreement (JPA) reviewed	1	1. Organize review meetings 2. Conduct review meeting 3. Update JPA based on review recommendations	1. March 2. April 3. April	
	83AA	No of VETSS awareness conducted (all provincial)	6	1. Prepare printing of VETSS documents 2. Disseminate to 6 SG in provincial Government Offices 3. Confirm Logistical arrangements for awareness 4. Conduct awareness	1. March 2. April 3. May 4. June	
	83AA	Memorandum of Agreement compliance check list developed.	1	1. Schedule meeting to develop the checklist 2. Produce draft checklist 3. Present checklist to senior management team for approval	1. March 2. April 3. May	
31. MoET organizational structure and roles and responsibilities are updated and aligned	83AA	Education Act drafting note developed (for State Law Office use to amend Education Act)	1	1. Sort divisional inputs 2. Develop a skeleton of the drafting note 3. Populate drafting note 4. Submit drafting note to state law	1. February 2. March 3. April – May 4. June	
11. Rationalization of existing schools and identify need for new schools	83AB	No of communication awareness conducted on the National School Infrastructure Development Plan (NSIDP) Policy framework	1	1. Prepare logistical arrangement for the communication and awareness 2. Conduct communication and awareness on policy 3. Produce minutes from the awareness	1. March 2. December 3. December	

	83AB	NSIDP implementation report produced	2	<ol style="list-style-type: none"> <li>1. Develop the NSIDP implementation reporting template</li> <li>2. Liaise with activity managers to obtain implementation inputs</li> <li>3. Compile and produce implementation report</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. December</li> </ol>	
	83AB	School registration status are updated in OV	TBC	<ol style="list-style-type: none"> <li>1. In coming education authority and School establishment and registration applications are recorded.</li> <li>2. Onsite assessments are conducted to verify application</li> <li>3. Assessment reports are produced</li> <li>4. Assessments reports tabled at the registration committee meeting</li> <li>5. Recommended outcomes of the meeting drafted</li> <li>6. Recommended meeting outcome is communicated to the authority.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan - Feb</li> </ol>	
16. Review and implement the National Education Language Policy	83AB	Plan to develop the Policy of the bilingual/plurilingual education system is developed	1	<ol style="list-style-type: none"> <li>1. Strengthened the bilingual/plurilingual taskforce</li> <li>2. Taskforce to develop and detail plan on how to implement the activity</li> </ol>	<ol style="list-style-type: none"> <li>1. (Date to be determined)</li> </ol>	
	83AB	Curriculum Implementation Monitoring Study report	1.	<ol style="list-style-type: none"> <li>1. Production of the Curriculum Implementation Monitoring Study Report (CIMS Report)</li> <li>3. Communication and Dissemination of the CIMS Report</li> </ol>	<ol style="list-style-type: none"> <li>2. March 2022</li> </ol>	
	83AB	Ministry of Education Bilingual Education Policy	1	<ol style="list-style-type: none"> <li>1. Development of the Bilingual Policy</li> <li>2. Communication and Dissemination of the Bilingual Policy</li> <li>4. Adaptation and Implementation of the Bilingual Policy</li> </ol>	<ol style="list-style-type: none"> <li>3. (Date to be determined)</li> </ol>	

17. Policy Guidelines developed to inform policy development	83AB	Reviewed MoET Policy Development Guideline	1	<ol style="list-style-type: none"> <li>1. Review MoET Policy Development Guideline.</li> <li>2. Communication and dissemination of the reviewed MoET Policy Development Guideline</li> <li>3. Training on reviewed MoET Policy Development Guideline.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> </ol>	
	83AB	No. of Reviewed Policies	1	<ol style="list-style-type: none"> <li>1. Provide technical support for the Review of lapsed Policies:                             <ol style="list-style-type: none"> <li>a) Inclusive Education Policy</li> <li>b) Education in Emergency Policy</li> <li>c) Child Safe Guarding Policy</li> <li>d) TVET Disability Policy</li> </ol> </li> </ol>	Timeline Depends on Policy Owner work plans	
	83AB	No. of Developed Policies	1	<ol style="list-style-type: none"> <li>1. Provide technical support for the Development of new policies                             <ol style="list-style-type: none"> <li>a) Bilingual Education Policy</li> <li>b) Compulsory Education Policy</li> <li>c) Teacher/Trainer Development Policy</li> <li>d) Early Childhood Development Policy</li> </ol> </li> </ol>	Timeline Depends on Policy Owner work plans	
	83AB	Policy Registry	1	<ol style="list-style-type: none"> <li>1. Conduct Policy Audit</li> <li>2. Development and Update of Policy Registry/Database (Ad-hoc)</li> </ol>	Ongoing	
27. Planning, Budgeting, Financing, and Reporting processes are aligned	83AB	Internal MoET Planning & budgeting brief session is conducted to senior management team and managers on 2023 business plan and timelines	1	<ol style="list-style-type: none"> <li>1. Schedule a date for the brief and inform all members of the senior management team and the activity managers</li> <li>2. Conduct the planning and budgeting brief session</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> </ol>	
	83AB	Planning Support provided to Provincial Education Officers (to 2023 complete planning)	6	<ol style="list-style-type: none"> <li>1. Liaise with Provincial PEOs to initiate support</li> <li>2. Provide appropriate support on needed areas identified by the provincial PEOs</li> </ol>	<ol style="list-style-type: none"> <li>1. March – April</li> <li>2. April - June</li> </ol>	

83AB	2023 Business Plan (1 <sup>st</sup> draft) produced	1	<ol style="list-style-type: none"> <li>1. Send out required planning templates to all directorates for coordination and completion.</li> <li>2. Liaise with each directorates and support them to complete their 2023 business plan</li> <li>3. Check inputs received from each Directorates</li> <li>4. Compile &amp; produce first draft of 2023 business plan</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. May</li> </ol>	Delay in receiving directorates inputs
83AB	2023 budget narrative produced	1	<ol style="list-style-type: none"> <li>1. Check and edit the formulation of outputs/service targets for each directorate business plans</li> <li>2. Compile and produce 2023 budget narrative</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> </ol>	
83AB	Finalized 2023 Business Plan	1	<ol style="list-style-type: none"> <li>1. Reminder emails of finalizing the 2023 BP is sent to all directorates and managers</li> <li>2. Liaise with each directorate to receive any changes to the drafts of the BP</li> <li>3. Compile and finalize the 2023 MoET business plan for approval by the DG.</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. November</li> <li>3. December</li> </ol>	
83AB	Project implementation status (matrix) updated and circulated to inform senior management team and activity managers of the progress.	4	<ol style="list-style-type: none"> <li>1. Liaise with project implementation managers to obtain updated information on the status of each project</li> <li>2. Infrastructure project site visits conducted</li> <li>3. Update the status of project implementation on the project matrix</li> <li>4. Inform senior management on the progress of project implementation through circulation of the matrix</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar/Jun/Sept/Dec</li> <li>2. Subject to project implementation timeline.</li> <li>3. Mar/Jun/Sept/Dec</li> <li>4. Mar/Jun/Sept/Dec</li> </ol>	
83AB	MoET Corporate plan reviewed and updated.	1	<ol style="list-style-type: none"> <li>1. Revise the corporate plan to accommodate emerging priorities</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> </ol>	

				<ol style="list-style-type: none"> <li>2. Consult changes to the senior management team</li> <li>3. Circulate revised version to senior management team for approval.</li> </ol>	<ol style="list-style-type: none"> <li>3. July</li> </ol>	
	83AB	2021 Annual report produced	1	<ol style="list-style-type: none"> <li>1. Develop a skeleton of the MoET 2021 Annual report based on the PSC annual report guideline.</li> <li>2. Liaise with the relevant units under each directorate to obtain the information to be included in the report, that is required from them</li> <li>3. Compile inputs from unit and circulate draft for comments</li> <li>4. Send out the finalize copy of the annual report to the senior management team for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. February</li> <li>4. March</li> </ol>	
	83AB	Quarterly progress reports produced	4	<ol style="list-style-type: none"> <li>1. Remind each directorates and activity managers on the requirements of progress reports.</li> <li>2. Send progress reporting templates to all directorates &amp; activity managers</li> <li>3. Check inputs received from other directorates and compile report</li> <li>4. Circulate compile draft for comments</li> <li>5. Finalize report for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar/Jun/Sept/Dec</li> <li>2. Mar/Jun/Sept/Dec</li> <li>3. Mar/Jun/Sept/Dec</li> <li>4. Mar/Jun/Sept/Dec</li> <li>5. Mar/Jun/Sept/Dec</li> </ol>	
	AB	General M&E support provided to GPE and VESP program	TBD	<ol style="list-style-type: none"> <li>1. Assist to develop GPE/VESP project M&amp;E plans for monitoring activities</li> <li>2. Participate (undertake) in monitoring activities in needy areas</li> <li>3. Assist with the production of the M&amp;E reporting.</li> </ol>	Timing of the activities is based on the GPE M&E plan	Lack of sufficient time to assist.
4. Monitoring equitable access to quality education	83AC	Reports on OV implementation plan produced (six months)	2	<ol style="list-style-type: none"> <li>1. Liaise with each directorate and manager to produce update on the OV activity they are implementing</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar/Jun/Sept/Dec</li> </ol>	<b>Comment:</b> Reports to published on quarterly basis to

				2. Compile and produce progress report	2 Mar/Jun/Sept/Dec	monitor the progress of OV implementation plan
83AC	ECCE School data entered into OV system	701 ECCE		<ol style="list-style-type: none"> <li>1. Provide training support to the principals</li> <li>2. Follow processes and timeframes outline in the census cycle to ensure that ECCE, Primary and Secondary schools are uploaded the data on time in OV.</li> <li>3. Verify data in OV and confirm data by PEO for official used.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> </ol>	<b>Risk:</b> School not do not meet time frame in the census cycle and may cause delay in data submission.
83AC	Primary school data entered into OV system	422 PRI		<ol style="list-style-type: none"> <li>1. Provide training support to the principals</li> <li>2. Follow processes and timeframes outline in the census cycle to ensure that ECCE, Primary and Secondary schools are uploaded the data on time in OV.</li> <li>3. Verify data in OV and confirm data by PEO for official used.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> </ol>	
83AC	Secondary school data entered into OV system.	62 SEC		<ol style="list-style-type: none"> <li>1. Provide training support to the principals</li> <li>2. Follow processes and timeframes outline in the census cycle to ensure that ECCE, Primary and Secondary schools are uploaded the data on time in OV.</li> <li>3. Verify data in OV and confirm data by PEO for official used</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> </ol>	
83AC	2022 Statistical table produced	1		<ol style="list-style-type: none"> <li>1. Extract data from OV for compilation</li> <li>2. Circulate draft for feedback/comments</li> <li>3. Produced and published the report</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. September</li> <li>3. October</li> </ol>	<b>Comment:</b> The production of report depends on the process of data cleaning exercise and verification in OV by PEOs.
83AC	2021 Statistical digest produced (based on M&E indicators)	1		<ol style="list-style-type: none"> <li>1. Publish Statistical Digest report (March)</li> <li>2. Upload the report into Ministry website for dissemination (March)</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> </ol>	

	83AC	2021 Education Fact sheet National/Provincial developed and communicated	2	<ol style="list-style-type: none"> <li>1. Produce first draft of the fact sheet National/Provincial based on the data published in 2022 Statistical table</li> <li>2. Analysis and write-up</li> <li>3. Circulate first draft for feedback</li> <li>4. Insert feedbacks and final amendments</li> <li>5. Approve the Education Fact sheet National/Provincial</li> <li>6. Communicate the Education Fact sheet through Ministry website and through other means of communication</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. September</li> <li>3. October</li> <li>4. November</li> <li>5. November</li> <li>6. December</li> </ol>	
	83AC	Section A of the UIS Questionnaire is completed	4	<ol style="list-style-type: none"> <li>1. Extract enrolment data from OV to complete section A of the UIS form</li> <li>2. Check that the enrolment data used for the UIS is consistent with the data used in the statistical tables and the fact sheet</li> <li>3. Send completed UIS questionnaire (Section A) to UNESCO officer, DGs Office.</li> </ol>	Date yet to be established.	Delay in reporting due to lack of cooperation, human resource or unforeseen circumstances
14. Out of School Children Reduction	83AD	Brief analysis on the out of school census data produced	1	<ol style="list-style-type: none"> <li>1. Produce draft report on out of school children</li> <li>2. Disseminate to PPU team and MoET senior officers for feedbacks</li> <li>3. Finalize the report</li> <li>4. Disseminate report findings</li> </ol>	<ol style="list-style-type: none"> <li>1. November 2021</li> <li>2. March</li> <li>3. May</li> <li>4. September</li> </ol>	
28. MoET Research Policy Guideline implemented by 2030	83AD	Central level awareness on research guideline conducted	1	<ol style="list-style-type: none"> <li>1. Prepare logistical arrangement for the research guideline workshop</li> <li>2. Conduct research awareness to MoET senior officers</li> <li>3. Compile input from awareness and finalize guideline</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. July</li> </ol>	
	83AD	Research guideline disseminated	6	<ol style="list-style-type: none"> <li>1. Communicate the research guideline in six (6) provinces</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> </ol>	

	83AD	Compliance Checklist for research development developed and used	1	<ol style="list-style-type: none"> <li>1. Produce the draft template checklist for the research study</li> <li>2. Disseminate to PPU team for feedbacks</li> <li>3. Finalize the template</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> <li>3. November</li> </ol>	
	83AD	All research initiatives for MoET are coordinated	2	<ol style="list-style-type: none"> <li>1. Coordinate and support all research initiative within the MoET</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> </ol>	
22. Post-School Education and Training Policy is updated and implemented	83AE	MoET HRD capacity assessment conducted	1	<ol style="list-style-type: none"> <li>1. Develop a capacity assessment framework and present to senior management team for approval</li> <li>2. Develop capacity assessment tool</li> <li>3. Trial capacity assessment tool</li> <li>4. Conduct assessment</li> <li>5. Analyse and document assessment findings</li> <li>6. Present assessment findings to senior management</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. May</li> <li>4. June</li> <li>5. August</li> <li>6. October</li> </ol>	

#### 4.5. Education Services Directorate

Department	530					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
4. Monitoring equitable access to quality education	53AC	Number of MEOs trained on ECCE curriculum implementation in selected provinces	32	<ol style="list-style-type: none"> <li>1. Review and adapt training package</li> <li>2. Prepare training logistics</li> <li>3. Carry out refresher training to MEOs in Malampa, Sanma and Penama</li> <li>4. Carry out field practical in selected ECCE centres</li> <li>5. Provide support to ECCE centres</li> <li>6. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> <li>5. May</li> <li>6. June</li> </ol>	
	53AC	Number of MEOs trained on the monitoring of the ECCE Curriculum implementation in selected provinces	32	<ol style="list-style-type: none"> <li>1. Establish monitoring criteria</li> <li>2. Develop monitoring forms</li> <li>3. Develop evaluation forms</li> <li>4. Prepare monitoring logistics</li> <li>5. Carry out monitoring activity in Sanma, Malampa and Penama</li> <li>6. Compile monitoring data</li> <li>7. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. July</li> <li>3. July</li> <li>4. July</li> <li>5. August</li> <li>6. September</li> <li>7. October</li> </ol>	
	53AC	Number of primary schools monitored on the Curriculum Implementation and Reporting Guidelines	200	<ol style="list-style-type: none"> <li>1. Establish monitoring criteria</li> <li>2. Develop monitoring forms</li> <li>3. Develop training package for monitoring team</li> <li>4. Prepare training logistics</li> <li>5. Carry out monitoring activity in schools</li> <li>6. Compile monitoring data</li> <li>7. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. April</li> <li>4. April</li> <li>5. May</li> <li>6. July</li> <li>7. October</li> </ol>	
	53AC	Number of workshops on VANSTA results analysis to provincial officers in improving teaching and class-based assessment practices	6	<ol style="list-style-type: none"> <li>1. Analyse VANSTA report</li> <li>2. Identify overall provincial needs</li> <li>3. Develop tailor-made training packages for provinces</li> <li>4. Prepare training logistics</li> <li>5. Train the master trainers</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. June</li> <li>4. June</li> <li>5. July</li> <li>6. September</li> </ol>	Delay in 2020 VANSTA report

				6. Carry out training in provinces 7. Final report and recommendations delivered	7. November	
	53AC	Number of master trainers trained on Classroom Assessment and Reporting modules	120	1. Review and adapt training package 2. Prepare training logistics 3. Deliver refresher training to provincial master trainers 4. Assist with teacher training in zones 5. Final report and recommendations delivered	1. March 2. March 3. March 4. June 5. July	
	53AC	Number of junior secondary teachers inducted on the outcome-based curriculum	350	1. Develop training package 2. Prepare training logistics 3. Carry out training to junior secondary teachers 4. Final report and recommendations delivered	1. February 2. February 3. April 4. June	
	53AC	Number of senior secondary teachers inducted on the outcome-based curriculum	260	1. Develop training package 2. Prepare training logistics 3. Carry out training to senior secondary teachers. 4. Final report and recommendations delivered	1. February 2. February 3. April 4. June	
9. Children have equitable access to schools	53AC	Number of schools trained on inclusive practices in terms of teaching strategies in provinces	60	1. Develop training package 2. Prepare training logistics 3. Quality assurance of books by Inclusive Network Team 4. Trialling out of package in schools 5. Revise and adapt training package 6. Translate to French 7. Coordinate the layout of books 8. Printing of teaching strategies guide 9. Develop Training of Trainers (ToT) package 10. Train facilitators 11. Facilitators train Inclusive Education teachers in the vicinity of the provincial headquarters.	1. February 2. February 3. March 4. April 5. May 6. May 7. June 8. August 9. August 10. September 11. November 12. December	

				12. Final training report and recommendations delivered		
53AC	Number of schools trained on the development of resources for students with varying disabilities in provinces	60		<ol style="list-style-type: none"> <li>1. Develop training package</li> <li>2. Prepare training logistics</li> <li>3. Quality assurance of books by Inclusive Network Team</li> <li>4. Trialling out of package in schools</li> <li>5. Revise and adapt training package</li> <li>6. Translate to French</li> <li>7. Coordinate the layout of books</li> <li>8. Printing of teaching strategies guide</li> <li>9. Develop Training of Trainers (ToT) package</li> <li>10. Train facilitators</li> <li>11. Facilitators train Inclusive Education teachers in the vicinity of the provincial headquarters.</li> <li>12. Final training report and recommendations delivered.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> <li>5. May</li> <li>6. May</li> <li>7. June</li> <li>8. August</li> <li>9. August</li> <li>10. September</li> <li>11. November</li> <li>12. December</li> </ol>	
53AC	Number of schools assisted in the development of their implementation plan for Inclusive Education Policy in provinces	60		<ol style="list-style-type: none"> <li>1. Develop guidelines for the implementation plan</li> <li>2. Prepare training logistics</li> <li>3. Trialling of the guidelines</li> <li>4. Quality assurance of the guideline by the inclusive teacher</li> <li>5. Deliver workshops to principals.</li> <li>6. Final training report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. April</li> <li>4. May</li> <li>5. June</li> <li>6. July</li> </ol>	
53AC	Number of centre schools trained and supported for student with visual impairment	12		<ol style="list-style-type: none"> <li>1. Develop training package</li> <li>2. Prepare training logistics</li> <li>3. Quality assurance of books by Inclusive Network Team</li> <li>4. Trialling out of package in schools</li> <li>5. Revise and adapt training package</li> <li>6. Translate to French</li> <li>7. Coordinate the layout of books</li> <li>8. Printing of teaching strategies guide</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> <li>5. May</li> <li>6. May</li> <li>7. June</li> <li>8. August</li> <li>9. August</li> <li>10. September</li> <li>11. November</li> </ol>	

