



MINISTRY OF EDUCATION AND TRAINING BUSINESS PLAN 2023 (AMENDED)



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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 2023 *Ministry of Education and Training Business Plan* for the education sector. This is the amended national education plan with emerging priority activities and we expect all development partners to align their programs to support this year's annual plan.

It is come to the ministry's attention to review its 2023 BP after the impact of TC Judy and TC Kevin in March. However, the direction given by PSC is to implement the two plans (MoET Response Plan and 2023 MoET BP) in parallel during the State of Emergency. Since some of the efforts will be focused on the implementation of the MoET TC Judy and TC Kevin Response Plan, the MoET Planning team has anticipated the impact that it will be felt to implement the approved 2023 BP. The amended 2023 BP highlights only the priority activities that each directorate (including all provinces) has agreed to be implemented this year.

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 rolled-out by the Vanuatu Public Service. The COVID 19, TC Harold, TC Judy, and TC Kevin related activities are incorporated into the actions in the plan.

The focus of this business plan is to ensure appropriate activities are identified and implemented to deliver desired outcomes for strengthening management, improved equitable and inclusive access to quality education. This key operational document aims to show how the service delivery will result in progress towards the outcomes and outputs stated in the Ministry's corporate plan. 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.

This year's priority focus will be increasing access to secondary education, TVET and responding to the findings and recommendation of VANTSA and PILNA.

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 contribute 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 Acting Minister John Sull Tariqwetu
Minister of Education and Training



Iati Bergmans
Director General,
Ministry of Education and Training

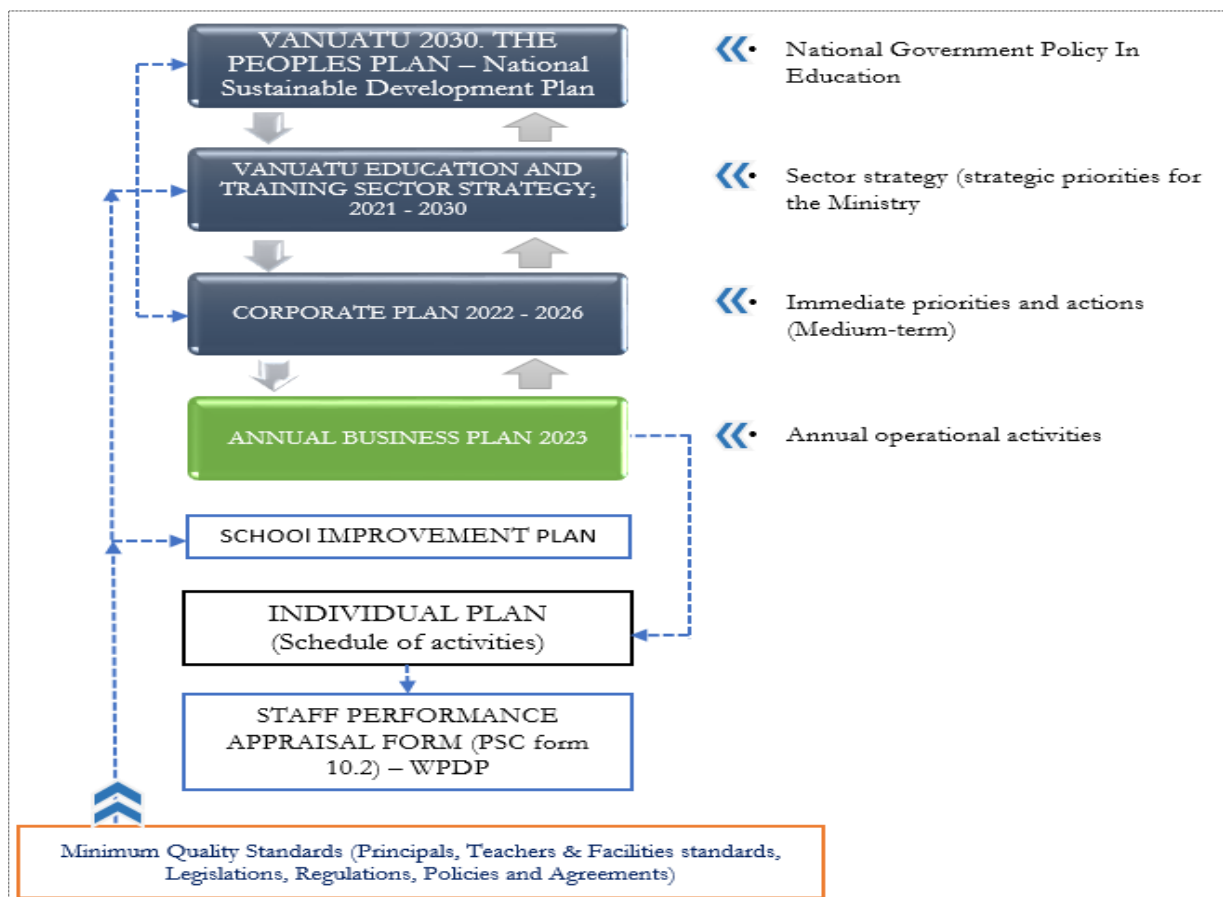
2. INTRODUCTION

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 2023 and the directorates responsible for delivering these outputs.

3. 2023 APPROPRIATED BUDGETS BY DEPARTMENT

3.1. Budget Summary

The 2023 Annual Budget for the Ministry of Education and Training could be summarized as follows:

- Total Annual Budget: **10,070,385,873 VT**
- Payroll Budget: **6,034,553,304 VT**
- Operation Budget: **4,035,832,569 VT**

Operating budget by department summary

Dept. Code.	Dept. Description/Name	Operational Budget by Dept. (VUV)	Proportion by Dept.
510	Cabinet Support	12,372,726	0.3%
530	Education Services Directorate	2,055,383,042	50.9%
540	Director General	10,739,485	0.3%
550	Education commissions & Councils	234,116,686	5.8%
820	Finance and Administration Directorate	216,854,264	5.4%
830	Policy & Planning Directorate	8,313,354	0.2%
880	Tertiary Education Directorate	1,498,053,012	37.1%
Grand Total		4,035,832,569	100%

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.	December	
	51AA	Ministerial conferences	100%	Planned Ministerial conferences are attended	December	
	51AA	Legislation developments & implementation	100%	Legislations are implemented	December	

4.2 Director General's Office

Department	540					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
27. Planning, Budgeting, Financing and Reporting processes are strengthened	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	1. March	Availability of members in the committee. Clash in other activities
	54AA	Issue Directives to review Scholarship Policy. Approval/Signing of the Scholarship Policy	1	1. Liaise with Director Tertiary to ensure directives with regards to scholarship management are considered	1. March	Timeline mostly depends on the units work plan
	54AA	Issue Directives on the TVET Policy. Approval/Signing of the TVET Policy	1	1. Liaise with Director Tertiary to ensure directives with regards to TVET are administered	1. January	Timeline mostly depends on the units work plan
	54AA	Issue Directives on the Drop Out Policy. Approval/Signing of the Drop Out Policy	1	1. Liaise with Director Education Services to ensure out of school directives are administered	1. March	
	54AA	Issue Directives on the Open VEMIS (OV) Policy Approval/Signing of the Open VEMIS (OV) Policy	1	1. Liaise with Director Education Services to ensure out of school directives are considered and administered	1. April	Timeline mostly depends on the units work plan
	54AA	Issue Directive to improve TSC Act and related policies	1	1. Liaise with Teaching Service Commission to strengthen TSC Act with related policies	1. June	Timeline mostly depends on the units work plan
	54AA	Issue Directive to improve VQA Act and related policies	1	1. Liaise with Vanuatu Qualification Authority to strengthen VQA Act with related policies	1. June	Timeline mostly depends on the units work plan
	54AA	Review and approve MoET Corporate Plan	1	1. Liaise with Director Policy and Planning to ensure MoET Corporate plan is reviewed and approved	1. December	Timeline mostly depends on the units work plan
	54AA	Signed MoET Business Plan	1	1. Liaise with Director Policy and Planning to ensure 2024 MoET business plan is reviewed and approved	1. December	Timeline mostly depends on the units work plan

	54AA	Signed MoET Annual Reports	1	1. Liaise with Director Policy and Planning to ensure 2022 MoET annual report is produced.	1. 31 st March	Timeline mostly depends on the units work plan
	54AA	Issue Directive to Director Policy and Planning and Communication officer to Communication Policy	1	1. Liaise with Director Policy and Planning	1. April	Timeline mostly depends on the units work plan
	54AA	Issue directives to Directors to come up with new Policies to lead the Vanuatu Education into the future.	1	1. Liaise with MoET Directors	1. February	Situations that will hinder the progress of Education
	54AA	Issue Directive on the review of the National Curriculum	1	1. Liaise with Director ESD on the review of the National Curriculum	2. August	Timeline mostly depends on the units work plan
	54AA	Issue Directive on Donor Partners coordination	1	1. Liaise with Director Policy and Planning to ensure proper coordination of Donor Partners programs	1. December	
	54AA	Procurement of Co-design & implementation of the Vanuatu Secondary Education Support Programme is implemented	1	1. Co – design & Implement procurement ongoing 2. Finalise Business case 3. Contracting supplier 4. Implementation	1. January - June 2023 2. June 2023 3. June 2023 – December 2022 4. March 2024	Delay in Co – design & Implement procurement process due to termination of contract of previous supplier) MoET driven (involvement of all directorates)
27. Planning, Budgeting, Financing and Reporting processes are strengthened	54AB	No. of School Audit Reports	50	1. Identify schools with high risk for audit 2. Conduct audit field work 3. Prepare draft audit report and submitted to the auditee 4. Prepare final audit report and submitted to the auditee	November	Budget Shortage Delays due to weather Delay audit report due to late submission of required audit information Prolonged implementation of audit recommendations

	54AB	No. of central audit project reports	9	<ol style="list-style-type: none"> 1. Conduct audit field work 2. Prepare draft audit report and submitted to the auditee 3. Prepare final audit report and submitted to the auditee 	November	Delay audit report due to late submission of required audit information.
	54AB	Surprise central audit report (s)	TBD	<ol style="list-style-type: none"> 1. Assess Open VEMIS financial and identify school to audit. 2. Conduct surprise audit at MoET Central level and at schools. Issue audit reports 	November	Availability of financial data in the Open VEMIS.
	54AB	Desktop audit reports	5	<ol style="list-style-type: none"> 1. Conduct desktop audit for sample schools selected. 	1. July	Availability of financial data in the Open VEMIS. Delay of information provided by selected schools.
31. MoET organizational structure and roles and responsibilities are updated and aligned	54AC	MoET structure reviewed and implementation of devolution implemented	6	<ol style="list-style-type: none"> 1. Review MoET structure 2. Devolve the implementation the MoET structure 	1. January – June	MoET Legislation Review Committee will work on this
	54AC	Compliance of policy strengthen through devolution strategy	6	<ol style="list-style-type: none"> 1. Strengthen the compliance of policy through devolution strategy 	1. July	Timeline mostly depends on units' consultation
	54AC	Ministry Quality Management Systems developed and implemented	1	<ol style="list-style-type: none"> 1. Develop and implement a Ministry Quality Management System 	1. January	<ol style="list-style-type: none"> 1. Lack of Human Resource in the Quality and Assurance Unit 2. Review of the MoET Quality Management Frame work will depend on stock take of QA processes