				<ol style="list-style-type: none"> <li>9. Develop Training of Trainers (ToT) package</li> <li>10. Train facilitators</li> <li>11. Facilitators train Inclusive Education teachers in the schools allocated for visual impairment centre.</li> <li>12. Final training report and recommendations delivered</li> </ol>	12. December	
	53AC	Number of centre schools trained and supported for student with hearing impairment	12	<ol style="list-style-type: none"> <li>1. Develop training package</li> <li>2. Prepare training logistics</li> <li>3. Quality assurance of books by Inclusive Network Team</li> <li>4. Trialling out of package in schools</li> <li>5. Revise and adapt training package</li> <li>6. Translate to French</li> <li>7. Coordinate the layout of books</li> <li>8. Printing of teaching strategies guide</li> <li>9. Develop Training of Trainers (ToT) package</li> <li>10. Train facilitators</li> <li>11. Facilitators train Inclusive Education teachers in the schools allocated for hearing impairment centre.</li> <li>12. Final training report and recommendations delivered.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> <li>4. April</li> <li>5. May</li> <li>6. May</li> <li>7. June</li> <li>8. August</li> <li>9. August</li> <li>10. September</li> <li>11. November</li> <li>12. December</li> </ol>	
	53AC	Number of schools trained in the implementation of the hearing impairment plan	12	<ol style="list-style-type: none"> <li>1. Develop implementation guidelines</li> <li>2. Trialling of the guidelines</li> <li>3. Quality assurance of the guidelines by the inclusive teacher</li> <li>4. Prepare training logistics</li> <li>5. Deliver workshop with principals of centre schools for hearing impairment.</li> <li>6. Final workshop report and recommendations delivered.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. June</li> <li>6. July</li> </ol>	
	53AC	Number of centre schools trained and supported for students with intellectual impairment	12	<ol style="list-style-type: none"> <li>1. Development of guidelines.</li> <li>2. Trialling of the guidelines.</li> <li>3. Quality assurance of the guideline by the inclusive teacher.</li> <li>4. Prepare training logistics</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. June</li> </ol>	

				5. Workshop held in provinces with principals of 12 centre schools for intellectual impairment. 6. Final workshop report and recommendations delivered	6. July	
12. Community engagement	53AC	Curriculum implementation communication strategy developed	1	1. Carry out internal consultation on the draft document 2. Review draft based on recommendations 3. Edit French and English documents 4. Final English and French documents printed 5. Develop action and budget plans for CDU communication strategies	1. May 2. June 3. June 4. July 5. July	
	53AC	Numbers of communication tools produced for curriculum development and implementation	3	1. Develop materials and resources to support communication to stakeholders 2. Distribute information materials to stakeholders	1. July 2. September	
	53AC	Number of provincial trainings for Taskforce members on Parental Support Program in selected school communities	6	1. Develop training package 2. Prepare training logistics 3. Identify number of taskforce member 4. Carry out training to provincial Taskforce members in Malampa, Sanma and Penama 5. Carry out field practical in selected school communities 6. Provide support to selected school communities. 7. Final report and recommendations delivered	1. February 2. February 3. February 4. March 5. April 6. May 7. July	Delay in the availability of funds
	53AC	Number of provincial training on the monitoring and evaluation of Parental Support Program in selected school communities	6	1. Establish monitoring criteria 2. Develop monitoring forms 3. Develop evaluation forms 4. Prepare training logistics 5. Carry out monitoring activity in Sanma, Malampa and Penama 6. Compile monitoring data 7. Final report and recommendations delivered	1. August 2. August 3. August 4. August 5. September 6. October 7. November	

	53AC	Number of community awareness on Family Life Education with gate keepers in selected provinces	3	<ol style="list-style-type: none"> <li>1. Select target communities in Tafea, Shefa and Torba provinces</li> <li>2. Develop tailor-made community awareness package</li> <li>3. Prepare awareness logistics</li> <li>4. Deliver awareness in selected communities in Tafea, Shefa and Torba provinces.</li> <li>5. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. April</li> <li>3. November</li> <li>4. December</li> </ol>	
	53AC	Number of province engaged in the development of vernacular resources in collaboration with stakeholders	1	<ol style="list-style-type: none"> <li>1. Identify languages in the selected province/islands</li> <li>2. Identify key provincial officer, teachers and community resource people to development vernacular story books in selected languages</li> <li>3. Prepare training logistics</li> <li>4. Develop PRIMA for each selected languages</li> <li>5. Develop key word books for selected languages</li> <li>6. Develop 5 vernacular story books per selected language</li> <li>7. Train vernacular resource developers on Bloom Book Creation Software</li> <li>8. Translate all vernacular story book to all other selected languages</li> <li>9. Printing of vernacular resources using school grants.</li> <li>10. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. April</li> <li>4. June</li> <li>5. September</li> <li>6. September</li> <li>7. September</li> <li>8. October</li> <li>9. November</li> <li>10. December</li> </ol>	
	53AC	Developed partners support Ministry Strategic Plan through a Joint Partner Agreement	4	<ol style="list-style-type: none"> <li>1. Family Life Education in School project Annual Work plan developed</li> <li>2. Family Life Education Annual Work plan signed by both partners</li> <li>3. Family Life Education Annual budget finalized and signed by both partners</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. January</li> <li>3. February</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Collaborate with line Ministries and key stakeholders in the development of Financial Literacy</li> <li>5. Collaborate with line Ministries and key stakeholders in the implementation of Social Citizenship activities.</li> <li>6. Collaborate with line Ministries and key stakeholders on the pathways for students with disabilities from ECCE, primary, secondary, post-secondary and tertiary.</li> </ol>		
53AC	Number of provincial advocacy on Social Citizenship Principal's Handbook	1	<ol style="list-style-type: none"> <li>1. Develop awareness package suited for identified audience on the Social Citizenship Principal's Handbook</li> <li>2. Prepare awareness logistics</li> <li>3. Develop communication tools for Social Citizenship Principal Handbook advocacy</li> <li>4. Carry out awareness to stakeholders on the Social Citizenship Principal Handbook in selected province</li> <li>7. Final report and recommendations delivered.</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> <li>7. August</li> </ol>		
53AC	Number of provincial advocacy on Inclusive Education Policy to stakeholders	6	<ol style="list-style-type: none"> <li>1. Develop awareness package suited for identified audience on Inclusive Education Policy</li> <li>2. Prepare awareness logistics</li> <li>3. Develop communication tools for Inclusive Education Policy</li> <li>4. Carry out awareness to stakeholders on the Inclusive Education Policy in Provinces</li> <li>5. Final report and recommendations delivered.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> </ol>		

16. Review and implement National Education Language Policy by 2030	53AC	Number of provincial advocacy on Education Language Policy to stakeholders	6	<ol style="list-style-type: none"> <li>1. Develop awareness package suited for identified audience on the Education Language Policy</li> <li>2. Prepare awareness logistics</li> <li>3. Develop communication tools for Education Language Policy advocacy</li> <li>4. Carry out awareness to stakeholders on the Education Language Policy</li> <li>5. Carry out awareness to stakeholders on Education Literacy strategies for primary schools</li> <li>6. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. June</li> <li>4. October</li> <li>5. November</li> <li>6. December</li> </ol>	
	53AC	Reviewed and developed action plan for Education Language Policy	1	<ol style="list-style-type: none"> <li>1. Develop Education Language Policy action plan targeting all Education stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> </ol>	
	53AC	Number of schools monitored on the implementation of Years 1-6 <i>Ademap Lannwis</i> and Gradual Release Approach	100	<ol style="list-style-type: none"> <li>1. Establish monitoring criteria</li> <li>2. Develop training package for monitoring team</li> <li>3. Prepare monitoring logistics</li> <li>4. Carry out monitoring activity in schools</li> <li>5. Compile monitoring data</li> <li>6. Identify Language gaps for teaching from L1 to L2</li> <li>7. Final report and recommendations delivered.</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. June</li> <li>4. August</li> <li>5. October</li> <li>6. October</li> <li>7. December</li> </ol>	
17. Policy Guidelines developed to inform policy development	53AC	Reviewed and developed action plan for Social Citizenship Principal's Handbook	1	<ol style="list-style-type: none"> <li>1. Develop Social Citizenship Principal's Handbook action plan</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> </ol>	
	53AC	Reviewed and developed action plan for Inclusive Education Policy	1	<ol style="list-style-type: none"> <li>1. Develop Inclusive Education Policy action plan targeting all Education stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>2. June</li> </ol>	
	53AC	Provinces received awareness in schools of Inclusive Education Policy	6	<ol style="list-style-type: none"> <li>1. Develop awareness package on Inclusive Education Policy for schools and provinces</li> <li>2. Prepare awareness logistics</li> <li>3. Develop communication tools for Inclusive Education Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Carry out awareness to schools on the Inclusive Education Policy</li> <li>5. Final report and recommendations delivered.</li> </ol>		
20. High quality / Standard curriculum system in place.	53AC	Provisioned relevant and appropriate National Curriculum to Primary schools	12	<ol style="list-style-type: none"> <li>1. Identify primary curriculum writers</li> <li>2. Contract writers</li> <li>3. Identify Year 1-3 teacher's guide and resource gaps</li> <li>4. Translate Years 1-3 teacher guides into English and French</li> <li>5. Edit the French and English resources and material</li> <li>6. Layout and formatting of documents</li> <li>7. Printing of materials and resources</li> <li>8. Distribution to all primary schools</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. June</li> <li>4. July</li> <li>5. October</li> <li>6. November</li> <li>7. December</li> </ol>	
	53AC	Provisioned relevant and appropriate National Curriculum to Junior Secondary schools	30	<ol style="list-style-type: none"> <li>1. Identify Year 8 curriculum writers</li> <li>2. Contract writers</li> <li>3. Review Year 8 draft syllabi in English and French</li> <li>4. Finalize Year 8 syllabi in English and French</li> <li>5. Develop Year 8 teacher guides in English and French</li> <li>6. Edit the French and English documents</li> <li>7. Layout and formatting of documents</li> <li>8. Printing of materials.</li> <li>9. Distribution to junior secondary schools</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. June</li> <li>4. July</li> <li>5. October</li> <li>6. November</li> <li>7. November.</li> <li>8. December</li> </ol>	
	53AC	Provisioned relevant and appropriate National Curriculum to Senior Secondary schools	46	<ol style="list-style-type: none"> <li>1. Identify Year 11 Syllabi gaps</li> <li>2. Identify Year 11 curriculum writers</li> <li>3. Contract writers</li> <li>4. Review Year 11 syllabi in English and French</li> <li>5. Finalize Year 11 syllabi in English and French</li> <li>6. Edit the French and English documents</li> <li>7. Layout and formatting of documents</li> <li>8. Printing of materials.</li> <li>9. Distribution to Senior secondary schools</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. June</li> <li>4. July</li> <li>5. October</li> <li>6. November</li> <li>7. November</li> <li>8. December.</li> <li>9. December</li> </ol>	

	53AC	Provisioned relevant and appropriate curriculum support resources to Senior Secondary schools	46	<ol style="list-style-type: none"> <li>1. Identify Year 11-13 support resources</li> <li>2. Identify senior secondary curriculum writers</li> <li>3. Contract writers</li> <li>4. Compile Year 11-13 support resources</li> <li>5. Finalize Year 11-13 resources in English and French</li> <li>6. Edit the French and English documents</li> <li>7. Layout and formatting of documents.</li> <li>8. Distribution of e-copies to Senior Secondary schools</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. June</li> <li>4. September</li> <li>5. October</li> <li>6. November</li> <li>7. November</li> <li>8. December</li> </ol>	
	53AC	Number of Senior Secondary teachers trained on Family Life Education curriculum	54	<ol style="list-style-type: none"> <li>1. Identify senior secondary teachers and key Provincial Officers</li> <li>2. Develop training package for Family Life Education in schools</li> <li>3. Prepare training logistics</li> <li>4. Carry out Family Life Education to teachers and provincial officers.</li> <li>5. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> </ol>	
	53AC	Key curriculum reform indicators developed	10	<ol style="list-style-type: none"> <li>1. Analysis of monitoring reports and recommendation</li> <li>2. Identify curriculum implementation gaps from Years 1-13</li> <li>3. Develop key curriculum reform indicators</li> <li>4. Validate key curriculum reform indicators</li> <li>5. Final report and recommendations delivered</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. September</li> <li>4. October</li> <li>5. December</li> </ol>	
30. MoET organisational structure and formal roles and responsibilities documented	53AC	Liaised with HR Unit to review CDU structure	1	<ol style="list-style-type: none"> <li>1. Review JDs for existing CDU posts</li> <li>2. Proper weighting and alignment of posts</li> <li>3. Incorporate a research and training section under CDU</li> <li>4. Develop JDs for new positions</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> <li>4. December</li> </ol>	PSC approval for structure review and alignment
	53AC	Developed and implemented continuous professional development and capacity building with CDU	2	<ol style="list-style-type: none"> <li>1. Develop continuous professional development and capacity building plan</li> <li>2. Approach donor partners and stakeholders for in-house trainings</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. December</li> <li>3. December</li> </ol>	Availability of officers due to workload

				3. Implement continuous professional development and capacity building for CDU staff		
Monitoring equitable access to quality education	53AD	SIO has been trained to properly used ARTTLe assessment monitoring tool to assist principals and teachers	6	<ol style="list-style-type: none"> <li>1. Revised the existing monitoring tool</li> <li>2. Consult SBM on tools</li> <li>3. Work with SBM on inducting principals and SIO</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	<ol style="list-style-type: none"> <li>1. Empowering decentralization policy</li> <li>2. Disaster</li> </ol>
	53AD	SIO, Principals and teachers trained in using DATA	6	<ol style="list-style-type: none"> <li>1. Analysing Data (National programs/Monitoring/Interventions)</li> <li>2. Reporting Data National programs/Monitoring/Interventions)</li> <li>3. Using Report of Data at school</li> <li>4. Monitoring of use data</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. May</li> <li>3. June</li> <li>4. September</li> </ol>	<ol style="list-style-type: none"> <li>Time Disaster</li> </ol>
	53AD	Year 10, 12 and 13 assessments are reviewed and implemented in 2022	6	<ol style="list-style-type: none"> <li>1. Review national assessments</li> <li>2. Develop corresponding amendments</li> <li>3. Develop IA programs with schools</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. April</li> </ol>	<ol style="list-style-type: none"> <li>Time Pandemic</li> </ol>
Support quality curriculum reform and harmonization of assessment practices to achieve uniform curriculum in government and government assisted schools	53AD	PacSIMs is fully nationalised for administrations and processing of year 12 and 13 qualification	6	<ol style="list-style-type: none"> <li>1. Upload syllabus outcomes</li> <li>2. Upload assessment components</li> <li>3. Upload enrolment</li> <li>4. Upload IA and EA scores</li> <li>5. Processing results</li> <li>6. Selection of students</li> <li>7. Analysing and reporting</li> <li>8. Certification</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. April</li> <li>4. November</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> <li>8. January</li> </ol>	<ol style="list-style-type: none"> <li>Time Disaster</li> </ol>
	53AD	Year 13 Anglophone qualification is fully nationalised and implemented	6	<ol style="list-style-type: none"> <li>1. Develop new schedule of work</li> <li>2. Induct subject teachers</li> <li>3. Schools develop programs</li> <li>4. Programs approve &amp; implemented</li> <li>5. Assessments verified</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. March</li> <li>4. April</li> <li>5. September</li> </ol>	
	53AD	National Science and Maths performance improved for year 10, 12, 13	6	<ol style="list-style-type: none"> <li>1. Appoint subject panellist</li> <li>2. Diagnose results</li> <li>3. Conduct provincial forum</li> <li>4. Compile findings</li> <li>5. Report findings</li> <li>6. Address findings on teaching and learning practice</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. March</li> <li>3. April</li> <li>4. June</li> <li>5. July</li> <li>6. August</li> </ol>	

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53AD	Year 10, 12, 13 2022 exam candidates enrolled	6	<ol style="list-style-type: none"> <li>1. Pre enrolment sent to schools</li> <li>2. Enrolment extract from OV</li> <li>3. Confirm enrolment sent to schools</li> <li>4. Mark sheets are generated</li> <li>5. Exam SPIN generated</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. May</li> <li>4. May</li> <li>5. September</li> </ol>	
53AD	MLOs, KLOs and SLOs to PacSIMS for year 13 Anglophone uploaded	1	<ol style="list-style-type: none"> <li>1. Upload MLOs</li> <li>2. Upload KLOs</li> <li>3. Upload SLOs</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> </ol>	
53AD	Yr. 10, 12, 13 teachers on IA program and 2021 exam results inducted	6	<ol style="list-style-type: none"> <li>1. Design induction package</li> <li>2. Extract 2021 exam results</li> <li>3. Report 2021 results by school and province</li> <li>4. Visit yr. 10, 12, 13 schools for IA and exam results induction</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. February</li> <li>4. March-April</li> </ol>	
53AD	Yr. 10, 12, 13 Examinations designed	1	<ol style="list-style-type: none"> <li>1. Appoint Designers</li> <li>2. Induct designers for 2022 paper</li> <li>3. Complete development of paper</li> <li>4. Moderate paper</li> <li>5. Edit paper</li> <li>6. Independent checker seat paper</li> <li>7. Sample paper check, sign off and approve by PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. January</li> <li>3. May</li> <li>4. June</li> <li>5. June</li> <li>6. July</li> <li>7. July</li> </ol>	
53AD	Internal Assessment program and Tasks verified	6	<ol style="list-style-type: none"> <li>1. Prepare verification checklist</li> <li>2. Induct officers on verification exercise</li> <li>3. Visit all schools &amp; verify IA program &amp; Tasks</li> <li>4. Submit verification report</li> <li>5. Address issues in the report</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> <li>5. October</li> </ol>	
53AD	Exam scripts Printed, checked, labelled and dispatched	6	<ol style="list-style-type: none"> <li>1. Printing exam scripts</li> <li>2. Check scripts</li> <li>3. Package scripts by subject &amp; schools</li> <li>4. Label Envelops &amp; script boxes</li> <li>5. Dispatch script boxes</li> </ol>	<ol style="list-style-type: none"> <li>1. August-September</li> <li>2. August – September</li> <li>3. September – October</li> <li>4. October</li> <li>5. October-November</li> </ol>	