54AC	School support centers established and a policy of school support centers developed	6	<ol style="list-style-type: none"> 1. Establish school support centers in other provinces and 2. Develop a policy for school support centers; 3. Ensure appropriate budgetary and other logistical support for devolution activities in all sectors 	1. March	Review of Structure will take time
54AC	Alignment between TSC and PSC structures strengthen	1	<ol style="list-style-type: none"> 1. Strengthen alignment between Teaching Service Commission (TSC) and PSC structures; and undertake periodic assessment of Ministry organizational structure 	1. April	
54AC	Provincial Education Board reviewed and strengthen	6	<ol style="list-style-type: none"> 1. Devolve relevant functions to the provinces; and review and strengthen existing Provincial Education Boards in each province 	1. April	Review current boards functions to include PSET providers as well
54AC	PSC recruitment processes formalized	TBD	<ol style="list-style-type: none"> 1. Formalize recruitment through PSC processes 	1. January – June	Re-allocation of posts and recruitment of officers will take time
54AC	Professional Development and Capacity Building Planning framework developed and implemented	10	<ol style="list-style-type: none"> 1. Develop and implement continuous professional development and capacity building with MoET 	1. March	Lack of funding professional trainings
54AC	Staff succession plan established with clear costing	1	<ol style="list-style-type: none"> 1. Establish Ministry staff (PSC) and teachers/trainers/lecturers/other staff succession plan with clear costing (PSC / TSC) 	1. August	A lot of Peer Review workshops will be conducted
54AC	Strengthen PSET providers and industries to inform of courses needed in HRDP plan	6	<ol style="list-style-type: none"> 1. Enhance collaboration between PSET providers and industries to inform of courses needed to meet the National Human Resource Development Plan 	1. October	Delay of HRD Officer will impact on this implementation

12.Strengthen Community engagement	54AD	UNESCO Participation Program Project Reports	2	<ol style="list-style-type: none"> 1. Coordinate the overall implementation of projects submitted under 2022/2023 UNESCO Participation Program if Paris Headquarter approved them 2. Settlement of Vanuatu 2023 annual assessed contribution fee. 3. Coordinate the above activity with DFAICET and MFEM 	<ol style="list-style-type: none"> 1. Time frame will depend to the issuance of fund by UNESCO to the recipients 2. Quarter 3 	The action dates may change as the activities depend on the accessibility of the grant/fund as most of the time depending on the process the funds reach the recipients quite late
	54AD	Vanuatu-UNESCO General Conference Participation Report	1	<ol style="list-style-type: none"> 1. Develop COM Paper to request funding 2. Develop participation report 	<ol style="list-style-type: none"> 1. April 2. December 	The Vanuatu participation will depend entirely on the availability of the budget/fund
12.Strengthen community engagement	54AE	No. of registration of communication requests base on our overall MoET activities	TBD	<ol style="list-style-type: none"> 1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication 	December	Comments Lack of Communication tools. Risks Political Interference, Inaccurate Communication.
	54AE	No. of registration of special communication requests base on our overall MoET activities	TBD	<ol style="list-style-type: none"> 1. Register Communication Request 2. Table at DGs meeting 3. Ensure Approval of Communication 	December	Lack of cooperation with divisional/unit heads
27. Planning, Budgeting, Financing and Reporting processes are strengthened	54AF	Procurement Plan Report	1	<ol style="list-style-type: none"> 1. Procurement Awareness on each Provinces. 2. Identifying effective and efficiency approach of procurement at Provincial Level. 	<ol style="list-style-type: none"> 1. November 2. November 	Comment Pending Budget positing. Availability of Humans resources Other committeemen's Risk Unplanned events.

	54AF	Implementation of MoET Procurement Plan	1	<ol style="list-style-type: none"> 1. Coordination of all Request for Tender-RFT. 2. Coordination of Request for Quotation – RFQ 3. Coordination and monitoring of Contracts 	December	<p>Comment Units fail to send Procurement Plan. No capacity to implement Procurement Plan. Risk Data's not realistic. Funds not available.</p>
31. MoET organizational structure and roles and responsibilities are updated and aligned	54AG	Reviewed TSC structure Transitional	1	<ol style="list-style-type: none"> 1. Review staff performance on acting capacity against positions 2. Request Performance Appraisal 3. Request Direct appointments from PSC 4. Arrange meeting 	December	
		Reviewed ESD Structure Transitional	1		December	
		Reviewed PPU Structure Transitional	1		December	
		Reviewed Tertiary Structure Transitional	1		December	
		Review GRT Alignment against GRT Determination	1		December	
	54AG	No. of Advertisement Reports	50	<ol style="list-style-type: none"> 1. Request Financial Visa 2. Request PSC for approval to advertise vacant positions 3. Request Language unit to translate advert in French and Bislama 4. Advertise vacancies 5. Arrange Panellist 6. Shortlist 7. Interview 8. PSC approval of recommended applicant 9. Inducting & Training 	<ol style="list-style-type: none"> 1. January 2. March 3. April 4. April 5. May 6. June 7. July 8. August 9. September 10. October 	
54AG	Performance Agreement Report for DG / Directors	5	<ol style="list-style-type: none"> 1. Issue reminder 2. Collection of Performance Agreements 3. Ensure evidence collected 4. Submit to PSC 	<ol style="list-style-type: none"> 1. July 2. December 		

54AG	Performance Appraisals for all MoET Staff	182	<ol style="list-style-type: none"> 1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile appraisals 5. Submission to PSC 6. Assessment and recommendation of rewards 	<ol style="list-style-type: none"> 1. Feb 2. July 3. December 	
54AG	Submitted Unit Plan	1	<ol style="list-style-type: none"> 1. Issue notice of unit plans 2. Submission of unit plans to DGs Office (EO) 	January	
54AG	Submitted all MoET staff Individual Work plans to PSC	182	<ol style="list-style-type: none"> 1. Issue Reminder 2. Collection of reports 3. Issue notice of outstanding 4. Compile work plans Submission to PSC 	January	
54AG	Training of Employees	20	<ol style="list-style-type: none"> 1. Request received and analyzed against appraisal 2. Identified replacement 3. Approval by superior and DG 4. Submission to PSC 	July August September October	
54AG	Refresher training Reports	6	<ol style="list-style-type: none"> 1. Provide a clear schedule that capture all six provinces 2. Invite PSC team / PSC Rep 3. Invite participants 4. Report submits to DG/ Copy to PSC 	January – October	

4.3 Finance and Administration Directorate

Department	820					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
1. School Financial Management Manual are updated	82AB MEIA	1. Principals complied with procedures in School Financial Management Manual	30	1. Check School Financial Reports for all school in Tanna and Efate and Efate Offshore Islands. 2. Check School Fee Structure for all school in Tanna and Efate and Efate Offshore Islands. 3. Conduct monitoring visits and reporting to 20 primary schools and 6 secondary schools in Tanna and Efate and Efate Offshore Islands.	2nd Quarter and 3rd Quarter	Lack of budget support for PFOs to provide one on one support to Principals; Failure of principals and/or school management to comply with the Manual
	82AB MEIA	2. Training conducted in the six provinces of TORBA, SANMA, PENAMA, MALAMPA, SHEFA & TAFEA.	6	1. Review training materials; 2. Deliver training; 3. Report on training;	4th Quarter	Budget support by DFAT; Change of principals or school finance officers will result in lack of knowledge of Manual
2. Grants are disbursed according to work plan	82AB MEIA	3. Grants and school fee subsidy are paid to schools and institutions.	100%	1. 1st Tranche 30% grants and fee subsidies is paid 2. 2nd Tranche 30% grants and fee subsidies is paid. 3. 3rd Tranche 40% grants and fee subsidies is paid.	Quarterly.	Lack of commitment of Principals to comply with the school grant criteria; Late confirmation from PEOs on schools eligible to receive grants; Cash flow may delay payment of grants;
	82AB MEIA	4. Annual schools reporting produced and disseminated	100%	1. Report to Senior Management on the school's previous year's annual financial report, by each province by March.	2nd 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;
3. School Grant Code updated	82AB MEIA	5. Revised School Grant formula	1	1. Develop research paper 2. Carry out the research 3. Report on the research findings	4th Quarter	- Budget to support research

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						'- Technical support to carry out the research
		6. Grants are paid according to Grant Code	100%	1. Report on Grants and Fee Subsidies paid to schools and institutions	Quarterly	
		7. Training conducted in the six provinces of TORBA, SANMA, PENAMA, MALAMPA, SHEFA & TAFEA.	6	1. Review training materials; 2. Deliver training; 3. Report on training;	4th Quarter	The training of School Grant Code is included in the School Financial Management Manual. Budget support by DFAT; Change of principals or school finance officers will result in lack of knowledge of Grant Code
4. School Minimum Quality Standards (MQS) reviewed and updated	82AC MEIA	8. 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	Quarterly.	Lack of technical capacity
	82AC MEIA	9. Design Standards for primary and secondary schools designed and approved	2	1. Design the following primary school buildings; a) Administration building (1,2, etc streams schools). b) Hybrid classroom c) Hybrid teacher's house 2. Design the following secondary school buildings; a) Administration building (1,2, etc streams schools). b) Computer lab. c) Science Lab. d) Specialized TVET buildings. 3. Approval by MoET Senior Management 4. Procure Independent certification of designs.	Quarterly.	Lack of technical capacity
	82AC MEIA	10. Construction of 4 Classrooms + Office and 1	6	1. Defects liability inspection and Report	Final completion by end year 202	Weather condition, natural disaster can impact

		Dinning Hall for Amelvet Junior Secondary School, Malekula is implemented in accordance to the project timeframe.		<ol style="list-style-type: none"> 2. Completion of defects works (if required) 3. Facilitate final payments documents 		the process of delivering the project.
82AC MEIA	11.	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	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract document 11. Signing of contract 12. Delivery inspection and Report 13. Facilitate Final payment documents. 	Practical completion by June 2023	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	12.	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"> 1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents 	Final completion by end of year <i>(Depends on implementation timeframe and retention period)</i>	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	13.	Procure furniture for 2 Classrooms + Office, for Farun Primary School, Malekula is implemented in accordance to the project timeframe.	1	<ol style="list-style-type: none"> 1. Collection and registration of bids submission. 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Delivery inspection and Report. 9. Facilitate Final payment documents. 	Final completion by end of year <i>(Depends on implementation timeframe and retention period)</i>	Weather condition, natural disaster can impact the process of delivering the project.