	53AD	Exam scripts marked, and IA marks loaded and entered into PacSIMS and 4D. Student selected and placed to the next qualification.	6	<ol style="list-style-type: none"> <li>1. Appoint Markers</li> <li>2. Induct Markers</li> <li>3. Conduct marking of exam scripts</li> <li>4. Data Entry (EA)</li> <li>5. Integrity check (EA)</li> <li>6. Upload IA/EA</li> <li>7. Process results</li> <li>8. Select &amp; place students</li> <li>9. Record and publish results</li> <li>10. Provide provisional results &amp; certifications</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. November</li> <li>3. December</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> <li>7. December</li> <li>8. December</li> <li>9. December</li> <li>10. January</li> </ol>	
School Improvement Unit Policy implementation (20)	53AE	The School Strategic Plans (SSP), Annual Plans and Principals Individual Plans for every Primary and Secondary Schools are up loaded into OV	220 Pri 47 Sec	Liaise with PSIC to Coordinate SSP, Annual Plan and Principals Individual Plan	January	
	53AE	All ECCE Coordinators and MEOs have been trained on Harmonised Minimum Quality Standards and Monitoring tools.	6	Liaise with SIOs Team on the ground to Carry out Harmonized Minimum Quality Standards Training for ECCE Coordinators and MIOs	March - April	
	53AE	Curriculum Implementation is monitored and reported.	220 Pri 13 Sec	Liaise with PSICs to monitor curriculum implementation through SIOs	May	
	53AE	Harmonised Minimum Quality Standards Baseline data for every school is up loaded into OV	220 Pri 47 Sec	Liaise with SIOs Team on the ground to Carry out School baseline survey using the SEF	March	
	53AE	Teachers observation conducted	500 Pri 200 Sec	Coordinate Teachers observation for improvement purposes	March – July	
	53AE	Teachers appraisal is done	500 Pri 200 Sec	Coordinate Teachers appraisals	August – November	
	53AE	Principals Appraisal is done	220 Pri 47 Sec	Coordinate the Principal appraisals	August – October	
	53AE	Teachers Compliance report are done	57 Pri 20 Sec	Coordinate Teachers Compliance	August – October	
	53AE	Principals Compliance reports are done	21 Pri 7 Sec	Coordinate Principal Compliance	August – October	

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	53AE	Training on using SSP and Self Evaluation Form (SEF) Taps in OV is achieved.	220 Pri 47 Sec	Coordinate the Training for using SSP and SEF Taps and the Reporting in OV	March	
	53AE	SEF data are entered into OV	220 Pri 47 Sec	Coordinate the building of SEF data direct into OV	April	
	53AE	SSP data are entered into OV	220 Pri 47 Sec	Coordinate the building of SSP data direct into OV	May	
	53AE	School quarterly report done	4	Coordinate the school quarter reports	April – July	
	53AE	SSP report done	2	Coordinate the reports of SSP uploaded into OV	September - December.	
	53AE	SEF report done	2	Coordinate the report of SEF completed in school	July and December.	
	53AE	Teachers observation report for improvement is done	1	Coordinate the report of Teachers Observation for improvement	1. April and July. 2. August	
	53AE	Teachers' and Principals' Appraisals report are done	1	Coordinate the report of Teachers Appraisal	November	
Parenting Support Program (PSP) rollout	53AF	PSP Task-Force training conducted in Malampa, Sanma, and Penama	6	<ol style="list-style-type: none"> <li>1. Training for Task-Force</li> <li>2. Implement PSP topics in communities</li> <li>3. Monitor and produced report</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March – Oct</li> <li>3. November</li> </ol>	Community commitments, (dead, feasting, weather, Disaster, urgent matters instructed by authorities)
Refresher training for teachers on ECCE Curriculum and monitoring outcome of Curriculum implementations (Lesson Plans)	53AF	ECCE Curriculum trainings conducted in Malampa, Sanma, and Penama	3	<ol style="list-style-type: none"> <li>1. Training</li> <li>2. Monitoring</li> <li>3. Produce training and monitoring report</li> </ol>	<ol style="list-style-type: none"> <li>1. February-June</li> <li>2. July – Oct</li> <li>3. November</li> </ol>	Weather, cyclone, human resource, teacher`s commitments
Recruitment of ECCE teachers	53AF	Number of teachers gained probation status	100	<ol style="list-style-type: none"> <li>1. Conduct 2 Meetings with TSC</li> <li>2. Prepare teacher`s list and submission to TSC</li> <li>3. Produce report on status of teacher`s contract and probation</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan – Feb</li> <li>2. Jan – Feb</li> <li>3. June -July</li> </ol>	Budget shortfall, Budget not approved, Human resource,

						other commitments
Placement of ECCE teachers data on OV	53AF	100% ECCE teachers data in OV	100%	<ol style="list-style-type: none"> <li>Place teachers on OV by provinces</li> <li>Torba – Tafea</li> </ol>	<ol style="list-style-type: none"> <li>April</li> <li>May</li> <li>September</li> </ol>	Other work commitments may delay the task
Monitoring of ECCE Improvement Plan (EIP)	53AF	Monitoring visit conducted to ECCE Centres in Malampa, Sanma, and Penama	10	<ol style="list-style-type: none"> <li>Conduct monitoring visits</li> <li>Produce monitoring reports</li> </ol>	<ol style="list-style-type: none"> <li>March –Oct</li> <li>June, Sept, Dec</li> </ol>	Weather, Disaster risk,
ECCE Grant	53AF	Grant use data for 5 ECCE centers in each province has been collected	30	<ol style="list-style-type: none"> <li>Develop survey tools</li> <li>Conduct the survey</li> <li>Report of survey produced</li> </ol>	<ol style="list-style-type: none"> <li>April</li> <li>May &amp; August</li> <li>Sept-Oct</li> </ol>	Human resource, budget
Reduce the number of out-of-school Children	53AG	Compulsory Education concept paper is in place	1	<ol style="list-style-type: none"> <li>Develop consultation plan.</li> <li>Implement the consultation plan</li> </ol>	<ol style="list-style-type: none"> <li>February</li> <li>March</li> </ol>	
Eliminating grade Repetition	53AG	A data base of students grade repetition has been developed	100	<ol style="list-style-type: none"> <li>Develop implementation plan</li> <li>Develop survey tool</li> <li>Select schools</li> <li>Conduct survey</li> <li>Analysis survey data</li> <li>Present survey finding</li> <li>Develop plan to address the issues indicated in the survey report</li> </ol>	<ol style="list-style-type: none"> <li>February</li> <li>March</li> <li>March</li> <li>April</li> <li>July</li> <li>August</li> <li>September</li> </ol>	
Reduce enrolment pressure	53AG	A Research to reduce high enrolment rate in urban schools is conducted	1	<ol style="list-style-type: none"> <li>Develop the scope of the research.</li> <li>Select schools</li> <li>Conduct research</li> <li>Analyse data</li> <li>Present finding</li> <li>Develop concept paper to reduce enrolment pressure</li> </ol>	<ol style="list-style-type: none"> <li>February</li> <li>March</li> <li>April</li> <li>June</li> <li>July</li> <li>September</li> </ol>	
Mathematics and Science subject	53AG	The Year 10 and Year 12 Mathematics and Science examination result improve by 5%.	1	<ol style="list-style-type: none"> <li>Develop implementation plan.</li> <li>Identify certified good performing Mathematic &amp; Science teachers in Year 9 – 14</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>April</li> <li>May</li> </ol>	

				3. Conduct workshop to design the strategy to improve Mathematic & Science Yr. 10 – 12 examination result.		
Technology and Physical Education subject taught in school secondary school	53AG	20 % junior secondary schools have technology subjects	10	<ol style="list-style-type: none"> <li>Follow up on the junior secondary schools to offer Technology and Physical Education subjects</li> <li>Consult with curriculum unit and Examination unit to make the technology and Physical Education subjects compulsory in schools</li> </ol>	??	
22.Post-School Education and Training Policy is updated and implemented	53AI	Need analysis report to re-introduce Art and Craft including physical Education in the Secondary Schools	2	<ol style="list-style-type: none"> <li>Develop the scope of the need analysis and prepare the analysis tools</li> <li>Conduct the analysis</li> <li>Analysis data and report the finding</li> </ol>	<ol style="list-style-type: none"> <li>March</li> <li>May</li> <li>August</li> </ol>	
Implementation of Inclusive Education (IE) Policy	53AJ	Inclusive Education Policy	1	<ol style="list-style-type: none"> <li>Draft the review policy &amp; Implementation plan</li> <li>Conduct the Data validation in the selected 3 provinces</li> <li>Finalise the policy and the implementation Plan</li> <li>Present to Senior management Team for Approval of the policy</li> <li>Launch the IE and Training Policy</li> </ol>	<ol style="list-style-type: none"> <li>January-March</li> <li>April</li> <li>June</li> <li>July</li> <li>July</li> </ol>	
	53AJ	School in Shefa and Penama are implementing Inclusive Education policy (IE)	100	<ol style="list-style-type: none"> <li>Support the Provincial Inclusive Education Coordinators in their planning and Budgeting</li> <li>Provide support to Shefa and Penama Provincial IE Coordinators</li> <li>Monitor IE activities in Shefa and Penama Schools</li> </ol>	<ol style="list-style-type: none"> <li>January</li> <li>January-ongoing</li> <li>June &amp; November</li> <li>August</li> </ol>	
	53AJ	Tafea Schools are implementing Inclusive Education policy (IE)	30	<ol style="list-style-type: none"> <li>Train 30 School principals in Inclusive Education &amp; Report produced</li> <li>Establish 30 IE schools in Tafea</li> <li>Provide support to Tafea IE schools</li> </ol>	<ol style="list-style-type: none"> <li>May</li> <li>May</li> <li>June and ongoing</li> <li>September</li> </ol>	

				4. Monitor Tafea IE schools and provide support		
53AJ	Provincial Inclusive Education coordinators are implementing Inclusive Education Policy	6	<ol style="list-style-type: none"> <li>1. Conduct Induction workshop to the 6 Provincial Inclusive Education coordinators</li> <li>2. Train 6 provincial Inclusive Education coordinator in Identification of Children with Disabilities</li> <li>3. Support the Postings of Provincial Inclusive Education Coordinators</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. January</li> <li>3. January</li> </ol>		
53AJ	Biannual National Professional development workshops for provincial Inclusive Education coordinators	1	<ol style="list-style-type: none"> <li>1. Conduct Logistics for National professional Development workshop</li> <li>2. Workshop Conducted</li> <li>3. Report produced</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> <li>2. November</li> <li>3. November</li> </ol>		
53AJ	Annual Outreach Visits to Schools for screening, Training & awareness	50	<ol style="list-style-type: none"> <li>1. Support the logistics of outreach in all 6 provinces</li> <li>2. Support screening, training and awareness workshops</li> <li>6. Produce activity report</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> <li>3. May</li> </ol>		
53AJ	Behavior Change Campaigns for Parents	100	<ol style="list-style-type: none"> <li>1. Develop Campaign Package &amp; Review the package</li> <li>2. Conduct Media Campaign on Education for children with Disabilities</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>6. May.</li> </ol>		
53AJ	Coordination Meetings	6	<ol style="list-style-type: none"> <li>1. Revive Inclusive Education Steering committee meeting</li> <li>2. Number of meetings conducted &amp; Meeting minutes produced</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> </ol>		
53AJ	Certificate IV in Inclusive Education	1	<ol style="list-style-type: none"> <li>1. Liaise with SOE on Certificate IV in Inclusive Education</li> <li>2. Support APTC in the Development of Cert IV in IE</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March - Sept</li> </ol>		
53AJ	The Design of Disability Inclusion Study	1	Support the design of Disability Inclusion study	May		

	53AJ	The schools in SHEFA & PENAMA have Inclusive education resource kits (IERK)	100	<ol style="list-style-type: none"> <li>1. Registration of IERK.</li> <li>2. Selection of schools to receive IERK.</li> <li>3. Distribution of IERK to schools</li> <li>4. Report of the distribution</li> <li>5. Monitor the use of IERK &amp; Report on its use by students</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> <li>5. August &amp; September</li> </ol>	
Implementation of National Health Promoting School (HPS) Framework	53AJ	A number Inclusive Education Teacher are Trained	20	<ol style="list-style-type: none"> <li>1. Selection of teachers.</li> <li>2. Teachers attend training</li> <li>1. Report of the training</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. June</li> <li>1. August</li> </ol>	
	53AJ	The local food diet program in Malapoa College extent to Lycee LAB	2	<ol style="list-style-type: none"> <li>1. Compile a report on the local food diet program in Malapoa College.</li> <li>2. Assist and support the institution or company to extend the program to Lycee LAB</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. July</li> </ol>	
Implementation of WinS National Strategy Framework	53AJ	30% primary and secondary schools are implementing Wins National Strategy Frame.	20	<ol style="list-style-type: none"> <li>1. Develop roll out plan to the schools.</li> <li>2. Implement WASH initiatives at the provincial and school levels (Advocacy, awareness, practices, knowledge, skills)</li> <li>3. Improve WASH facilities in schools</li> <li>4. Rolling out of WinS education toolkit for secondary schools.</li> <li>5. Build 3 stars indicators into the Annual report.</li> <li>6. Incorporate WIP into School Strategic Plan (SSP)</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> <li>5. November</li> </ol>	
Education In Emergency (EIE) policy Implementation	53AJ	30 % primary and secondary schools are implementing the Education In Emergency policy.	20	<ol style="list-style-type: none"> <li>1. Develop the implementation plan</li> <li>2. Select the schools.</li> <li>3. Implement the EIE planned activities</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. April</li> </ol>	
	53AJ	30 % primary and secondary schools are implementing SBDRRM in Penama	20	<ol style="list-style-type: none"> <li>1. Develop implementation plan</li> <li>2. Select schools</li> <li>3. Implement the planned activities</li> <li>4. Advocate for safe storage spaces in schools</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. June</li> </ol>	
	53AJ	Data base of EIE of the schools	2	<ol style="list-style-type: none"> <li>1. Develop the assessment tool.</li> <li>2. Conduct training for provincial education officers</li> <li>3. Conduct assessment</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. August</li> </ol>	

	53AJ	The student and parent data in OV are updated to response to a disaster.	1	<ol style="list-style-type: none"> <li>1. Develop the implement plan.</li> <li>2. Liaise with OV administrators to implement the plan.</li> <li>3. Implement the plan</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. July</li> </ol>	
	53AJ	EIE warehouse established in Santo & Vila	2	<ol style="list-style-type: none"> <li>1. Develop the implementation plan.</li> <li>2. Presentation of the plan.</li> <li>3. Securing the support and funding.</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. July</li> </ol>	
	53AJ	Education in Emergencies Policy is reviewed and approved	5	<ol style="list-style-type: none"> <li>1. Develop the policy review plan</li> <li>2. Conduct the policy consultations in 3 provinces and national stakeholder consultation and mapping</li> <li>3. Draft the policy and the implementation Plan</li> <li>4. Validate the data of the consultations of the policy</li> <li>5. Finalise the policy</li> <li>6. Present to Senior management Team for Approval of the policy</li> <li>7. Launch the EIE and Training Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March &amp; April</li> <li>3. May-July</li> <li>4. August-September</li> <li>5. October</li> <li>6. November</li> <li>7. November</li> </ol>	
Implementation of Open Distance Learning (ODL) Policy	53AJ	30 % primary and secondary schools are implementing are aware of ODL policy	15	<ol style="list-style-type: none"> <li>1. Develop awareness Plan</li> <li>2. Select the schools</li> <li>3. Conduct awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. April</li> <li>3. May</li> </ol>	
	53AJ	30 % primary and secondary schools are implementing ODL in Shefa	15	<ol style="list-style-type: none"> <li>1. Develop the pilot Plan</li> <li>2. Select the schools</li> <li>3. Implement the plan</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. April</li> <li>3. May</li> </ol>	
	53AJ	Open Distance Policy is approved	1	<ol style="list-style-type: none"> <li>1. Draft the Implementation plan of the Policy</li> <li>2. Conduct the Data validation in the selected provinces</li> <li>3. Finalise the policy and the implementation Plan</li> <li>4. Present to Senior management Team for Approval of the policy</li> <li>5. Launch the Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. January-March</li> <li>2. April</li> <li>3. June</li> <li>4. July</li> <li>5. July</li> </ol>	
Promote and Implement Child Safeguarding Policy	53AJ	Child Safeguarding Policy reviewed and approved	1	<ol style="list-style-type: none"> <li>1. Draft the review policy &amp; Implementation plan</li> <li>2. Conduct the Data validation in the selected provinces</li> </ol>	<ol style="list-style-type: none"> <li>1. January-March</li> <li>2. April</li> <li>3. June</li> <li>4. July</li> </ol>	

				<ol style="list-style-type: none"> <li>3. Finalise the policy and the implementation Plan</li> <li>4. Present to Senior management Team for Approval of the policy</li> <li>5. Launch the Policy</li> </ol>	5. July	
53AJ	Awareness on Child safeguarding Policy	100	<ol style="list-style-type: none"> <li>1. Review the child Safeguarding awareness package</li> <li>2. Finalise and endorse the child Safeguarding awareness package</li> <li>3. Conduct Child safeguarding awareness within MoET, PEOs and other relevant stakeholders in the provinces</li> <li>4. Conduct awareness campaign targeting children in all schools to raise their awareness about the policy, the conduct they can expect from the school staff, teachers and volunteers to implement specific requirements of the Child Safeguarding policy</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March and ongoing</li> <li>4. April and ongoing</li> </ol>		
53AJ	MoET Code of Conduct is in place	2	<ol style="list-style-type: none"> <li>1. Develop the Code of Conduct document</li> <li>2. Trail the code of conduct doc in 6 schools in Port Vila</li> <li>3. Collect Feedback from schools and finalise the code of conduct</li> <li>4. Implement the Code of Conduct at the school level</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. April and Ongoing</li> </ol>		
53AJ	A student referral process policy is in place.	1	<ol style="list-style-type: none"> <li>1. Develop guidelines and procedures to assist staff, teachers and volunteers to implement specific requirements of the child safeguarding policy</li> <li>2. Train and Mentor child safeguarding focal points and provide ongoing support</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September and ongoing</li> </ol>		
53AJ	Briefing package and Procedures are in place	2	<ol style="list-style-type: none"> <li>1. Develop briefing Package on Child safeguarding Policy</li> <li>2. Liaise with Teaching Service Commission to establish briefing procedures for pre-service and in-service teachers</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> </ol>		

	53AJ	A child Safeguarding Reporting Procedures is in place	1	<ol style="list-style-type: none"> <li>1. Review the child safeguarding Reporting Procedures</li> <li>2. Trail the Reporting procedures in 6 schools in Port Vila and provide Feedback</li> <li>3. Finalise the Reporting Procedure and coordinate its endorsement by the Senior Management Team of the MoET</li> <li>4. Implement the reporting Procedures at the school level</li> <li>5. Follow up on all Reported cases and ensure they have been dealt with</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> <li>4. April and Ongoing</li> <li>5. Ongoing</li> </ol>	
	53AJ	Child Safeguarding Policy is mainstreamed into all existing school policies		<ol style="list-style-type: none"> <li>6. 1. Ensure child safeguarding is mainstreamed into existing school policies</li> </ol>	<ol style="list-style-type: none"> <li>1. February and ongoing</li> </ol>	
Implementation of GEIE Policy	53AJ	Women in Leadership Network is established in the province	6	<ol style="list-style-type: none"> <li>1. Strengthen Provincial Women in Education Leadership network</li> <li>2. Support Provincial Women in education leadership committee activities</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April and ongoing</li> </ol>	
	53AJ	Gender Equity in Education policy is reviewed and approved	1	<ol style="list-style-type: none"> <li>1. Draft the review policy &amp; Implementation plan</li> <li>2. Conduct the Data validation in the selected provinces</li> <li>3. Finalise the policy and the implementation Plan</li> <li>4. Present to Senior management Team for Approval of the policy</li> <li>5. Launch the Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. January-March</li> <li>2. April</li> <li>3. June</li> <li>4. July</li> <li>5. July</li> </ol>	
Finalization Adoption and Implementation of the National ECD Policy	53AJ	National ECD Policy is approved	1	<ol style="list-style-type: none"> <li>1. Develop an implementation plan.</li> <li>2. Select a task force to oversee the implementation plan.</li> <li>3. Conduct workshop to finalise the policy.</li> <li>4. Approval of the policy</li> <li>5. Policy launch</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. July</li> <li>4. August</li> <li>5. September</li> </ol>	
	53AJ	National Early Childhood Development Analyst is recruited	1	<ol style="list-style-type: none"> <li>1. Support the re-advertisement of the ECD Analyst</li> <li>2. Support the assessment and Interview of the Analyst</li> <li>3. Support the induction of the analyst</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	

Implementation of WinS National Strategy Framework	53AJ	Scale up WinS Programme nationwide	6	Report on WinS Scale Up	October	
	53AJ	Implement WASH initiatives at the provincial and school levels (Advocacy, awareness, practices, knowledge, skills)	6	<ol style="list-style-type: none"> <li>1. Collect 3star template for baseline report for new WinS schools in new provinces from other WinS organizations such as (ADRA, butterfly, Live and Learn, etc.)</li> <li>2. Run 3star training with other WinS stakeholders/partners</li> </ol>	March	
	53AJ	Improve WASH facilities in schools.	6	<ol style="list-style-type: none"> <li>1. Improve WinS handwashing facilities for Covid19 preparedness</li> </ol>	May	
	53AJ	Rolling out of WinS education toolkit for secondary schools.	6	<ol style="list-style-type: none"> <li>1. Engage with communities to help sustain WinS activities in line of Covid19 and behavioral change.</li> <li>2. Report on WinS stakeholders' progress and compliance on standards.</li> </ol>	May	
	53AJ	Covid19 and WinS promotion and school continuation preparation	6	<ol style="list-style-type: none"> <li>1. Report of community engagement</li> <li>2. Follow up on 3 star progress in pilot province.</li> </ol>	May	
	53AJ	Develop WinS Policy into Health Policy	6	Supply WinS materials to WinS event winners	October	
	53AJ	Build 3 stars indicators into the Annual report.	6	<ol style="list-style-type: none"> <li>1. Star Indicators incorporated into Annual Report.</li> <li>2. Engage with ITC to finalize building in of 3Star into OV</li> </ol>	March	
	53AJ	Incorporate WIP into School Strategic Plan (SSP)	6	<ol style="list-style-type: none"> <li>1. WIP incorporated into SSP,</li> <li>2. WIP refresher training for principals and school chairs.</li> <li>3. Engage with SBM to run training on SSP.</li> </ol>	June	

## 1.5.1 Torba Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
Grants are disbursed according to work plan	53CA	Grants disbursed and reported upon. Schools and ECCE access	40 ECCE 27 schools	<ol style="list-style-type: none"> <li>1. Schools upload their enrolment data in OV.</li> <li>2. Schools upload their finance data and report in OV.</li> <li>3. PFO confirm grant criteria requirement for each schools.</li> <li>4. PEO confirm eligible/not-eligible schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. December</li> <li>3. April/July</li> </ol>	The delay of providing required information especially in remote schools.
OPEN VEMIS data becomes the management tool.	53CA	Provide guides, materials, tools to support use of OV and provide ongoing training support.	10 ECCE	<ol style="list-style-type: none"> <li>1. Hard copy forms distributed to feeder ECCE, completed and submitted.</li> <li>2. Provide ongoing support to schools Forms are returned to VEMIS officer/Upload of school data</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. November/ Mar</li> </ol>	Remote schools without internet connections to access connection.
	53CA	Required school Data load to OV	40 ECCE 27 schools	<ol style="list-style-type: none"> <li>1. Assist Principals to audit school enrolment and update student data.</li> <li>2. Support and monitor principals and MEO's to collect Inclusive Data.</li> <li>3. Data collected and entered into OV.</li> </ol>	<ol style="list-style-type: none"> <li>1. Nov</li> <li>2. Mar</li> <li>3. Mar</li> </ol>	
	53CA	<ol style="list-style-type: none"> <li>1. Schools finance records and report are available in OV.</li> <li>2. All school principals and administrators are trained to use Open VEMIS as the exclusive tool to manage school data</li> </ol>	27 Schools	<ol style="list-style-type: none"> <li>1. A Plan support training – Enrolment, Finance, Asset Registration, Inclusive, budget, fee structure.</li> <li>2. Conduct training</li> <li>3. Monitor use of OV.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. March</li> <li>3. November</li> </ol>	
Schools use the relevant national curriculum <sup>20</sup> Review and implement National Education Language Policy with the view of improving teaching	53CA	Reading program activity in schools strengthened.  Reading program activities is strengthen in Schools	11 schools 22 ECCE	<ol style="list-style-type: none"> <li>1. Prepare plan for support training.</li> <li>2. Train principals, MEO's to improve reading program/activities in schools.</li> <li>3. Monitor progress of activities in schools.</li> <li>4. Support the development of vernacular teaching materials.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. July</li> <li>3. November</li> <li>4. November</li> </ol>	
	53CA	School Science lab status documented.	3 Secondary schools	<ol style="list-style-type: none"> <li>1. Develop survey form for science labs</li> <li>2. Survey of Science labs in Schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. June</li> <li>3. Sept</li> </ol>	

and learning in schools				<ol style="list-style-type: none"> <li>Prioritize science lab improvement for school.</li> <li>Science improvement is prioritize in planning.</li> </ol>	<ol style="list-style-type: none"> <li>Sept</li> </ol>	
National Teacher Qualification upgrade policy is developed and implemented <sup>23</sup>	53CA	Schools support program of Professional development for teachers implemented <sup>78</sup>	15 ECCE teachers 15 Primary Teachers 15 Secondary Teachers	<ol style="list-style-type: none"> <li>SIO's, MEO's and Principals Observe and identify School needs for PD in Zones/Schools.</li> <li>SIO's develop zone PD program/plan.</li> <li>PD implement in schools</li> <li>Report on progress of implementation.</li> </ol>	<ol style="list-style-type: none"> <li>Mar</li> <li>Mar</li> <li>Nov</li> <li>Nov</li> </ol>	
	53 CA	Teachers are engaged in programs for further studies.	10 Teachers	<ol style="list-style-type: none"> <li>Access avenues and support teachers to improve their profession. Avenues for PD provided to teachers.</li> <li>Assist teachers for further studies.</li> </ol>	<ol style="list-style-type: none"> <li>Nov</li> <li>Nov</li> </ol>	
Children have equitable access to HPS and WASH in Schools (WinS) facilities <sup>10</sup>	53CA	SWASH facilities in schools are improved.	10 ECCE 10 Primary schools 3 Secondary schools 4	<ol style="list-style-type: none"> <li>Coordinate inclusion of WASH activities in SSP/EIP.</li> <li>Coordinate the development of WASH facility in schools</li> </ol>	<ol style="list-style-type: none"> <li>Nov</li> <li>Nov</li> </ol>	
	53CA	HPS provincial activities implemented HPS provincial activities implement	1	<ol style="list-style-type: none"> <li>HPS plan approved by Provincial committee.</li> <li>Coordinate implementation of activities.</li> <li>Report on progress of implementation.</li> </ol>	<ol style="list-style-type: none"> <li>Nov</li> <li>Nov</li> </ol>	
Assessment practices are harmonized	53CA	Students' academic progress reported regularly	5 Primary schools	<ol style="list-style-type: none"> <li>Support Schools to keep accurate records of assessment data for students. (Attainment and progress)</li> <li>Support to schools to give regular feedback to parents/guardians.</li> </ol>	<ol style="list-style-type: none"> <li>Nov</li> <li>Nov</li> </ol>	5 schools to start with
IT Policy is updated and implemented by 2030	53CA	Use of ICT increased in schools through multiple actors.	2 Secondary Schools	<ol style="list-style-type: none"> <li>Support schools to be part of PIT CON</li> <li>Assist to set up Moodle learning platform.</li> </ol>	<ol style="list-style-type: none"> <li>Nov</li> </ol>	
Planning, Budgeting, Financing, and Reporting processes are strengthened	53CA	Provincial Office managed	8 units	<ol style="list-style-type: none"> <li>Manage PEB grant, its use and reporting.</li> <li>Oversee ECCE activities in the province.</li> <li>Oversee Provincial office and schools in the province.</li> </ol>	<ol style="list-style-type: none"> <li>All units end at December.</li> </ol>	Each unit will develop an individual activity aligned with this

				<ol style="list-style-type: none"> <li>4. Oversee school Improvement activities in the province.</li> <li>5. Oversee Curriculum activities.</li> <li>6. Oversee EAU activities.</li> <li>3. Oversee National Programs activities.</li> </ol>		plan and their JD's.
	53CA	Principals supported	5 schools	<ol style="list-style-type: none"> <li>1. SIO's identify schools in need of support.</li> <li>2. Support conducted at school level</li> <li>3. Report provided on support</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. Nov</li> <li>1. Nov</li> </ol>	Principals of 5 low performing schools in administration to be supported

## 4.5.2 Sanma Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
Manage and Implementation of MOET Policies in Sanma province	53CB	Number of Primary & Secondary School Principals informed by SIO to develop policies	101	1. Liaise with SIOs and Principals on the implementation of the MOET policies and integrate with school level policy making that are relevant.	1. April	
Annual principals conference contacted	53CB	Number of Primary & Secondary School Principals attended annual principal conference	101	1. Liaise with each unit in the provincial level the purpose of the presentations 2. Presentations and resolutions from the Principals	1. February 2. April	
School Visitation	53CB	Number of Zones visited	6	1. Liaise with SIOs on purpose of visit to schools within Zones 2. Logistics arrangements for key personnel's in the province to Zones 3. Meetings held with school communities	1. October.	
Administer financing and management accounting functions in compliance with PFEM Act and Financial Regulations	53CB	Number of new Principals and school bursars complied with PFEM Act and finance regulations.	30	1. Print and copy PFEM Act and financial regulations 2. Dispatch 3. Schools Comply with the documents	1. March 2. March 3. June	
Prepare and develop PEO annual plan and budget	53CB	Sanma Education unit Prepared in planning and budgeting	11	1. Prepare and develop annual work plans 2. Collect and compile plans and budget 3. Submit to MOET Central	1. February 2. March 3. March	
Prepare and maintain financial records	53CB	Number of Schools financial reports received and approved by the PEO	101	1. Check and provide support schools and PEB daily Cash Book 2. Reconcile Bank Statements and Cash book	1. January to December.	
Reporting for schools	53CB	schools submit monthly, quarterly and annual reports to Education Services Central	101	1. Monitor SIP against school Budget 2. Ensure schools submit monthly, quarterly and annual reports according to datelines. 3. Check, monitor and file plans, budget, fee structures and financial reports for schools	1. January to December 2. January to December 3. Ongoing	

## MINISTRY OF EDUCATION AND TRAINING BUSINESS PLAN 2022

Coordination of office grant - payable and receivables for Sanma PEB and Schools	53CB	schools in all levels from ECCE to Secondary and the Sanma PEB coordinated school grant	253	<ol style="list-style-type: none"> <li>1. Monitor receipts and payments on all grant payments to schools.</li> <li>2. Coordinate schools to report on the usage of funds</li> </ol>	<ol style="list-style-type: none"> <li>1. April, July, October,</li> <li>2. January</li> </ol>	
Management of provincial staff and teachers' entitlement	53CB	Number of expected applications	40	<ol style="list-style-type: none"> <li>1. Distribute entitlement forms to schools</li> <li>2. Verify all forms with required documents which are accurate</li> <li>3. Submit to PEO for approval</li> <li>4. Submit to MOET</li> <li>5. Update listing to teachers' concern</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> <li>4. May</li> <li>5. May</li> </ol>	
Comply with procurement guidelines & policies	53CB	Number of Schools applications coordinated	10	<ol style="list-style-type: none"> <li>1. Draft letters to school Principals about procurement guidelines and policies.</li> <li>2. Encourage schools to apply for RFQ</li> <li>3. Submit to suppliers</li> <li>4. Get approval for Payments</li> </ol>	<ol style="list-style-type: none"> <li>1. January to December</li> </ol>	
Maintain and update asset registry	53CB	School Asset registry improved	253	<ol style="list-style-type: none"> <li>1. Encourage school Principals, ECCE Head Teachers and PEB to make sure ALL school Assets are well registered manually and in OV.</li> <li>2. Update Asset Registry and report to PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> </ol>	
Assist Audit Sections in School Audit Collections and recommendations.	53CB	Number of audited schools reported	10	<ol style="list-style-type: none"> <li>1. Inform schools for audit reporting</li> <li>2. Support Audit section</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> </ol>	
Observation on Curriculum/Lesson Plans	53CB	Number of ECCE Teacher Observed on the Curriculum implementation and Lesson Plans	60	<ol style="list-style-type: none"> <li>1. Support MEOs to carry out teacher observation.</li> <li>2. Analyze reports</li> <li>3. File reports</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. June</li> <li>3. June</li> </ol>	
Distribution of VEMIS Forms to Centre's that cannot access OV	53CB	Number of VEMIS forms send to ECCE Centre's that cannot access OV	120	<ol style="list-style-type: none"> <li>1. Assist SDO to distribute VEMIS forms to schools</li> <li>2. Collect VEMIS forms</li> <li>3. Submit VEMIS forms to SDO</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. February</li> <li>3. March</li> </ol>	
ECCE Teacher Licensing	53CB	Number of teachers licensed	30	<ol style="list-style-type: none"> <li>1. Support in collecting Teacher Information and important documents.</li> <li>2. Checking documents and compile</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> </ol>	

				3. Send Teachers Documents to MOET Central/TSC	
Provide Effective Provincial Open VEMIS Data and becomes the management tool for the provincial and MOET central.	53CB	Number of VEMIS forms send to remote schools with no access to OV30 VEMIS forms sent to remote schools with no access to OV	30	<ol style="list-style-type: none"> <li>1. Send VEMIS forms to schools that have no access to OV for enrolment</li> <li>2. Receive VEMIS forms</li> <li>3. Work on the student enrolment to OV</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. March - April</li> </ol>
	53CB	Number of Schools trained for OV Training	18	<ol style="list-style-type: none"> <li>1. Logistics preparation for PSET</li> <li>2. Send Letters</li> <li>3. Contact Training</li> <li>4. Report on Training</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> <li>3. May</li> <li>4. May</li> </ol>
	53CB	Number of Teacher Posting Data provided for teachers posting for 2023	25	<ol style="list-style-type: none"> <li>1. Provide Update by MOET</li> <li>2. Provide VEMIS forms on teacher enrolment and information</li> <li>3. Send Data to MOET</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. July</li> <li>3. July</li> <li>4. July</li> </ol>
	53CB	Number of Schools and PSET's coordinated for Data Entry	80	<ol style="list-style-type: none"> <li>1. Data Entry for Sanma and Torba schools that have no access to OV.</li> <li>2. Monitor schools in OV</li> <li>3. Provide work plan and data quality report.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. May</li> </ol>
	53CB	Number of schools coordinated for School Registration	6	<ol style="list-style-type: none"> <li>1. Assist Schools that are not registered.</li> <li>2. 2Send report to MOET Central</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. August</li> </ol>
	53CB	Number of student Transfer Provided through information and student coordination	500	<ol style="list-style-type: none"> <li>1. Assist in providing OV information authorized by PEO</li> <li>2. Provide national exam results</li> <li>3. Certify students' transfers.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. November</li> <li>3. November</li> </ol>
	53CB	Number of schools for Data Validation verified	5	<ol style="list-style-type: none"> <li>1. Audit and verify enrolment for 2021 and 2022.</li> </ol>	<ol style="list-style-type: none"> <li>1. February - March</li> </ol>
School Infrastructure and associated assets need relevant standard to support student access	53CB	Number of Site inspection and supervision of Project schools Carried out.	10	<ol style="list-style-type: none"> <li>1. Coordinate, supervise, and inspect all school maintenance and new Projects.</li> <li>2. Assist communities in project conception, draft and implementation including awareness income generating and work plan</li> </ol>	<ol style="list-style-type: none"> <li>1. January – December</li> <li>2. January - December</li> </ol>
Conduct unprofessional investigation cases to selected Principals and teachers.	53CB	Number of teachers for unprofessional performance	6	<ol style="list-style-type: none"> <li>1. Receive report</li> <li>2. Contact Investigations</li> <li>3. Make report</li> <li>1. Send report to compliance Unit</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. October</li> <li>3. October</li> <li>1. October</li> </ol>

Compliance with school grant criteria	53CB	As authorized by PFO for non-compliance	10	<ol style="list-style-type: none"> <li>2. Organize school Visits</li> <li>3. Investigate school finances</li> <li>1. Report on</li> </ol>	<ol style="list-style-type: none"> <li>2. April</li> <li>3. April</li> <li>1. April</li> </ol>	
Compliance with MQS and assist	53CB	Number of schools with non-compliance	5	<ol style="list-style-type: none"> <li>1. Organize school Visit to underperforming school as authorized by PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> </ol>	
Compliance with procedures of the school registration policy and teacher licensing	53CB	Total number of Target schools and teachers	15	<ol style="list-style-type: none"> <li>1. Contact awareness in order for better understanding for the school communities in Big Bay in Land government, private government assisted as authorized by PEO Sanma</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> </ol>	
Special Case Investigation	53CB	Number of Special Case	2	<ol style="list-style-type: none"> <li>1. Contact special case investigation case authorized by PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. January - December</li> </ol>	
Probation teachers, School Principals, teachers and School inspection reports	53CB	Number of Principals, teachers and school Inspection Reports	15	<ol style="list-style-type: none"> <li>1. Select teachers and schools' inspection authorized by PEO</li> <li>2. Liaise with SIOs for school inspection reports using SEF</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. September</li> </ol>	
School Improvement Plan/ School Strategy Plan (SSP)	53CB	Complete SSP from: ECCE -152 Primary – 87 Secondary - 14	101	<ol style="list-style-type: none"> <li>1. SIOs to assist school principal and school Council in to ensure SEF implementation is done prior to planning</li> <li>2. Check on school SSP</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> </ol>	
Supervise School Improvement Officers, their roles & responsibilities & performance. Allocate them their zones and provide training on their roles.	53CB	PSIC to coordinate nine SIOs in implementing their roles and responsibilities & performance.	9	<ol style="list-style-type: none"> <li>1. Monitor SIOs activity plan</li> </ol>	<ol style="list-style-type: none"> <li>1. 1. January - December</li> </ol>	
Coordinate School Improvement activities and professional development for principals and teachers in Sanma	53CB	Nine Zone base Professional Development carried out in Sanma	9	<ol style="list-style-type: none"> <li>1. Develop teachers PDP to meet registration standard and teaching and learning standards.</li> </ol>	<ol style="list-style-type: none"> <li>1. January-December</li> </ol>	
Input national SIU Annual Plan to deliver support to school clusters via SIOs	53CB	School Improvement AP to be delivered and supported in the nine Sanma School Zones.	9	<ol style="list-style-type: none"> <li>1. Align SIOs Annual Plan and budget with School Principals plan.</li> <li>2. Submit to SIU</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> </ol>	