82AC MEIA	14. Construction of 4 new classrooms, 2 offices, 1 boys' dormitory, 1 boys' ablution and 1 Girls Dormitory and 1 girls' ablution for Bombua JSS is implemented in accordance to the project timeframe.	10	<ol style="list-style-type: none"> 1. Supervision and reporting from slab to ring beam completion (For Girls Ablution and For Boys Ablution) 2. Supervision and reporting from roof installation to finishing works completion (For Girls Ablution and for Boys Ablution) 3. Supervision and reporting for finishing works (Double classroom with office) 4. Supervision and reporting for finishing works (For Girl's dormitory and For Boys dormitory) 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents 	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	15. Procurement of furniture for 4 new classrooms, 2 offices, 1 boys' dormitory and Girls Dormitory for Bombua JSS is implemented in accordance to the project timeframe.	8	<ol style="list-style-type: none"> 1. Delivery inspection and Report for double classroom. 2. Delivery inspection and Report for double classroom. 3. Delivery inspection and Report for Girls dormitory. 4. Delivery inspection and Report for Boys dormitory. 5. Facilitate Final payment documents. 	Final completion by end December 2023 (<i>Depends on implementation timeframe</i>)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	16. Construction of 2 classrooms and 1 office for the new Show Ground Primary School is implemented in accordance to the project timeframe.	3	<ol style="list-style-type: none"> 1. Preparation of procurement Plan 2. Approval of procurement Plan from CTB 3. Preparation of tender dossier 4. Funding confirms from DoFT 5. Approve Tender dossier and advertise tender 6. Opening and registration of bids 7. Nomination of evaluation panel members 8. Evaluate tender 9. Produce evaluation report 10. Approval of evaluation report 	Implementation timeframe and retention period till December	Weather condition, natural disaster can impact the process of delivering the project.

				<ol style="list-style-type: none"> 11. Preparation and signing of contract documents 12. Supervision and reporting from mobilization to slab completion 13. Supervision and reporting from wall to 1st floor slab completion 14. Supervision and reporting from wall to ring beam completion 15. Supervision and reporting from roof installation to finishing works 16. Practical completion and produce completion certificate 17. Defects liability inspection and Report 18. Completion of defects works (if required) 19. Facilitate final payments documents 		
82AC MEIA	17. Procurement of furniture for 2 classrooms and 1 office for the new Show Ground Primary School is implemented in accordance to the project timeframe.	3	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report 13. Facilitate Final payment documents. 	Final completion by end December 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	18. 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"> 1. Supervision and reporting from roof installation to finishing works (Ablution Building) 2. Supervision and reporting from roof installation (Double Storey Building) to finishing works 3. Practical completion and produce completion certificate 4. Defects liability inspection and Report 	Implementation timeframe and retention period by December 2023	Weather condition, natural disaster can impact the process of delivering the project.	

				<ol style="list-style-type: none"> 5. Completion of defects works (if required) 6. Facilitate final payments documents 		
82AC MEIA	19. Procure furniture for 8 room storeys building for the new Beverly Hills Primary School is implemented in accordance to the project timeframe.	8	<ol style="list-style-type: none"> 1. Collection and registration of bids submission 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Delivery inspection and Report 9. Facilitate Final payment documents. 	Final completion by end February 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	20. 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"> 1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents 	Implementation timeframe and retention period by July 2023	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	21. Procure furniture for 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"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract document 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents. 	Final completion by end September 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	22. Construction of 2 new classrooms & refit 2 damaged classrooms for Avunatari	5	<ol style="list-style-type: none"> 1. Supervision and reporting from demolition to timber and wall 	Implementation timeframe and	Weather condition, natural disaster can impact	

		Primary School is implemented in accordance to the project timeframe.		installation. (Damaged double classroom with office) 2. Supervision and reporting from roof sheet installation to finishing works (Damaged double classroom with office) 3. Supervision and reporting from roof installation (new double classroom) to finishing works. 4. Practical completion and produce completion certificate 5. Defects liability inspection and Report 6. Completion of defects works (if required) 7. Facilitate final payments documents	retention period by July 2023	the process of delivering the project.
82AC MEIA	23.	Procure furniture for 2 new classrooms & refit 2 damaged classrooms for Avunatari Primary School is implemented in accordance to the project timeframe.	5	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report 13. Facilitate Final payment documents.	Final completion by end September 2023 (<i>Depends on implementation timeframe</i>)	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	24.	Construction of 2 new classrooms, 1 boys' dormitory, 1 new boys' ablution & 1 girls' ablution and renovate girls Dormitory at Nandiutu JSS is implemented in accordance to the project timeframe.	6	1. Supervision and reporting from wall to ring beam completion (Double classroom) 2. Supervision and reporting from wall to ring beam completion (Boys dormitory) 3. Supervision and reporting from wall to ring beam completion (Boys Ablution) 4. Supervision and reporting from wall to ring beam completion (Girls Ablution)	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.

				<ol style="list-style-type: none"> 5. Supervision and reporting from roof installation to finishing works (Double Classroom) 6. Supervision and reporting from roof installation to finishing works (Boys Dormitory) 7. Supervision and reporting from roof installation to finishing works (Boys Ablution) 8. Supervision and reporting from roof installation to finishing works (Girls Ablution) 9. Supervision and reporting from Demolition to finishing work and demobilisation 10. Practical completion and produce completion certificate 11. Defects liability inspection and Report 12. Completion of defects works (if required) 13. Facilitate final payments documents 		
82AC MEIA	25. Procure furniture for 2 new classrooms, 1 boys' dormitory, 1 new boys' ablution & 1 girls ablution and upgrade water system for Nandiutu JSS is implemented in accordance to the project timeframe.	5	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report 13. Facilitate Final payment documents. 	Final completion by end September 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	26. Construction of 3 new classrooms for Enkul Primary School is	3	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 	Implementation timeframe and retention period	Weather condition, natural disaster can impact the process of delivering the project.	