Identify priority schools for SI and teacher development activities	53CB	Each School Improvement Officers to identify their priority Schools base in each Zone for School Improvement and teacher development activities,	9	<ol style="list-style-type: none"> <li>1. SIO identify schools that need teacher development activities and Provide assistance</li> <li>2. Provide assistance to school councils in their roles &amp; responsibilities</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April - May</li> </ol>	
Coordinate school Improvement plans/ School Strategy Plans progressive reports by principals in Sanma	53CB	Coordinate SSP Progressive reports by principals in Sanma from: ECCE -152 Primary – 87 Secondary - 14	101	<ol style="list-style-type: none"> <li>1. School strategy Plans are reported on and uploaded to OV</li> </ol>	<ol style="list-style-type: none"> <li>1. March/June/September/December</li> </ol>	
Assist teacher training to improve skills in order to comply with registration requirements	53CB	Number of Teacher trainings	1	<ol style="list-style-type: none"> <li>1. Assist teacher training attendance registration</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> </ol>	
Monitor, evaluate school improvement and training mechanisms and tools in delivery of up-skilling in the province	53CB	SIOs to do 35% of their Zone schools monitoring and evaluation of school improvement and training mechanisms and tools in delivery of up-skilling in Sanma.	7	<ol style="list-style-type: none"> <li>1. Design observation tools for the monitoring and appraisal of teachers 7 principals</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> </ol>	
Coordinate support to schools for the performance assessment process	53CB	87 Primary schools that will do the 100 Maths/BOT test 1 & 2.	87	<ol style="list-style-type: none"> <li>1. Prepare 100 Maths / BOT Test for Year 3 – 6</li> <li>2. Print and dispatched</li> <li>3. School do the test and mark</li> <li>4. Send results to the Sanma office</li> <li>5. Analyse results</li> <li>6. Report back to schools</li> <li>7. Monitor Progress</li> </ol>	<ol style="list-style-type: none"> <li>1. March/August</li> <li>2. April/September</li> <li>3. April/September</li> <li>4. May/ October</li> <li>5. May/October</li> <li>6. May/October</li> <li>7. June/November</li> </ol>	
Monitor and evaluate SIOs performance and conduct reviews	53CB	Nine School Improvement Officers to be monitored and evaluate on their performances by PSIC	9	<ol style="list-style-type: none"> <li>1. Quick reviews of the SIO performance are encouraged from time to time to ensure steady progress of their roles.</li> </ol>	<ol style="list-style-type: none"> <li>1. January - December</li> </ol>	
Monitor and evaluate Principals performance and assist schools with the teacher performance process annually	53CB	40% of Teachers and 30% of Principals to be observed.	60	<ol style="list-style-type: none"> <li>1. Teachers and principals are observed for not performing well and reported on</li> </ol>	<ol style="list-style-type: none"> <li>1. May/August/November</li> </ol>	

Facilitated teachers and new principals' induction	53CB	Up to twenty new School Principals are to be inducted in their new principals position each year	20	1. Teacher's induction by SIOSs and Principals induction by PEO are facilitated	1. February	
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## 4.5.3 Penama Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
School MQS reviewed and updated	53CC	1 Implement minimum infrastructure standards for all level of education in Penama	20	<ol style="list-style-type: none"> <li>School community consultation</li> <li>Building assessments</li> <li>Recommendations and reporting's</li> <li>School maintenance trainings</li> </ol>	<ol style="list-style-type: none"> <li>Jan - Dec</li> <li>Jan- Dec</li> <li>Jan - Dec</li> <li>May to Aug</li> </ol>	
	53CC	2. Supervise recovery programs of schools for Manaro ash fall / TC Harold affected schools	6	<ol style="list-style-type: none"> <li>Procure and distribute of materials</li> <li>Supervision and reporting</li> </ol>	<ol style="list-style-type: none"> <li>Jan - Dec</li> <li>Jan - Dec</li> </ol>	
Rationalization of existing schools and identify needs for new schools	53CC	Implementation of NSIDP for schools with low enrolment (Assist school communities, councils and Authorities to register new Senior school x 1)	3	<ol style="list-style-type: none"> <li>Coordinate closing up of unregistered /top up schools</li> <li>Re visit phase 1 and two of NSIDP – Pentecost – Ambae – Maewo</li> <li>Community awareness</li> <li>Introduce idea of another senior school to cater for increase number of Yr. 10 students.</li> <li>Liaise with L' Dec for upgrading Mesisu from year 12 to yea 13 2023.</li> <li>Work with stakeholders to advocate the importance of education.</li> </ol>	<ol style="list-style-type: none"> <li>Jan – Sept</li> <li>June</li> <li>May</li> <li>Jan</li> <li>Jan - Mar</li> <li>6.Jan - Dec</li> </ol>	
Out of school children reduction	53CC	Data on Out of School Children monitored closely, with effective mitigation strategies adopted to rapidly ensure all children have equitable access to quality education	12	<ol style="list-style-type: none"> <li>Work with other stakeholders/communities to advocate on importance of skills Education.</li> <li>Keep track of out of schoolchildren in years 10, 12, 13 for all secondary school in Penama.</li> </ol>	<ol style="list-style-type: none"> <li>Jan – Dec</li> <li>Jan - Mar</li> </ol>	
Out of school children reduction	53CC	TVET in school's rollout	3	<ol style="list-style-type: none"> <li>Rollout the TVET in schools</li> <li>Base on outcome of reports of model schools advocate for rollout into other schools in 2023</li> </ol>	<ol style="list-style-type: none"> <li>Feb</li> <li>Sept - Dec</li> </ol>	
School Improvement Unit Policy Implementation	53CC	1 Improve SIOs school support planning to improve principals and teacher's delivery services of teaching and learning	21	<ol style="list-style-type: none"> <li>Coordinate and supervise the School support programs of MEOs and SIOs</li> <li>Facilitate Secondary SIO</li> </ol>	<ol style="list-style-type: none"> <li>Jan – Dec</li> <li>Jan</li> <li>Jan</li> <li>Jan</li> </ol>	

		2 Coordinate MEOs; SIOs and Inspection trainings 3 Inspection compliance guided by provincial priorities.		<ol style="list-style-type: none"> <li>3. Coordinate and facilitate Re-Zoning and increase SIO placement to 8</li> <li>4. Make available funding for MEO's support activities</li> <li>5. Improve school compliance (Teacher/Principals performance)</li> <li>6. Provide spacing and facilities in the Province to accommodate staff establishment.</li> <li>7. Liaise with TSC regarding teacher placement Policy to arrange for teacher's leadership selection and posting in the Province</li> <li>8. Coordinate key Principals meetings/forum.</li> <li>9. Monitor school's reading and mathematics day</li> <li>10. Supervise workshops facilitated by good performing school by zone – VANSTA/PILNA</li> </ol>	<ol style="list-style-type: none"> <li>5. April – Aug</li> <li>6. Jan – Dec</li> <li>7. July – Sept</li> <li>8. May</li> <li>9. Mar – Sept</li> <li>10. May</li> </ol>	
OPEN VEMIS data applied to all reporting and planning	53CC	Improving Schools data management Financial reporting /school fee structures (OV)	176	<ol style="list-style-type: none"> <li>1. Identify new principals and SIOs</li> <li>2. Develop training materials/tools</li> <li>3. Logistics and Training</li> <li>4. Training report provided</li> <li>5. Liaise with network companies to upgrade network coverage</li> <li>6. Assist School finance officers, teachers and Principals with Fee structure formulation by Zone</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. Aug</li> <li>3. Oct</li> <li>4. Jan - Mar</li> <li>5. Feb</li> <li>6. Mar</li> </ol>	
Implementation of registration of school policy	53CC	Coordinate and supervise registration of schools (ECCE)	102	<ol style="list-style-type: none"> <li>1. PPU to do assessment while PEB meetings to approve schools that meet the requirements</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan - Jun</li> </ol>	
High quality/ Standard curriculum system in place	53CC	<ol style="list-style-type: none"> <li>1. Assist with implementation of appropriate and relevant curriculum in schools (Pentecost schools)</li> <li>2. Others relevant to Provincial initiative</li> </ol>	Yr. 6 & 7 27	<ol style="list-style-type: none"> <li>2. Facilitate implementation of curriculum in year 6 and 7 in all schools.</li> <li>3. Supervising the implementation of cultural education.</li> <li>4. Coordinate subject teachers forum</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan – May</li> <li>2. May</li> <li>3. May to Jun</li> </ol>	

Children have equitable access to HPS activities and equable access to quality WASH in schools facilities.	53CC	1. Coordinate and supervise continuity of WASH Programs implementation in Penama.	176	<ol style="list-style-type: none"> <li>1. Establishment of Vocal officers in Penama.</li> <li>2. Liaise with UNICEF / national WASH coordinator for workshops and training for SIO and Principals on up scaling / strengthening/improvement of WASH implementation.</li> <li>3. Supervise and monitor distribution WASH materials in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. Jan – Dec</li> <li>3. Jan - Dec</li> </ol>	
	53CC	2. Coordinate and supervise the reactivation of HPS activities in all school in Penama.	35	<ol style="list-style-type: none"> <li>1. Continue of school community awareness on importance of HPS activities in schools.</li> <li>2. Monitor entry BMI data into OV.</li> <li>3. Work in partnership with rural heath to reactivate school heath facilities in school</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan – Dec</li> <li>2. Mar to July</li> <li>3. Jan - Dec</li> </ol>	
Children have equitable access to school	53CC	Supervise the roll out of inclusivity and equitable education policies.	176	<ol style="list-style-type: none"> <li>1. Facilitate school and community consultation on wide range of disabilities.</li> <li>2. Facilitate inclusive survey registry.</li> <li>3. Support Principals, teachers on inclusive teaching and learning with assistant from national coordinators.</li> <li>4. Support equitable accessibilities to schools facilities.</li> <li>5. Promote child safe guide policies. (awareness)</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan – May</li> <li>2. May</li> <li>3. Jan – Dec</li> <li>4. Feb - Nov</li> <li>5. Jan - Dec</li> </ol>	
Parent community engagement	53CC	Coordinate the implementation of PSP activities roll out in Penama.	51	<ol style="list-style-type: none"> <li>1. Create and supervise PSP task force trainings by Zones.</li> <li>2. Supervise the advocacy of PSP concepts in schools, communities and / or via media outlets, public events.</li> <li>3. Monitoring of PSP implementation by parents.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar – Jun</li> <li>2. Jul – Sept</li> <li>3. 3. Sept</li> </ol>	
Strengthen Disaster risk reduction management.	53CC	Implementation of EIE and safe school policies.	74	<ol style="list-style-type: none"> <li>1. Facilitate establishment of focal officer in the province.</li> <li>2. Follow up of school disaster plans and committee formation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. 2. Mar - May</li> <li>3. 3. Mar - Jul</li> </ol>	

				3. Work in partnership with save the children to advocate and implement safe school practices in Penama.		
Review and Implement National Education Language Policy by 2030	53CC	Coordinate and supervise the implementation of language policy in schools. (Vernacular)	10	1. Monitor the implementation of vernacular language medium practices in schools on Ambae and Pentecost.	1. Apr - May	
Develop and implement national teacher quality framework.	53CC	1. Facilitate E learning training for ICT teachers and principals.	12	1. Supervise E learning for ICT teacher and principals. 2. Monitor the up scaling of home school package program. 3. Roll out concepts to other schools.	1. May 2. 2.Jun – Jul 3. 3. Aug	
	53CC	2. Support staff development.	10	1. Encourage teachers to upgrade capacities using E learning platform (USP, VITE, APTC, CWL)	1. Jan - Jun	
Implement provincial and National events	53CC	Encourage and Supervise PE and PISSA preparation and operation.	32	1. Supervise the implementation of PE program in schools. 2. Work with PISSA committee to improve sporting facilities for hosting schools. 3. Spear head preparation for NSSG. 4. Facilitate PE coordinator in province.	1. Jan – Feb 2. Mar – May 3. Jan – Jul 4. Mar	

## 4.5.4 Malampa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
9.Children have equitable access to schools	53CD	Schools inclusive policy implement in school	30	<ol style="list-style-type: none"> <li>1. Create a Sample policy for school</li> <li>2. Provide a training for Policy writing</li> <li>3. School to develop policy</li> <li>4. Monitoring of progress</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 March</li> <li>2. 2.May</li> <li>3. 3.June</li> <li>4. 4.September</li> </ol>	Availability of time & funds
	53CD	Students' disability data in OV.	30	<ol style="list-style-type: none"> <li>1. Refresher workshop with new principal</li> <li>2. Schools to enter disability Data</li> <li>3. Monitoring of progress</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. September</li> </ol>	Availability of time & funds
	53CD	Workshops of Inclusive Module in OV conducted in Paama & Ambrym	4	<ol style="list-style-type: none"> <li>1. Budgeting Preparation</li> <li>2. Provide training to schools</li> <li>3. Entering of Disability Data</li> <li>4. Monitoring disability data entry in OV</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. June</li> <li>4. August</li> </ol>	Availability of time & funds
10.Children have equitable access to HPS activities and equitable access to quality WASH in Schools (WinS) facilities	53CD	Induction of new schools to join WASH activities & program done	10	<ol style="list-style-type: none"> <li>1. Induction of schools</li> <li>2. Create school Health Policy</li> <li>3. Implementation of School Health Policy</li> <li>4. Monitoring of progress</li> </ol>	<ol style="list-style-type: none"> <li>1. Apr</li> <li>2. May</li> <li>3. Jun</li> <li>4. Sept</li> </ol>	Availability of time & funds
	53CD	Monitoring of WASH program in schools completed.	42	<ol style="list-style-type: none"> <li>1. Create template for observation</li> <li>2. School Observation</li> <li>3. Assess, assist and reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. Feb</li> <li>3. Mar</li> </ol>	Availability of time & funds
	53CD	Monitoring of Covid 19 grants Usage completed	42	<ol style="list-style-type: none"> <li>1. Create template for observation</li> <li>2. School Observation by HPS team</li> <li>3. Assess, assist and reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. Feb</li> <li>3. Mar</li> </ol>	Availability of time & funds
12.Community engagement	53CD	Principal usage of email and social media applications for communication.	35	<ol style="list-style-type: none"> <li>1. ICT training for schools principal</li> <li>2. 100% Use of ICT in schools.</li> <li>3. Monitor, assist schools with Issues</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. Apr</li> <li>3. May</li> </ol>	Availability of time & funds
	53CD	Implementations of awareness programs in communities on Polices and roles and responsibilities (management/welfare/Assessments) completed	35	<ol style="list-style-type: none"> <li>1. Preparation for Awareness materials and Program</li> <li>2. Awareness programs held in schools with selected stakeholders.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. Jun</li> </ol>	Availability of time & funds

## MINISTRY OF EDUCATION AND TRAINING BUSINESS PLAN 2022

	53CD	Parental Support Program (PSP)	10	<ol style="list-style-type: none"> <li>1. Train the trainers workshop to be held</li> <li>2. Workshops held with stakeholders and communities</li> </ol>	<ol style="list-style-type: none"> <li>3. Apr</li> <li>4. May</li> </ol>	Availability of time & funds
18. IT Policy Implemented by 2030	53CD	Improve network connectivity:	110	<ol style="list-style-type: none"> <li>1. Survey of network connection in schools</li> <li>2. Provide report to IT Unit and higher authorities.</li> <li>3. Communication with the two Providers Vodafone and DIGICEL.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. Apr</li> <li>3. May</li> </ol>	Availability of time & funds
	53CD	Improved office equipment in school.	23	<ol style="list-style-type: none"> <li>1. Survey on school Office Equipment</li> <li>2. Assist school to purchase new equipment's</li> <li>3. Monitoring access on usage.</li> </ol>	<ol style="list-style-type: none"> <li>1. .Mar</li> <li>2. Apr</li> <li>3. May</li> </ol>	Availability of time & funds
	53CD	ICT training for school principals completed	40	<ol style="list-style-type: none"> <li>1. ICT training for schools principal</li> <li>2. 100 % Use of school Emails for communication and purchase.</li> <li>3. Follow up with Paama and Ambrym schools Email, with MoET IT unit.</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. Feb</li> </ol>	Availability of time & funds
	53CD	Provincial year 8 test done	26	<ol style="list-style-type: none"> <li>1. Workshop on Test and Exam Writing(EAU)</li> <li>2. Test Writing</li> <li>3. Proof reading</li> <li>4. Printing and Distribution</li> <li>5. Test</li> <li>6. Grading</li> <li>7. Reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. Apr</li> <li>3. May</li> <li>4. Jun</li> <li>5. Sept</li> <li>6. Oct</li> <li>7. Nov</li> </ol>	Availability of time & funds
19. Harmonize assessment practices	53CD	ECCE assessment refresher training(Pre literacy & numeracy) done	10	<ol style="list-style-type: none"> <li>1. Assessment of ECCE readiness 3-5Years</li> <li>2. Monitoring implementation in schools and reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. May</li> </ol>	Availability of time & funds
	53CD	Refresher workshops for teachers ( Blue print) done	10	<ol style="list-style-type: none"> <li>1. Workshop on Test and Exam Writing</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> </ol>	Availability of time & funds
	53CD	Presentation of assessment result of year 4, 6, 8 & 10. completed	7	<ol style="list-style-type: none"> <li>1. Collection of Exam Results</li> <li>2. Analyse Exam Results</li> <li>3. Assessment and Reporting</li> <li>2. Presentation</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. March</li> <li>3. April</li> <li>4. May</li> </ol>	Availability of time & funds

20.High quality / Standard curriculum system in place	53CD	Monitor implementation of national programs at the provincial level in schools completed.	110	<ol style="list-style-type: none"> <li>1. Monitoring of implementation of national Curriculum.</li> <li>2. Advice and Reporting on key areas of improvements.</li> </ol>	<ol style="list-style-type: none"> <li>1. Feb</li> <li>2. May</li> </ol>	Availability of time & funds
23. Develop and implement National Teacher Quality Framework	53CD	Induction of new Principals completed	10	<ol style="list-style-type: none"> <li>1. Organise Induction workshop with new Principal</li> <li>2. Monitor Performance</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. May</li> </ol>	Availability of time & funds
	53CD	Malampa Lesson Plan formats Workshops done	10	<ol style="list-style-type: none"> <li>1. Establish Malampa Lesson Plan Format</li> <li>2. Organise Workshop With Principal and Teachers</li> <li>3. Monitoring of Implementation</li> <li>4. Reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. May</li> <li>3. July</li> <li>4. Sep</li> </ol>	Availability of time & funds
	53CD	Consultation with teachers by Higher Education Institutions ( Pathways) done	1	<ol style="list-style-type: none"> <li>1. Consultation with school Principals</li> <li>2. Find Avenues</li> <li>3. Recommendation for higher Education</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. July</li> <li>3. 3.September</li> </ol>	Availability of time & funds
	53CD	School visitations to monitor teachers and principals performance ( Improvement & Compliance) completed	35	<ol style="list-style-type: none"> <li>1. School Observations of Principal and teachers.</li> <li>2. Analyse and Assist</li> <li>3. Reporting and submission to SBM</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. July</li> <li>3. June/November</li> </ol>	Availability of time & funds
26. Planning, Budgeting, Financing, and Reporting processes are aligned	53CD	Establish planning and budget for all units completed	6	<ol style="list-style-type: none"> <li>1. Preparation for Unit Annual Budget</li> <li>2. Collection and Approved by PEB</li> <li>3. Submission to ESD</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. May</li> </ol>	Availability of time & funds
	53CD	Staff appraisals reports	20	<ol style="list-style-type: none"> <li>1. Staff Appraisals Preparation</li> <li>2. Approval of Staff Appraisals</li> <li>3. Reviews</li> <li>4. Assessment and Reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. Feb</li> <li>3. June</li> <li>4. Dec</li> </ol>	Availability of time & funds
	53CD	Management & operation of the provincial Education office	1	<ol style="list-style-type: none"> <li>1. Preparation for PEO Annual Budget</li> <li>2. Collection and Approved by PEB</li> <li>3. Submission</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. May</li> </ol>	Availability of time & funds
	53CD	Submission of financial Monthly and annual report and activities	12	<ol style="list-style-type: none"> <li>1. Preparation Quarterly report</li> <li>2. Reporting to PEB</li> <li>3. Submission to ESD</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. June</li> </ol>	Availability of time & funds
	53CD	Facilitation of School fee structure policy.	110	<ol style="list-style-type: none"> <li>1. Facilitate School fee structure in schools</li> <li>2. Analyse By Finance Unit</li> <li>3. Approval by PEB</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. October</li> <li>3. November</li> <li>4. December</li> </ol>	Availability of time & funds

				4. Submission to ESD		
	53CD	New principal training in OV, records keeping and school financial procedures.	7	<ol style="list-style-type: none"> <li>1. Induction of new principal in Using OV</li> <li>2. Monitoring OV Input by VEMIS Officers and schools</li> <li>3. Assist New Principals on gaps and Issues</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. May</li> <li>3. July</li> </ol>	Availability of time & funds
28. School Improvement Unit Policy implementation	53CD	Monitoring of ECCE branch association:	10	<ol style="list-style-type: none"> <li>1. Setting up Provincial ECCE Association Executive and establish work plans</li> <li>2. Implementation of activities by Branch</li> <li>3. Monitoring of activities by area Associations</li> <li>4. Reporting</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. September</li> </ol>	Availability of time & funds
	53CD	Registration of ECCEs (Teachers & Centres)	90	<ol style="list-style-type: none"> <li>1. Update new ECCE Centres and teachers registration</li> <li>2. Submission to ESD</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> </ol>	Availability of time & funds
	53CD	Coordinate awareness of ECCE Policy:	10	<ol style="list-style-type: none"> <li>1. Preparation for Awareness materials and Program</li> <li>2. Awareness in Communities</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> </ol>	Availability of time & funds
	53CD	Policy review in schools	83	<ol style="list-style-type: none"> <li>1. Information provided to schools on policy development.</li> <li>2. Facilitate review of policies by schools.</li> <li>3. Workshop on common policies with principals.</li> </ol>	<ol style="list-style-type: none"> <li>1. Mar</li> <li>2. Jun</li> <li>3. Sept</li> </ol>	MOET policy development guide, available time and funding's.
	53CD	Upload Annual & Individual Plans	110	<ol style="list-style-type: none"> <li>1. Upload of plans in OV by Schools principals</li> <li>2. Monitoring of implementation of Plans</li> <li>3. Assist and Report on progress</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> </ol>	Availability of time & funds
	53CD	All SSPs are uploaded in Open VEMIS.	110	<ol style="list-style-type: none"> <li>1. Preparation of SSPs by School</li> <li>2. Approval of SSPs by SC and SCA</li> <li>3. Upload in OV by Principal</li> <li>4. Implementation of SSPs in school</li> <li>5. Monitoring and Assist schools by SIO</li> <li>6. Reporting By SIO</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. August</li> <li>4. January</li> <li>5. April</li> <li>6. November</li> </ol>	Availability of time & funds

	53CD	Use Open VEMIS in school planning	110	<ol style="list-style-type: none"> <li>1. Workshop on OV data in Preparation of school plans</li> <li>2. Monitor and Assist schools with Difficulties</li> <li>3. Uploading of plan</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. August</li> </ol>	Availability of time & funds
30. MoET organisational structure and formal roles and responsibilities documented	53CD	Board Meetings held	3	<ol style="list-style-type: none"> <li>1. Induction with the Board members on roles and responsibilities.</li> <li>2. Schedule of board meetings.</li> <li>3. Records of board meeting minutes.</li> <li>4. Implementation of board decisions.</li> </ol>	<ol style="list-style-type: none"> <li>1. Jan</li> <li>2. Feb</li> <li>3. Feb/Jun/Nov</li> <li>4. Feb</li> </ol>	Availability of time & funds
	53CD	Approval of activity and budget	3	<ol style="list-style-type: none"> <li>1. Approval of Provincial Education activity &amp; budget.</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> </ol>	Availability of time & funds
33. OPEN VEMIS data applied to all reporting and planning	53CD	Principal's use of OV financial module in OV, and students' data entry.	110	<ol style="list-style-type: none"> <li>1. Refresher workshop on financial modules in OV on Ambrym and Paama.</li> <li>2. Monitoring and assist principal on issues and difficulties</li> <li>3. School Monthly and Annual Financial report Submission</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. November</li> </ol>	Availability of time & funds
	53CD	Petty Cash module training in OV for schools	7	<ol style="list-style-type: none"> <li>1. Workshop on petty cash module in OV</li> <li>2. Monitoring and assist principal on issues and difficulties</li> <li>3. School Monthly and Annual Financial report Submission.</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. November</li> </ol>	Availability of time & funds
3. Plan & Implement Quality School Base Infrastructure based on identified needs & priorities	53CD	Distribution of school maintenance manual & School plumbing manual to all schools	110	<ol style="list-style-type: none"> <li>1. Follow up with school on access of the two manuals.</li> <li>2. Distributions of manuals to schools</li> <li>3. Assist school with Implementation</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> </ol>	Availability of time & funds
	53CD	Maintain and update data of ECCEs, PS, SS & PSET building surveys	110	<ol style="list-style-type: none"> <li>1. Workshop with principals on update of building surveys, Assets and Inventory</li> <li>2. Assist Principals with upload update data in OV.</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> </ol>	Availability of time & funds

## 4.5.5 Shefa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
4. Monitoring equitable access to quality education	53CE	8. Learning and Teaching is informed by assessment data, explicitly attainment and progress of all pupil groups, with a particular focus on externally validated data, to ensure constant improvement of pupils learning and efficiency of the education system.	Schools	<ol style="list-style-type: none"> <li>1. Assess 5 Teachers in each Zone</li> <li>2. Collect evidence of record of students' academic progress</li> <li>3. Assess 5 Principals in each Zone</li> <li>4. Collect analysis of students' academic results from Principal</li> <li>5. Compile report to prove evidence of effective Teaching and Learning</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. July</li> <li>4. July</li> <li>5. August</li> </ol>	Activity might be delayed due to delay of working Imprest release  Also, might be Interference of Natural Hazards such as Cyclones.
	53CE	10. Ensure all of the Teachers are making demonstrable use of assessment data in Planning learning and Teaching activities, catering the specific needs of individual students and group.	50 Teachers.	<ol style="list-style-type: none"> <li>1. Assess 5 Teachers lessons in each Zone.</li> <li>2. Collect evidence Teaching activities targeting specific student individual needs/groups</li> <li>3. Compile report to prove evidence of effective Teaching and Learning/inclusive Teaching and submit to PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. June</li> </ol>	Activity might be delayed due to delay of working Imprest release  Also, might be Interference of Natural Hazards such as Cyclones. Teachers might not demonstrate the approach
6.School Maintenance reviewed and updated	53CE	17. Provincial Maintenance Officer to monitor Progress on Minimum Quality Standard (MQS) 9	40 sch.	<ol style="list-style-type: none"> <li>1. Develop a standard assessment form</li> <li>2. Assess 40 selected Schools (5 in one zone) in Shefa for MQS.</li> <li>3. Record data in a developed data base</li> <li>4. Produce Progress report of MQS for the schools to PEO.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. August</li> <li>4. October</li> </ol>	Interference of Natural Hazards such as Cyclones.
10.Children have equitable access to HPS activities and equitable access to quality WASH in schools (WinS) facilities	53CE	28. Implement WASH initiatives at the Provincial and School levels	40 Sch.	<ol style="list-style-type: none"> <li>1. Visit 5 Schools in each Zone</li> <li>2. Assess and record WASH initiatives that are carried out in the selected schools.</li> <li>3. Produce a report on the assessment and recommend for improvement</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. August</li> </ol>	Unforeseen circumstances

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	53CE	29. Improve WASH facilities in Schools	40 Sch.	<ol style="list-style-type: none"> <li>1. Visit 5 Schools in each Zone</li> <li>2. Assess and record WASH initiatives that are carried out in the selected schools.</li> <li>3. Produce a report on the assessment and recommend for improvement</li> </ol>	<ol style="list-style-type: none"> <li>4. 1. March</li> <li>5. 2. June</li> <li>6. 3. August</li> </ol>	Unforeseen circumstances
15. Grade Repetition Elimination	53CE	44. Awareness campaign to ensure all Teachers are aware that grade repetition is to be eliminated	123 Sch.	<ol style="list-style-type: none"> <li>1. PEO liaise with Central Ministry to develop key Message for awareness and communicate through Pamphlets.</li> <li>2. SIOS visit to all schools in their Zone</li> <li>3. Conduct awareness meetings with School Principal, Teachers and School Council.</li> <li>4. SIOs compile report of awareness to PEO Office</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. October</li> </ol>	Unavailability of Funding
18. IT Policy Implementation by 2030	53CE	53. Increase use of ICT in schools through multiple actors, and manage establishment of computer labs in schools where possible	40 Sch.	<ol style="list-style-type: none"> <li>1. Develop Survey Form.</li> <li>2. Conduct Survey in 40 schools (5 from each Zone).</li> <li>3. Compile a report to PEO.</li> <li>4. Advise Principals to engage ICT in students learning.</li> <li>5. Encourage Schools to include ICT development projects in their SIP.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. October</li> </ol>	Schools might not have better access to internet connection
23. Develop and Implement National Teacher Quality Framework	53CE	79. Provide support and monitoring for effective teaching practices	10 Sch.	<ol style="list-style-type: none"> <li>1. PEO identify and select 10 schools (1 in each Zone) to be the main focus for support and Monitoring for Improvement.</li> <li>2. Produce report on the progress of improvement</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. November</li> </ol>	Unavailability of funding and Time for the activity to happen.
26. Planning, Budgeting, Financing, and Reporting processes are aligned	53CE	90. Annual Plan budget and reporting cycle is implemented at central, provincial and school level	123 sch.	<ol style="list-style-type: none"> <li>1. PEO to ensure that schools are made aware of the Provincial annual activity Calendar.</li> <li>2. Advise Schools are made aware of the importance of the Planning, Budget and reporting cycle of the Central Ministry.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. March</li> </ol>	Unforeseen circumstances

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28.School Improvement Unit Policy Implementation	53CE	102. Support schools to develop and implement their SIPs	123 schools	<ol style="list-style-type: none"> <li>1. Do induction with New Principals or School Councils as to how to develop their schools SIP</li> <li>2. Contact refresher training with existing school Principals and councils</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. June</li> </ol>	Unavailability of funding and Time for the activity to happen.
	53CE	104. Implement ECCE Policy and Minimum Quality Service Standards to monitor and Improve quality of pre-school education	??	<ol style="list-style-type: none"> <li>1. Conduct ECCE Policy and MQSS awareness to all ECCE Centres in Shefa through MEOs.</li> <li>2. Monitor every ECCE Centres and ensure that ECCE Policy and MQSS is implemented in all ECCE centres in Shefa.</li> <li>3. Provide report to PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. June</li> <li>3. August</li> </ol>	Unavailability of funding and Time for the activity to happen.
	53CE	105. Implementation and timely reporting of School Improvement plans with accountability of school Council into OV.	??	<ol style="list-style-type: none"> <li>1. Use a monitoring tool to assess performance of SIP in every schools in Shefa.</li> <li>2. Monitor and ensure that Principals engage their Councils in SIP decisions</li> <li>3. Use a Checklist to ensure that all SIPs and school reports are endorsed by the school council before submitting to the PEO office.</li> <li>4. Provide a report to PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> <li>3. June</li> <li>4. June</li> </ol>	Unavailability of funding and Time for the activity to happen.
	53CE	106.Strengthening and monitoring School Improvement Plan (SIP)	??	<ol style="list-style-type: none"> <li>1. Monitor to ensure that all schools develop and submit their approved SIP</li> <li>2. Monitor and ensure that all schools submit their annual SIP reports</li> <li>3. Provide report to PEO</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. May</li> <li>3. July</li> </ol>	Unavailability of funding and Time for the activity to happen.
	53CE	107.Use open VEMIS in school Planning	100 Principals	<ol style="list-style-type: none"> <li>1. Conduct Training to school Principals on how to upload to OV</li> <li>2. Monitor to ensure that Principals are certain and confident to use OV and are using it frequently.</li> <li>3. Report to PEO on the progress</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. August</li> <li>3. October</li> </ol>	Unavailability of funding and Time for the activity to happen
33.OPEN VEMIS data applied to all reporting and planning	53CE	126. Ensure all school Principals and administrators are trained to use Open VEMIS as the	50 Pri 50 Sec	<ol style="list-style-type: none"> <li>1. Monitor to ensure that Training is provided for school Finance officers and office Secretaries on OV database</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. August</li> <li>3. October</li> </ol>	Availability of Time & Funds

		exclusive too to manage school data.		<ol style="list-style-type: none"> <li>2. Monitor to ensure that school Finance Officers and office secretaries are continuously using OV.</li> <li>3. Report to PEO on the progress</li> </ol>		
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## 4.5.6 Tafea Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
Manage the maintenance work of the comprehensive infrastructure program, New Classrooms.	53CF	Maintenance work carried out on the Comprehensive infrastructure of New Classrooms in Tafea.	82	<ol style="list-style-type: none"> <li>1. Coordinate the maintenance work of the new classrooms.</li> <li>2. Implementation of the maintenance work of new classrooms.</li> </ol>	<ol style="list-style-type: none"> <li>1. January/February</li> <li>2. November</li> </ol>	
Implement National Programs.	53CF	WASH program implementation carried out in Tafea Schools in preparation to COVID 19.	82	<ol style="list-style-type: none"> <li>1. Liaise with Provincial WASH Program, World Vision, and Care International.</li> <li>2. Coordinate the WAS program in schools.</li> <li>3. Implement the WASH program in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. June</li> <li>3. November</li> </ol>	
	53CF	Carry out implementation of Health Promoting in schools.	82	<ol style="list-style-type: none"> <li>1. Liaise with Provincial Health Programs.</li> <li>2. Coordinate the Provincial Health program in schools.</li> <li>3. Implement the Provincial Health program in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. June</li> <li>3. November</li> </ol>	
	53CF	Implementation of Inclusive Education program carried out in schools.	82	<ol style="list-style-type: none"> <li>1. Liaise with schools to provide data of special need students.</li> <li>2. Coordinate the Inclusive programs in schools' on Tafea.</li> <li>3. Implement the inclusive programs in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. June</li> <li>3. November</li> </ol>	
	53CF	Implementation of Education in Emergency activities carried out in Tafea schools.	82	<ol style="list-style-type: none"> <li>1. Liaise with Provincial NDMO and Environment programs.</li> <li>2. Coordinate the EIE program in schools.</li> <li>3. Implement the EIE program in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. June</li> <li>3. November</li> </ol>	
	53CF	Implementation of PSP program activities carried out in all Tafea schools	82	<ol style="list-style-type: none"> <li>1. Coordinate the PSP program in schools</li> <li>2. Implement the PSP program in schools</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. June</li> <li>3. November</li> </ol>	

<i>Implementation of the devolution strategy to improve practices for teacher management and delivery of education services guided by provincial priorities.</i>	53CF	<i>Management and supervision of staffing and devolution strategy carried out in Tafea Province.</i>	8	<ol style="list-style-type: none"> <li>1. Supervise and manage staff within the devolution strategy.</li> <li>2. Support the development of the devolution strategy.</li> <li>3. Implementation of inspection and school improvement team.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. June</li> <li>3. December</li> </ol>	
	53CF	<i>Implement the communications strategy in the province.</i>	6	<ol style="list-style-type: none"> <li>1. Coordinate the communication strategy to support the devolution.</li> <li>2. Implement the communication system in the Province to strengthen the devolution strategy.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. December</li> </ol>	
	53CF	<i>Implementation of SIU and SIUC is carried up at the Provincial level.</i>	8	<ol style="list-style-type: none"> <li>1. Provide spacing and facilities in the Province to accommodate staff establishment.</li> <li>2. Implement SIU and SIUC activities at the provincial level</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. December</li> </ol>	
	53CF	Implement the Teacher Management Placement Policy at Tafea province.	8	<ol style="list-style-type: none"> <li>1. Liaise with the Placement Policy to arrange for teacher's posting in the Province.</li> <li>2. Coordinate and facilitate the teacher posting and transfer at Tafea province.</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. December</li> </ol>	
	53CF	Implementation of the Leadership Selection Policy is carried out in Tafea Province.	93	<ol style="list-style-type: none"> <li>1. Liaise with school structure to determine the leadership position in schools in Tafea.</li> <li>2. Implement the Principal standards in the Province to determine the Principal Status.</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. November</li> </ol>	
	53CF	<i>Meetings and Workshops held in Schools within the Province</i>	20	<ol style="list-style-type: none"> <li>1. Advocate the definition and concept of Devolution Strategy to schools in the Province.</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> </ol>	
	53CF	<i>Meetings, and workshops for monitoring in the Province.</i>	20	<ol style="list-style-type: none"> <li>1. Implement the Devolution Strategy Plan in the Province</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> </ol>	
<i>Implementation of relevant &amp; appropriate National Curriculum to all schools in Tafea Province.</i>	53CF	<i>Implementation of the appropriate National Curriculum is carried out in schools</i>	82	<ol style="list-style-type: none"> <li>1. SIO and PTs/ZCA in the Province to assist and supervise/monitor the curriculum teaching in schools.</li> </ol>	<ol style="list-style-type: none"> <li>1. November</li> </ol>	
Implementation of Registration of school policy in all schools in Tafea Province.	53CF	1. PEB meetings to approve schools that meets the requirements.	3	<ol style="list-style-type: none"> <li>1. Coordinate and facilitate the implementation of registration of schools in Tafea.</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> </ol>	