		implemented in accordance to the project timeframe.		<ol style="list-style-type: none"> 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract 11. Documents 12. Signing of contract 13. Supervision and reporting from mobilization to slab completion 14. Supervision and reporting from wall to ring beam completion 15. Supervision and reporting from roof installation to demobilization 16. Practical completion and produce completion certificate 17. Defects liability inspection and 18. Report Completion of defects works (if required) 19. Facilitate final payments documents 	till December 2023	
82AC MEIA	27. Procurement of furniture for Enkul PS - 3 classrooms	3	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report 13. Facilitate Final payment documents. 	Final completion by end December 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	28. Construction of 2 new classrooms & refit 2 damaged classrooms with office for	5	<ol style="list-style-type: none"> 1. Supervision and reporting from demolition to timber and wall 	Implementation timeframe and	Weather condition, natural disaster can impact	

		Najaraewelu Primary School is implemented in accordance to the project timeframe.		installation. (Damaged double classroom with office) 2. Supervision and reporting from roof sheet installation to finishing works (Damaged double classroom with office) 3. Supervision and reporting from roof installation (new double classroom) to finishing works. 4. Practical completion and produce completion certificate 5. Defects liability inspection and Report 6. Completion of defects works (if required) 7. Facilitate final payments documents	retention period till June 2023	the process of delivering the project.
82AC MEIA	29.	Procure furniture for 2 new classrooms & refit 2 damaged classrooms with office for Najaraewelu Primary School is implemented in accordance to the project timeframe.	5	1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission 6. Nomination of evaluation panel member 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report 13. Facilitate Final payment documents.	Final completion by end June 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	30.	Construction of 1 new girls' dormitory for Matevulu College is implemented in accordance to the project timeframe.	1	1. Supervision and reporting from finishing works to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	31.	Procurement of furniture for Matevulu College Girls	1	1. Preparation of tender dossier 2. Funding confirmed from DoFT	Final completion by end December	Weather condition, natural disaster can impact

		Dormitory is implemented in accordance to the project timeframe.		<ol style="list-style-type: none"> 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report 13. Facilitate Final payment documents. 	2023 (Depends on implementation timeframe)	the process of delivering the project.
82AC MEIA	32.	Complete construction of 2 New Classrooms with office for Mwast Primary School, Santo implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> 1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents 	Implementation timeframe and retention period till April 2023	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	33.	Construction of 2 new classrooms for Bombua Primary School is implemented in accordance to the project timeframe.	2	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Supervision and reporting from mobilization to slab completion 13. Supervision and reporting from wall to ring beam completion 14. Supervision and reporting from roof installation to demobilization 	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.

				<ul style="list-style-type: none"> 15. Practical completion and produce completion certificate 16. Defects liability inspection and Report 17. Completion of defects works (if required) 18. Facilitate final payments documents 		
82AC MEIA	34. Construction of 2 new classrooms for Paireve Primary School is implemented in accordance to the project timeframe.	2	<ul style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract document 11. Signing of contract 12. Supervision and reporting from mobilization to slab completion 13. Supervision and reporting from wall to ring beam completion 14. Supervision and reporting from roof installation to demobilization 15. Practical completion and produce completion certificate 16. Defects liability inspection and Report 17. Completion of defects works (if required) 18. Facilitate final payments documents 	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	35. Procurement of materials for the construction of 2 new classrooms for Paireve Primary School and 2 new classrooms for Bombua PS on Santo Island is implemented in accordance with the project timeframe.	4	<ul style="list-style-type: none"> 1. Evaluate tender 2. Produce evaluation report 3. Approval of evaluation report 4. Preparation of contract documents 5. Signing of contract 6. Delivery inspection and report for Bombua PS 7. Delivery inspection and report for Paireve PS 	Implementation timeframe March 2023	Weather condition, natural disaster can impact the process of delivering the project.	

				8. Facilitate final payment documents		
82AC MEIA	36. Procurement of furniture for 10 classrooms for Bombua PS, Banban PS, Paireve PS, ST Augustine PS and Tovotovo PS is implemented in accordance to the project timeframe.	10		1. Final delivery inspection and Report.	Final completion by end December 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	37. 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"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Supervision and reporting from mobilization to slab completion 13. Supervision and reporting from wall to ring beam completion 14. Supervision and reporting from roof installation to demobilization 15. Practical completion and produce completion certificate 16. Defects liability inspection and Report 17. Completion of defects works (if required) 18. Facilitate final payments documents 	Implementation timeframe and retention period till June 2023	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	38. Construction of 2 new classrooms for Ambaebulu Primary School is implemented in accordance to the project timeframe.	2		<ol style="list-style-type: none"> 1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.

				4. Completion of defects works (if required) 5. Facilitate final payments documents		
82AC MEIA	39. Construction of 2 new classrooms for Lolovoli Primary School implemented in accordance to the project timeframe.	2	1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	40. Construction of 2 new classrooms for Wasine Primary School is implemented in accordance to the project timeframe.	2	1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Implementation timeframe and retention period till December 2023	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	41. Construction of 2 new classrooms for Bangabulu Primary School is implemented in accordance to the project timeframe.	2	1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Implementation timeframe and retention period till December	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	42. Construction of 2 new classrooms for Vanue Marama Primary School is implemented in accordance to the project timeframe.	2	1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents	Implementation timeframe and retention period till December	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	43. Construction of 2 new classrooms for Vilakalaka Primary School is implemented in accordance to the project timeframe.	2	1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report	Implementation timeframe and retention period till December	Weather condition, natural disaster can impact the process of delivering the project.	

				<ul style="list-style-type: none"> 4. Completion of defects works (if required) 5. Facilitate final payments documents 		
82AC MEIA	44. Procure furniture for Ambae Recovery Program (ARP) funded classrooms for Ambaebulu, Lolovoli, Wasine, Bangabulu, Vanue Marama and Vilakalaka primary schools is implemented in accordance to the project timeframe.	12	<ul style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents. 	Final completion by end December 2023 <i>(Depends on implementation timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	45. Construction of a new Administration and Lecture Theatre building for the Vanuatu National University is implemented in accordance to the project timeframe. (FICOL PROJECT)	2	<ul style="list-style-type: none"> 1. Supervision and reporting from roof installation to demobilization 2. Practical completion and produce completion certificate 3. Defects liability inspection and Report 4. Completion of defects works (if required) 5. Facilitate final payments documents 	Implementation timeframe and retention period till December	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	46. Construction of 4 classrooms for Ecole Centre Ville is implemented in accordance to the project timeframe.	4	<ul style="list-style-type: none"> 1. Preparation of procurement Plan 2. Approval of procurement Plan from CTB 3. Preparation of tender dossier 4. Funding confirmed from DoFT 5. Tender dossier approved 6. Advertise tender 7. Opening and registration of bids 8. Nomination of evaluation panel members 9. Evaluate tender 10. Produce evaluation report 11. Approval of evaluation report 12. Preparation of contract documents 	Implementation timeframe and retention period by December 2023	Weather condition, natural disaster can impact the process of delivering the project.	

				<ul style="list-style-type: none"> 13. Signing of contract 14. Supervision and reporting from mobilization to slab completion 15. Supervision and reporting from wall to 1st floor slab completion 16. Supervision and reporting from wall to ring beam completion 17. Supervision and reporting from roof installation to finishing works 18. Practical completion and produce completion certificate 19. Defects liability inspection and Report 20. Completion of defects works (if required) 21. Facilitate final payments documents 		
82AC MEIA	47. Santo East (PS) - Luganville, Santo. 14 Classrooms (2 double classroom)	14	<ul style="list-style-type: none"> 1. Supervision and reporting from wall to 1st floor slab completion (6 classrooms building) 2. Supervision and reporting from wall to ring beam top floor (6 classroom building) 3. Supervision and reporting from wall to ring beam top floor (8 classroom building) 4. Supervision and reporting from roof installation to finishing works (6 classrooms building) 5. Supervision and reporting from roof installation to finishing works (8 classroom building) 6. Practical completion and produce completion certificate 7. Defects liability inspection and Report 8. Completion of defects works (if required) 9. Facilitate final payments documents 	Practical completion by December 2023; Final completion 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	48. Procurement of furniture for Santo East PS - 14 classrooms,	14	<ul style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 	Final completion by end December February <i>(Depends on</i>	Weather condition, natural disaster can impact the process of delivering the project.	

				<ol style="list-style-type: none"> 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents. 	<i>implementation timeframe)</i>	
82AC MEIA	49. Sarakata (PS) - Luganville, Santo. Renovation of 4 classroom, 1 Admin	5	<ol style="list-style-type: none"> 1. Defects liability inspection and Report 2. Completion of defects works (if required) 3. Facilitate final payments documents 	Practical completion by December 2022; Final completion end of August 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	50. Fanafo (PS) Canal Fanafo, Santo. Build 4 classroom & 1 Admin	5	<ol style="list-style-type: none"> 1. Supervision and reporting from wall to ring beam completion (Admin/office) 2. Supervision and reporting from wall to ring beam completion (4 classroom building) 3. Supervision and reporting from roof installation to finishing works (Admin/office) 4. Supervision and reporting from roof installation to finishing works (4 classroom building) 5. Practical completion and produce completion certificate 6. Defects liability inspection and Report 7. Completion of defects works (if required) 8. Facilitate final payments documents 	Practical completion by July 2023; Final completion by end of the year 2023; <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	51. Procurement of furniture for Fanafo PS - 7 classrooms.	5	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 	Final completion September 2023 <i>(Based on</i>	Weather condition, natural disaster can impact	

				<ol style="list-style-type: none"> 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents. 	<i>implementation plan and timeframe)</i>	the process of delivering the project.
82AC MEIA	52. Luganville Adventist School (PS) - Repair of 8 Classroom	8	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Supervision and reporting from mobilization to demolition 9. Supervision and reporting from roof installation to finishing works completion 10. Practical completion and produce completion certificate 11. Defects liability inspection and Report 12. Completion of defects works (if required) 13. Facilitate final payments documents 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	53. Vovlei (PS) build 2 classrooms	2	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	

				<ol style="list-style-type: none"> 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 		
82AC MEIA	54. Tavumae (PS) Construction of 3 Classroom and 1 office	4	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	Practical completion by December 2023; Final completion by end of the year <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	55. Procurement of furniture for Tavumae PS and Vovlei PS - 5 classrooms and 1 office,	6	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 	Final completion by December 2023 <i>(Based on</i>	Weather condition, natural disaster can impact the process of delivering the project.	

				<ol style="list-style-type: none"> 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents. 	<i>implementation plan and timeframe)</i>	
82AC MEIA	56. St. Henri (Lonfis) (PS) Construction of 3 classrooms	3	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	57. Londar (Baie-Martelli) (PS) - Construction of 2 classrooms with office	3	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on</i>	Weather condition, natural disaster can impact the process of delivering the project.	