Implementation of Rationalization of school policies in all schools in Tafea Province.	53CF	PEB meetings to approve schools rationalization policy.	3	1. Coordinate and supervise the implementation of Rationalization Policy.	1. June	
Implementation of the bilingual/ plurilingual education policy & system in Tafea Province.	53CF	The Bilingual education policy is implemented in schools at Tafea province.	82	1. Identify schools and establish in schools Bilingual education system 2. Coordinate and support the implementation on Bilingual education policy 3. Identify schools and establish in schools Bilingual education system.	1. February 2. November	
<i>Implementation of vernacular in the schooling program in Tafea Province.</i>	53CF	<i>1. Workshops carried out to support SIOs and ZCAs.</i>	6	1. <i>Coordinate and monitor the development and implementation of vernacular in school programs.</i> 2. <i>Implementation of vernacular teaching in schools in Tafea province.</i>	1. February 2. November	
	53CF	<i>Implementation of PRIMA is carried out in outer Islands of Tafea Province.</i>	2	1. <i>Support the development of PRIMA in schools.</i> 2. <i>Implementation of PRIMA in schools in Tafea Province.</i>	1. February 2. November	
Provision of regular and effective support of the Provincial Education Board.	53CF	Advocacy is carried out to schools on the roles and responsibilities of School Councils.	82	1. Implementation of the advocacy on the roles and responsibilities of School Councils in schools.	1. March	
	53CF	Inductions of new principals is carried out in Tafea province.	93	1. Implementation of new principal induction in Tafea.	1. February	
	53CF	Induction of ECCE mobile officers-MEO is carried out in Tafea province.	14	1. Implementation of MEO induction in Tafea province. 2. Support the MEO supervision and monitoring to schools.	1. November 2. November	
	53CF	Workshops and meetings to improve academic performance at all levels.	93	1. Provide support in Phonetic teaching. 2. Support schools to develop Vernacular materials for effective teaching and learning. 3. Assessment policy & Tools developed. 4. Literacy/Numeracy activities. 5. Results within qualifications.	1. March 2. March 3. April 4. March 5. August 6. February 7. May 8. July/October 9. February	

				<ul style="list-style-type: none"> <li>6. Cluster management with key principals appointed by TSC</li> <li>7. Close monitoring academic continuous performance in all level.(ECCE/Prim/Sec/Senior)</li> <li>8. Subject Association/Pool</li> <li>9. Provincial academic committee to monitor learning &amp; performance of teachers &amp; students.</li> </ul>		
	53CF	Implementation of Home School Package, and Moodle mode of teaching and learning is carried out in Tafea Schools.	83	<ul style="list-style-type: none"> <li>1. Implementation of HSP and Moodle development</li> </ul>	1. November	

### 4.6 Tertiary Education Directorate

Department	880					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
5.School MQS reviewed and updated	88AA	E-Government Network (Interchange) connectivity to PSET Providers completed	6 Provinces (1 institution in each Provinces)	<ol style="list-style-type: none"> <li>1. Directorate to conduct consultation with OGCIO and with the 6 institutions (1 in each provinces)</li> <li>2. Develop an MOU between MOET Tertiary Directorate and OGCIO</li> <li>3. Installation of the E-government networks within the institutions</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	
	88AA	Vanuatu Maritime Institute is created	1	<ol style="list-style-type: none"> <li>1. Register VMI with VFSC</li> <li>2. Develop VII legal framework</li> <li>3. Restructure VMI to meet both IMO and VQA standards</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	
26. Planning, Budgeting, Financing, and Reporting processes are aligned	88AA	Tertiary Education Department Budget and planning completed and submitted	1	<ol style="list-style-type: none"> <li>1. PTCs to organize annual budget planning meeting.</li> <li>2. Present budget planning to TVET Central</li> <li>3. Submit to MoET Senior Management for endorsement</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> <li>3. October</li> </ol>	
	88AA	Scholarship awards to area councils are implemented		<ol style="list-style-type: none"> <li>1. Liaise with DLA to develop an agreement for scholarships to be awarded to Level 1 and 2 courses from area councils</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	
4. Monitoring equitable access to quality education	88AB/88AC/	Concept on provincial database is developed and approved	34	<ol style="list-style-type: none"> <li>1. Request from Provincial Training Coordinators</li> <li>2. Director's Office to approve provincial database.</li> <li>3. Director TED request Director Admin/Finance</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> <li>3. November</li> </ol>	
	88AB	Priority Award areas are identified	15	<ol style="list-style-type: none"> <li>1. Identify key priority areas with VQA</li> <li>2. Meet with all stakeholders and clients</li> <li>3. Organise data</li> <li>4. Verify data with stakeholders</li> <li>5. Produce report</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. August</li> <li>4. September</li> <li>5. October</li> </ol>	

88AB	Integrate cross – cutting Equity policy developed	14	<ol style="list-style-type: none"> <li>1. Identify disadvantage sectors</li> <li>2. Create platform for access funding</li> <li>3. NNSTB endorsement</li> <li>4. Equity policy and guideline developed</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> </ol>	
88AB	Analysis of previous awardee areas of study	14	<ol style="list-style-type: none"> <li>1. Identify previous awardees areas of study</li> <li>2. Reconciled with hosts institutions</li> <li>3. Verify information from institutions with awardee</li> <li>4. Analysis report produced</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> <li>3. October</li> <li>4. November</li> </ol>	
88AB	TSCU policy and procedures to address inequities at all levels is developed	3	<ol style="list-style-type: none"> <li>1. Consult with Policy and Planning Unit and other stakeholders</li> <li>2. Implement guidelines to reduce inequities.</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. September</li> <li>4. .October</li> </ol>	
88AB	Priority issues on consistency, transparency and effective use of limited resources are identified	??	<ol style="list-style-type: none"> <li>1. Identify best practice within Scholarship</li> <li>2. Regular meeting with Director Tertiary and SMT</li> <li>3. Report to the NSTB</li> <li>4. Report to Ombudsman</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. July</li> <li>4. August</li> </ol>	
88AB	Link with external coordination and support is strengthened	4	<ol style="list-style-type: none"> <li>1. Monthly meeting with Foreign Affairs</li> <li>2. Draft of MOU with 3 Countries</li> <li>3. Report to Senior Management Team</li> <li>4. Report to NSTB</li> </ol>	<ol style="list-style-type: none"> <li>1. February to November</li> <li>2. March</li> <li>3. April</li> <li>4. May</li> </ol>	
88AB	Partnership agreements for online training are reviewed to cater for COVID – 19 crisis.	??	<ol style="list-style-type: none"> <li>1. Revise MOU to include COVID-19 expenditures (quarantine, accommodations, allowances and others) and address online studies and training with entitlements.</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. July</li> <li>4. August</li> </ol>	
88AB	Annual priorities are identified	??	<ol style="list-style-type: none"> <li>1. Identify key priority areas with VQA</li> <li>2. Meet with all stakeholders and clients</li> <li>3. Organise data</li> <li>4. Verify data with stakeholders</li> <li>5. Produce report</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> <li>5. November</li> </ol>	
88AB	Scholarship opportunities (Bilateral and PSET Providers) are increased	??	<ol style="list-style-type: none"> <li>1. Liaise with Working Committee in Department of Foreign Affairs on Scholarship opportunities</li> <li>2. Establishing of MOU scope of coordination</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> </ol>	

	88AB	Concept on foreign scholarship policy is developed	1	<ol style="list-style-type: none"> <li>1. Produce foreign scholarship policies and procedure guide to increase scholarship opportunities for Vanuatu.</li> <li>2. Consult with policies and procedures that address foreign scholarship.</li> <li>3. Collaborate with Foreign Affairs to</li> <li>4. Align TSCU Policy and guideline with foreign scholarship policies</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> </ol>	
	88AB	Most remote areas access scholarship (5 – 10 students) are provided	10	<ol style="list-style-type: none"> <li>1. Define “most remote area access” range</li> <li>2. Establish the most remote area access selection criteria/condition</li> <li>3. Report to Director Tertiary and Senior Management Team.</li> <li>4. Report to NSTB</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> </ol>	
22. Review and implement Post-School Education and Training Policy	88AB	Recognition of Prior Learning Pathway is developed to allow Partial Scholarship	3	<ol style="list-style-type: none"> <li>1. Liaise with VQA to identify potential PSET Providers that will offer Recognition Prior Learning</li> <li>2. Capacity building for Recognition Prior Learning Trainers</li> <li>3. Development of Partial Scholarship Policy with Providers to offer TVET Opportunities</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> </ol>	
	88AB	Scholarship awarded to PSET Trainers	6	<ol style="list-style-type: none"> <li>1. Develop a template to create a data of all Trade Trainers.</li> <li>2. Selection of Potential trainers.</li> <li>3. submit applications to Scholarship Board</li> <li>4. Identify and make recommendations of inclusive trainers to obtain scholarship</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. November</li> <li>3. December</li> </ol>	
2. Grants disbursed according to work plan	88AC	Government and Development Grant guide is developed/Stimulus package distributed	37 PSET Institutions	<ol style="list-style-type: none"> <li>1. Discuss with PEO finance on guide in place</li> <li>2. Guide/Policy is developed</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. April</li> <li>3. May</li> </ol>	
5.School MQS reviewed and updated	88AC	Build one (1) model Vocational Training Centres VTCs	1	<ol style="list-style-type: none"> <li>1. Meet with Facilities to designed standardized building plan</li> <li>2. Identify a secure land</li> <li>3. Site assessment and recommendation from Technical team</li> <li>4. Secure a fund</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. July</li> <li>3. October</li> <li>4. November</li> </ol>	

7. Asset master plan developed and approved	88AC	PSET asset master plan developed.	3	<ol style="list-style-type: none"> <li>1. TVET unit to develop asset inventory form</li> <li>2. Facilities and IT to provide training to all PSET Providers</li> <li>3. Collect asset inventory list from all PSET providers</li> <li>4. Compiled asset inventory</li> <li>5. Submit report to TVET unit.</li> <li>6. Check work done</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> <li>5. July</li> <li>6. November</li> </ol>	
	88AC	PSET Providers land lease secured and registered	5	<ol style="list-style-type: none"> <li>1. TVET Central request Land Lease to Agreement forms from Facilities Unit</li> <li>2. PTCs to consult with land owners for land lease agreement</li> <li>3. Signed Land Lease Agreement</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. June</li> <li>3. November</li> </ol>	
8.School Plumbing Maintenance Manual reviewed and updated	88AC	PSET providers plumbing systems maintained	32	<ol style="list-style-type: none"> <li>1. Meet with facilities unit</li> <li>2. Consult with Facilities Unit to provide standard design</li> <li>3. Access to proper water system</li> <li>4. Coordinate Plumbing trainings (Cert II) for PSET Providers</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. November</li> <li>3. December</li> </ol>	
9. Children have equitable access to schools	88AC	TVET unit is part of review committee	1	<ol style="list-style-type: none"> <li>1. TVET to work with PPU for mapping</li> <li>2. Mapping and assessment of Policy implementation PSET Providers</li> <li>3. Report submission</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. May</li> <li>3. July</li> </ol>	
10. Children have equitable access to HPS activities and equitable access to quality WASH in Schools (WinS) facilities	88AC	Wash facilities system is improved in PSET institutions	10	<ol style="list-style-type: none"> <li>1. Part of development committee for WASH in Schools (WinS) standard guideline curriculum</li> <li>2. TVET Unit be a member of the committee</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> </ol>	
12. Community engagement	88AC	Tools and equipment for Cert 2 are funded by VSP for accredited programs.	1	<ol style="list-style-type: none"> <li>1. Purchase of tools and equipment for PSET Providers</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> </ol>	
		Awareness on relevant policies in all Vocational Training Centres at the provincial level are conducted	3 Provinces (Torba /Pena	<ol style="list-style-type: none"> <li>1. Develop a concept note with a Budget</li> <li>2. Draft a program</li> <li>3. Update and submit the information packages (Brochures, pull-down banner, booklets, and others) to PTCs'</li> <li>4. Conduct the awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> <li>4. June</li> </ol>	

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13. Strengthen Disaster Risk Reduction and Management (DRRM)	88AC	Education in Emergency Policy is disseminated to all PTCs and PSET providers	1	<ol style="list-style-type: none"> <li>1. Request copy of DRRM Policy from Director ESD.</li> <li>2. Print/Scan</li> <li>3. Send to all PTCs and PSET providers</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> </ol>	
		Implementation of the Disaster Contingency Plan within all PSET providers	1	<ol style="list-style-type: none"> <li>1. Development of a Disaster Contingency Plan and workshop for Provincial TVET centres and PSET providers.</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> </ol>	
		Coordination of data collection and analysis to support disaster responsiveness	1	<ol style="list-style-type: none"> <li>1. Organised Youth Groups for Data collection for all PSET Providers</li> <li>2. Analyse</li> <li>3. Report</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. 2.May</li> <li>3. 3.June</li> </ol>	
14. Out of School Children Reduction	88AC/A B/AE/ AD	Data on Out of School Children compiled and uploaded unto PSET MIS Database	6 Provin ces	<ol style="list-style-type: none"> <li>1. Conduct tracer survey to collect data of Drop outs for PSET sector</li> <li>2. Analyse and enter data to PSET MIS</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> </ol>	
		Training support for PSET Institutions and technical staff undertaken	1	<ol style="list-style-type: none"> <li>1. Development of a Training Program for all PSET Providers on how to enter data to PSET MIS</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> </ol>	
16. Review and implement National Education Language Policy by 2030	88AC	Participation of TED in the Vanuatu National Language Policy Committee	1	<ol style="list-style-type: none"> <li>1. Appointment of officers to participate in the review committee of LLN Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> </ol>	
	88AC	Participation of TED in the bilingual/plurilingual education policy and system	1	<ol style="list-style-type: none"> <li>1. Appointment of an officer to participate in the consultation meetings</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> </ol>	
17. Policy Guidelines developed to inform policy development	88AC	Participation of TED to policy consultation meetings	1	<ol style="list-style-type: none"> <li>1. 1.nominate an officer to participate in the consultation meetings</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> </ol>	
	88AC	Awareness in PSET Institutions and provinces of relevant policies undertaken	1	<ol style="list-style-type: none"> <li>1. Formulate a program for the awareness</li> <li>2. Update information/Brochures</li> <li>3. Conduct the awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. April</li> </ol>	
18. IT Policy Implemented by 2030	88AC/A B/AD/ AE	Concept on PSET ICT policy is developed	1	<ol style="list-style-type: none"> <li>1. Request support from PPU to develop ICT Policy for Provincial TVET Centres</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> </ol>	

20. High quality / Standard curriculum system in place	88AC	PSET Curriculum Coordinator is recruited	1	<ol style="list-style-type: none"> <li>1. Request assistance from stakeholders &amp; donor partners</li> <li>2. Request Data from VQA and other PSET Providers</li> <li>3. Collection of data from the provincial PSET Centres</li> <li>4. PSET National curriculum Policy development</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. August</li> </ol>	
	88AC	Data on Non accredited courses from PSET Providers is collected	1	<ol style="list-style-type: none"> <li>1. Great Template to capture information of current non-accredited courses</li> <li>2. Submit findings to TED and VQA Board for decision making</li> <li>3. Assist selected Providers to complete VQA Approval to Deliver Processes</li> </ol>	<ol style="list-style-type: none"> <li>4. 1. February</li> <li>5. 2. April</li> <li>6. May</li> </ol>	
22. Review and implement Post-School Education and Training Policy	88AC	PSET Policy is reviewed	1	<ol style="list-style-type: none"> <li>1. Request VSP and VQA to fund the consultant and review of PSET Policy</li> </ol>	<ol style="list-style-type: none"> <li>1. Aug</li> </ol>	
	88AC	TVET in school policy is developed	1	<ol style="list-style-type: none"> <li>1. Liaise with ESD to develop a TVET in school policy</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	
	88AC	Penama and Shefa Skills centres are established	1	<ol style="list-style-type: none"> <li>1. Develop a formal note to relevant government agencies &amp; donor partners</li> <li>2. Present concept note to DCO and COM meeting for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. October</li> </ol>	
	88AC	Operation budget for PTCs is decentralised	6 Provinces	<ol style="list-style-type: none"> <li>1. Apply for cost centre for TVET provincial centres</li> <li>2. Establish TVET cost centre under the provincial Education Office</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. October</li> </ol>	
	88AC	Draft MOU between Provincial TVET centres and VIT are developed	1	<ol style="list-style-type: none"> <li>1. Liaise with VIT and other PSET centres</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. October</li> </ol>	
24. Develop and implement National Teacher Development Policy by 2030	88AC	Coordination and management of PSET trainers' qualification	1	<ol style="list-style-type: none"> <li>1. Request VQA to provide the requirements for a qualified registered trainer</li> <li>2. Develop a standard for issuance of qualifications for all PSET Providers</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> </ol>	
27. MoET Research Policy Guideline implemented by 2030	88AC	Tracer database in place	1	<ol style="list-style-type: none"> <li>1. Create survey form to collect data</li> <li>2. Train PSET Managers on how to collect data</li> <li>3. VTC Managers to collect data and submit.</li> <li>4. PTCs compile and produce each report.</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> <li>3. October</li> <li>4. November</li> </ol>	

	88AC	Expenditure cost for PSET providers reviewed	1	<ol style="list-style-type: none"> <li>1. Review expenditure for PSET providers.</li> <li>2. Identify new expenditure costs and adjustments.</li> <li>3. Liaise with Central Office and Finance Unit to conduct an expenditure review.</li> <li>4. Implement recommendations from expenditure reviews</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. October</li> <li>3. November</li> <li>4. December</li> </ol>	
	88AC	Concept Note is submitted	1	<ol style="list-style-type: none"> <li>1. Review findings for research on cost of PSET sector.</li> <li>2. Identify financial models for PSET sector.</li> <li>3. Working with VSP to develop financial model.</li> <li>4. Produced a concept note are submitted.</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. October</li> <li>3. November</li> <li>4. December</li> </ol>	
29. Develop School Inspector Guideline	88AC	School Inspector Guideline accessed	1	<ol style="list-style-type: none"> <li>1. Review existing school inspector guideline.</li> <li>2. Identify policies that address school Inspector Guideline.</li> <li>3. Working with CDU to develop school inspector guidelines.</li> <li>4. Produced school inspector guideline are accessed</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. October</li> <li>3. November</li> <li>4. December</li> </ol>	
30. MoET organizational structure and formal roles and responsibilities documented	88AC	Industrial survey's raw data is analysed	2 (Shefa and Tafea Provinces)	<ol style="list-style-type: none"> <li>1. Conduct Industry survey with industries</li> <li>2. Identify level of qualification for employment for all provinces</li> <li>3. Identify courses needed to meet the National Human Resource Development Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. September</li> <li>2. October</li> <li>3. November</li> </ol>	
33. OPEN VEMIS data applied to all reporting and planning	88AC	Guiding Materials developed	1	<ol style="list-style-type: none"> <li>1. Review existing guiding materials and policies</li> <li>2. Identify policies that address guiding materials.</li> <li>3. Working with PPU and VQA to develop guides, materials and tools.</li> <li>4. Produce guiding materials.</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. August</li> <li>4. September</li> </ol>	
	88AC	PSET MIS Training Conducted	6	<ol style="list-style-type: none"> <li>1. Work with IT VQA to develop a training program on PSET MIS Platform</li> <li>2. Secure funding for Training</li> <li>3. Conduct training</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> <li>3. August</li> </ol>	
	88AC	PSET MIS Platform modules completed	1	<ol style="list-style-type: none"> <li>1. Identify PSET institutions that need to complete modules</li> </ol>	<ol style="list-style-type: none"> <li>1. June</li> <li>2. July</li> </ol>	

				2. Conduct/follow up trainings 3. Produced a report on PSET MIS Platform	3. August	
3. Revised School Grant Code	88AD	NUV financial management manual is developed	1	1. NUV to Develop a consultation timetable 2. NUV to conduct consultation 3. Submit the revised draft of the School Financial management manual to Council 4. Get the approval from the NUV`s Council	1. December 2. April 3. May 4. July	
5.School MQS reviewed and updated	88AD	Infrastructure facilities for NUV built including Science Lab/Admin office and Auditorium	1	1. Handing over the building of FICOL (France Funding) project to NUV`s Council	1. July	
33. OPEN VEMIS data applied to all reporting and planning	88AD/AB	Management and Leadership Course is developed	1	1. Develop a Management and Leadership course 2. Work with VIT, TSCU and VQA in offering the Management and Leadership course. 3. Integrate the Management and Leadership course with SOE through the Open VEMIS	1. July 2. September 3. November	
22. Review and implement Post-School Education and Training Policy	88AE	PEO Teacher Development is recruited	1	1. Advertisement for PEO Teacher Development Position 2. Shortlisting Process 3. Interviewing 4. Appointment of Qualify candidate.	1. January 2. February 3. March 4. April	
	88AE	National Trainers Quality Framework is developed	1	1. Conduct consultation meeting with national and provincial Stakeholders. 2. Development of PSET Trainers Framework.	1. July 2. August	
	88AE	PSET Trainers trained	10	1. Liaise with VQA to prioritise training opportunity for all PSET Trainers. 2. Negotiate funding with skills partnership and other stakeholders	1. May 2. June	
	88AE	Yearly, quarterly, monthly and schedule of activities developed by trainers	1	1. Submit request to VSP for funding 2. Assist PSET Providers with Planning and Budgeting	1. April 2. May	
24. Develop and implement National Teacher Development Policy by 2030	88AE	National PSET Trainers Policy	1	1. Initiate a workshop consultation meeting for PSET Trainer Policy. 2. Draft the Policy 3. Create a database system for all PSET Trainers in Vanuatu	1. February 2. March 3. April 4. May	

				4. Data Entry		
88AE	Teacher data analysis study produced (ECCE Teacher, Primary Teachers, Secondary Teachers, PSET Trainers)	1		<ol style="list-style-type: none"> <li>1. Review the teacher data through Teacher Qualification Report</li> <li>2. Priorities each teacher data required for the Teacher Analysis</li> <li>3. Teacher data analysis produced</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. Feb/Mar</li> <li>3. April</li> </ol>	
88AE	Professional development providers and programs reviewed	1		<ol style="list-style-type: none"> <li>1. Outline an initial programme mapping and prerequisite requirements for Teachers professional development with providers</li> <li>2. Review of what different providers have been able to do and the successes and challenges experienced</li> <li>3. Consult the working group with identification of possible providers and programs</li> <li>4. Professional development providers and programs reviewed</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> </ol>	
88AE	A proposal for professional development to teachers/school principals developed	1		<ol style="list-style-type: none"> <li>1. Literature review</li> <li>2. Characteristics of the proposal identified</li> <li>3. A proposal developed</li> </ol>	<ol style="list-style-type: none"> <li>1. August/Sept</li> <li>2. October</li> <li>3. November</li> </ol>	
88AE	Finalisation and approval of policy	1		<ol style="list-style-type: none"> <li>1. The teacher qualification upgrade policy review by the working group</li> <li>2. Presentation of the review to Director TED</li> <li>3. Director present the TQUP to SMT for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. January</li> <li>2. February</li> <li>3. March</li> </ol>	
88AE	Development of communication strategy for the policy	1		<ol style="list-style-type: none"> <li>1. Identify the stakeholders for the communication strategy.</li> <li>2. Develop a communication strategy</li> <li>3. Presentation of the communication strategy to the working group</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. June</li> </ol>	
88AE	Implementation of the communication strategy	1		<ol style="list-style-type: none"> <li>1. Presentation of the communication strategy to the Director TED</li> <li>2. Presentation of the communication strategy to SMT for approval</li> <li>3. The implementation of the communication strategy within the MOET communication policy</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. August</li> <li>3. September</li> <li>4. October</li> <li>5. November</li> </ol>	

				<ol style="list-style-type: none"> <li>4. Development of a communication strategy awareness workshop</li> <li>5. Dialogue with school leaders &amp; teachers on the TQUP</li> </ol>		
88AE	Identifying and working with providers to explore opportunities to support teacher upgrading	1	<ol style="list-style-type: none"> <li>1. Outline an initial programme mapping and prerequisite requirements for teachers professional development with providers</li> <li>2. Review of what different providers have been able to do and the successes and challenges experienced</li> <li>3. Consult the working group with identification of possible providers and programs</li> <li>4. Professional development providers and programs reviewed</li> </ol>	<ol style="list-style-type: none"> <li>1. April</li> <li>2. May</li> <li>3. June</li> <li>4. July</li> </ol>		
88AE	Overseeing the implementation of the policy	1	<ol style="list-style-type: none"> <li>1. The TQUP policy implementation plan is developed</li> <li>2. The implementation plan is categorized into various actions steps. These will include (a) Ongoing, (b) immediate, (c) Medium, (d) long term.</li> <li>3. Overseeing the implementation of the policy by the working group.</li> </ol>	<ol style="list-style-type: none"> <li>1. August</li> <li>2. September</li> </ol>		
88AE	Monitoring and evaluating and reporting on policy implementation	1	<ol style="list-style-type: none"> <li>1. TQUP monitoring and evaluation plan is developed.</li> <li>2. Interviews and focus groups identified and contacted.</li> <li>3. Report produced</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. November</li> </ol>		
88AE	Ongoing development and finalisation of framework and plan	1	<ol style="list-style-type: none"> <li>1. The NTDP plan reviewed by the working group</li> <li>2. Presentation of the review to Director TED.</li> <li>3. Director TED presents the NTDP to SMT for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. 1 March</li> <li>2. 2 April</li> <li>3. 3 May</li> </ol>		
88AE	Costings of the Plan	1	<ol style="list-style-type: none"> <li>1. Identifying the costing elements of the NTDP.</li> <li>2. Consult with Finance MOET on Financial regulations</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. June</li> <li>3. July</li> </ol>		

				3. Presentation of the costings of the Plan to the working Group		
	88AE	Presentation of the Plan to MOET	1	<ol style="list-style-type: none"> <li>1. Presentation of the NTDP to Director TED</li> <li>2. Director presents the NTDP to SMT for approval</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. November</li> </ol>	

## 4.7 Education Commissions and Council

### 4.7.1 Teaching Service Commission

Department	550					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
25. Teacher registration and licensing policy is developed and implemented	55AA	TSC Teacher Register developed, maintained and upgraded.	1	<ol style="list-style-type: none"> <li>1. Update and upgrade Teacher and Registration Module OV</li> <li>2. Teacher Data Entry</li> <li>3. Data Cleaning</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> <li>2. March</li> <li>3. March</li> </ol>	Budget, Lack of HR Capacity, System error
	55AA	Verification and Validation of Teaching License procedures developed and implemented	1	<ol style="list-style-type: none"> <li>1. Ensure that Education Authorities comply with PART 4 of the Teaching Service Act.</li> <li>2. Verification Visit and validate Teaching License cards to piloted schools</li> </ol>	<ol style="list-style-type: none"> <li>1. July</li> <li>2. December</li> </ol>	System error
	55AA	Teacher Registration and Licensing Policy reviewed and approved	1	<ol style="list-style-type: none"> <li>1. Convene workshops</li> <li>2. Review the policy</li> </ol>	<ol style="list-style-type: none"> <li>1. October</li> <li>2. October</li> </ol>	Budget, Lack of HR, Delay of reports from provincial Education Offices
	55AA	Standards for Teacher professional performance developed	1	<ol style="list-style-type: none"> <li>1. TSC, SBM and ICT Stakeholders Consultations</li> <li>2. Finalised its structure in OV</li> <li>3. System approved by the Commission</li> <li>4. Awareness and Training to all stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>1. May</li> <li>2. July</li> <li>3. August</li> <li>4. Sept</li> </ol>	Budget, Lack of HR, Lack of Effective Response from Key Units
	55AA	Teachers Registration and Licensing reported	1	<ol style="list-style-type: none"> <li>1. Teachers New Applications Assessed</li> <li>2. Teachers are registered</li> <li>3. Licences are approved by the Commission</li> <li>4. Teachers are Issued with Licence</li> </ol>	December	Lack of HR, Budget, Arising Unplanned Activities
26. Teaching Service Staff Manual is implemented	55AA	Vanuatu Teacher/ Principal Manual reviewed and finalised.	1	<ol style="list-style-type: none"> <li>1. Review and finalise the manuals documents</li> <li>2. Convene workshops</li> <li>3. Consult with key stakeholders</li> </ol>	<ol style="list-style-type: none"> <li>1. December</li> </ol>	Budget, Lack of HR, Arising Unplanned Activities

				4. Approve and launch the approved manuals		
55AA	Report on Principals, Deputy Principals and Secondary, Primary and ECCE Teachers and Trainers Recruitment	1	1. Financial Visa approved 2. Advertisement positions 3. Assessment of Applications by Panels 4. Interview of shortlisted 5. Appointment by the Commission	1. March 2. April 3. May 4. May 5. June	Lack of HR, Budget, Arising Unplanned Activities	
55AA	Report on Teachers Salary and Incremental Payments	1	1. Assess Teachers Qualification and Performance 2. Financial Visa approval 3. Commission endorsement for regrading.	December	Lack of HR, Budget, Arising Unplanned Activities	
55AA	Report on Teachers Severance	1	1. Compiled Teachers documents 2. Commission endorsement 3. Prepare Calculation for verification by DOFT 4. Payment processed by MoET and DOFT	December	Lack of HR, Budget, Arising Unplanned Activities	
55AA	Report on Principals and Teachers (Extra Responsibility Allowances)	1	1. Commission endorsement 2. Prepare Calculation for Approval and Payment 3. Payment processed by MoET and DOFT	December	Lack of HR, Budget, Arising Unplanned Activities	
55AA	Report on Teachers Child Allowance	1	1. Develop Teachers Child Allowance Policy 2. Assess Teachers Application 3. Commission endorsement 4. Payment processed by MoET and DOFT	1. September 2. December	Lack of HR, Budget, Arising Unplanned Activities	
55AA	Report on Teachers Housing	1	1. Develop Teachers Housing Policy 2. Assess Teachers Application 3. Commission endorsement 4. Payment processed by MoET and DOFT	1. September 2. December	Lack of HR, Budget, Arising Unplanned Activities	
55AA	Review Teacher Study Leave Form	1	1. Consultation with stakeholders 2. Commission endorsement	1. February 2. March	Lack of HR, Budget,	

						Arising Unplanned Activities
55AA	Report on Teachers Study Leave	1	<ol style="list-style-type: none"> <li>1. Assess Teacher Study Leave Application</li> <li>2. Recommendation to Scholarship Board or any funding agencies</li> <li>3. Commission endorsement Final List</li> <li>4. Signing of Bonding Agreement</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. November</li> <li>3. December</li> <li>4. February</li> </ol>		Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Sabbatical Leave	1	<ol style="list-style-type: none"> <li>1. Assess Teacher Sabbatical Leave Application</li> <li>2. Commission endorsement</li> </ol>	December		Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Secondment	1	<ol style="list-style-type: none"> <li>1. Assess Teacher on Secondment Application</li> <li>2. Commission endorsement</li> </ol>	December		Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Sick Leave	1	<ol style="list-style-type: none"> <li>1. Assess Teachers Sick Leave Application</li> <li>2. Commission endorsement</li> </ol>	December		Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Teachers Performance and Training	1	<ol style="list-style-type: none"> <li>1. Work Development Plan Developed</li> <li>2. Reviewing the WP&amp; D Plan and the Staff Member's Work Employees</li> <li>3. Identify the Staff Member's Training and Development</li> <li>4. Keeping Records of Work plan Performances and Development Plans</li> <li>5. Managing Underperformance</li> <li>6. Performance Counselling and Performance Improvement Plan</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. July</li> <li>3. November</li> <li>4. December</li> <li>5. December</li> <li>6. December</li> </ol>		Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Teachers Development	1	<ol style="list-style-type: none"> <li>1. Assessing Training and Development Activities</li> <li>2. Approving attendance at training and Study Courses</li> </ol>	December		Lack of HR, Budget, Arising Unplanned Activities

	55AA	Report on Managing Teachers Discipline	1	<ol style="list-style-type: none"> <li>1. Minor Disciplinary Offenses report by PEOs and Principals</li> <li>2. Suspending Staff from Duty Immediately for misconduct Offences recommended by ESD</li> <li>3. Conduct Disciplinary Investigation</li> <li>4. Disciplinary Determination by the Commission</li> <li>5. Right of Appeal against a decision of the Commission</li> <li>6. Addressed Cases attempting to influence the Commission</li> <li>7. Criminal Offenses</li> </ol>	December	Lack of HR, Budget, Arising Unplanned Activities
	55AA	Report on Managing Cessation of Employment	1	<ol style="list-style-type: none"> <li>1. Age Retirement</li> <li>2. Medical Retirement</li> <li>3. End of Temporary Salaried Employment</li> <li>4. End of Contract Employment period</li> <li>5. Voluntary Resignation</li> <li>6. Dismissal (Disciplinary Offence)</li> <li>7. Dismissal (Under Performance)</li> <li>8. Refusal to Accept a Transfer without Valid Reason</li> <li>9. Death in Service</li> </ol>	December	Lack of HR, Budget, Arising Unplanned Activities
	55AA	Report Teachers, trainers and succession plan is strengthened	1	<ol style="list-style-type: none"> <li>1. Identify number of teachers to be retired in 2024</li> <li>2. Identify the subject or level of teaching needs</li> <li>3. Informed School of Education / Scholarship Unit om areas of needs</li> <li>4. Assist with the integration of new graduates as assist teachers during the transition period</li> </ol>	December	Lack of HR, Budget, Arising Unplanned Activities
31. MoET organizational structure and roles and responsibilities	55AA	TSC Act # 38 of 2013 amendments endorsed by the Government	1	<ol style="list-style-type: none"> <li>1. Consultations with Stakeholders</li> <li>2. Drafting</li> <li>3. Commission endorsement</li> <li>4. Submit to SLO for Gazetting</li> </ol>	December	Lack of HR, Budget, Arising Unplanned Activities

are updated and aligned		TSC Structure reviewed finalised and TSC functions and Services devolved	1	<ol style="list-style-type: none"> <li>1. PSC Endorsement</li> <li>2. TSC Support Staff GRT</li> <li>3. Recruitment or Transfer to new structure vacancies</li> <li>4. Provincial Awareness</li> </ol>	December	Lack of HR, Budget, Arising Unplanned Activities
27. Planning, Budgeting, Financing, and Reporting processes are strengthened	55AA	TSC Strategic Plan 2022 – 2030 implemented	1	<ol style="list-style-type: none"> <li>1. TSC Strategic plan launched</li> <li>2. TSC Cooperate plan developed and launched</li> <li>3. Stakeholders Awareness</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. July</li> </ol>	Lack of HR, Budget, Arising Unplanned Activities
34. OPEN VEMIS become the management tool for MoET	55AA	Develop a well-documented TSC internal Archive Policy/Procedures	1	<ol style="list-style-type: none"> <li>1. 1<sup>st</sup> Draft implemented</li> <li>2. Consultation</li> <li>3. Final Draft</li> <li>4. Launching</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. April</li> <li>3. May</li> <li>4. June</li> </ol>	Time and Budget Constraints, Lack HR capacity
	55AA	Design and Develop an Internal Archive information System to Manage the Access and Retrieval of Data from the Archive Storage	1	<ol style="list-style-type: none"> <li>1. System Design</li> <li>2. System Developed</li> <li>3. Units Deployment for Testing</li> <li>4. Deployment to Live</li> <li>5. Develop User Manual</li> </ol>	<ol style="list-style-type: none"> <li>1. February</li> <li>2. March</li> <li>3. May</li> <li>4. July</li> <li>5. February</li> </ol>	Time and Budget Constraints, Lack HR capacity
	55AA	<p>TSC Internal and external system infrastructure and Software application is connected successfully with external systems</p> <p>Mechanisms implemented to Management Data from the TSC systems and external systems are measured for data quality</p>	1	<ol style="list-style-type: none"> <li>1. Determine and collect user and system requirements</li> <li>2. Requirements Analysis</li> <li>3. Design Software Infrastructure</li> <li>4. Develop a Management Plan</li> <li>5. Design System Integration</li> <li>6. Implement solution</li> <li>7. Perform Maintenance Check</li> </ol>	<ol style="list-style-type: none"> <li>1. March</li> <li>2. March</li> <li>3. May</li> <li>4. July</li> <li>5. August</li> <li>6. September</li> <li>7. December</li> </ol>	Time and Budget Constraints, HR capacity
26 Teaching Service Staff Manual is implemented ( <i>Teaching Service Policy Documents</i> )	55AA	Reviewed and finalised TSC policy documents	1	<ol style="list-style-type: none"> <li>1. Review TSC policy documents</li> <li>2. Convene workshops</li> <li>3. Consult with key stakeholders</li> </ol>	December	Time and Budget Constraints, HR capacity

#### 4.7.2 Vanuatu Qualifications Authority (VQA)

The MoET Planning unit wishes to acknowledge receiving the copy of the 2022 business plan for the Vanuatu Qualification Authority that was prepared and signed by the VQA CEO.

The copy of the VQA business plan will not be inserted into the overall MoET business plan, as the VQA business plan is organized differently (in a different format). However, a copy of the plan was made available to the MoET and it will be made available to all, through the MoET website.