				<ol style="list-style-type: none"> 7. Signing of contract 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	<i>implementation plan and timeframe)</i>	
82AC MEIA	58. Baie-Barrier (PS) Construction of 2 classrooms	2	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	59. Procurement of furniture for Saint Henri, PS Baie Barrier	8	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 	Final completion by end of the year 2023 <i>(Based on</i>	Weather condition, natural disaster can impact	

		PS and Londar PS - 7 classrooms and 1 office		<ol style="list-style-type: none"> 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents. 	<i>implementation plan and timeframe)</i>	the process of delivering the project.
82AC MEIA	60.	Rangusuku (PS) - Construction of 3 Classroom	3	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	61.	Pangi (PS) - Construction of 2 Classroom	2	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on</i>	Weather condition, natural disaster can impact the process of delivering the project.

				<ol style="list-style-type: none"> 6. Preparation of contract documents 7. Signing of contract 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	<i>implementation plan and timeframe)</i>	
82AC MEIA	62. Melsisi (PS) Construction of 5 classrooms with Office	5	<ol style="list-style-type: none"> 1. Opening and registration of bids 2. Nomination of evaluation panel members 3. Evaluate tender 4. Produce evaluation report 5. Approval of evaluation report 6. Preparation of contract documents 7. Signing of contract 8. Supervision and reporting from mobilization to slab completion 9. Supervision and reporting from wall to 1st floor slab completion 10. Supervision and reporting from wall to ring beam completion 11. Supervision and reporting from roof installation to finishing works 12. Practical completion and produce completion certificate 13. Defects liability inspection and Report 14. Completion of defects works (if required) 15. Facilitate final payments documents 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	

82AC MEIA	63. Procurement of furniture for Pangi PS, Rangsuksuk PS and Melsisi PS - 7 classrooms	7	<ol style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report. 13. Facilitate Final payment documents. 	Final completion by end of the year 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.
82AC MEIA	64. Lycée de Luganville, Construction of 9 classrooms, 3 Teachers house, 1 library, 2 boys' dormitory, 2 girls' dormitory, 1 boys ablution block, 1 girls ablution block.	2	<ol style="list-style-type: none"> 1. Preparation of procurement Plan 2. Approval of procurement Plan from CTB 3. Preparation of tender dossier 4. Funding confirmed from DoFT 5. Tender dossier approved 6. Advertise tender 7. Opening and registration of bids 8. Nomination of evaluation panel members 9. Evaluate tender 10. Produce evaluation report 11. Approval of evaluation report 12. Preparation of contract documents 13. Signing of contract 14. Supervision and reporting from mobilization to Demolition works 15. Supervision and reporting from Earth work to slab completion (Triple classroom x 3) 16. Supervision and reporting from Earth work to slab completion (Boys Dormitory x 2) 	Practical completion by December 2023; Final completion by end of the year 2024 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.

				<ol style="list-style-type: none"> 17. Supervision and reporting from Earth work to slab completion (Boys Ablution) 18. Supervision and reporting from Earth work to slab completion (Girls Dormitory x 2) 19. Supervision and reporting from Earth work to slab completion (Girls Ablution) 20. Supervision and reporting from Earth work to slab completion (Dining Hall) 21. Supervision and reporting from wall to ring beam completion (Triple classroom x 3) Supervision and reporting from wall to ring beam completion (Boys dormitory x2) 22. Supervision and reporting from wall to ring beam completion (Boys Ablution) 23. Supervision and reporting from wall to ring beam completion (Girl's dormitory x 2) 24. Supervision and reporting from wall to ring beam completion (Girls Ablution) 25. Supervision and reporting from wall to ring beam completion (Dining Hall) 26. Supervision and reporting from roof installation to finishing works (Triple classroom x 3) 27. Supervision and reporting from roof installation to finishing works (Boys Dormitory x 2) 28. Supervision and reporting from roof installation to finishing works (Boys Ablution) 29. Supervision and reporting from roof installation to finishing works (Girls Dormitory) 30. Supervision and reporting from roof installation to finishing works (Girls Ablution) 	
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				<ul style="list-style-type: none"> 31. Supervision and reporting from roof installation to finishing works (Dining Hall) 32. Practical completion and produce completion certificate 33. Defects liability inspection and Report 36. Completion of defects works (if required) 34. Facilitate final payments documents 		
82AC MEIA	65. Procurement of furniture for Lycée de Luganville - classrooms.	2	<ul style="list-style-type: none"> 1. Preparation of tender dossier 2. Funding confirmed from DoFT 3. Tender dossier approved 4. Advertise tender 5. Collection and registration of bids submission. 6. Nomination of evaluation panel members 7. Evaluate tender 8. Produce evaluation report 9. Approval of evaluation report 10. Preparation of contract documents 11. Signing of contract 12. Delivery inspection and Report classrooms furniture. 13. Delivery inspection and Report dormitories furniture. 14. Facilitate Final payment documents. 	Practical completion by December 2023 <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
82AC MEIA	66. Construction of Inclusive Education Resource Center and Early Childhood Care Education Classrooms at the Vanuatu National University School of Education.	2	<ul style="list-style-type: none"> 1. Preparation of procurement Plan 2. Approval of procurement Plan from CTB 3. Preparation of tender dossier 4. Funding confirmed from DoFT 5. Tender dossier approved 6. Advertise tender 7. Opening and registration of bids 8. Nomination of evaluation panel members 9. Evaluate tender 10. Produce evaluation report 11. Approval of evaluation report 	December 2023	Weather condition, natural disaster can impact the process of delivering the project.	

				<ul style="list-style-type: none"> 12. Preparation of contract documents 13. Signing of contract 14. Supervision and reporting from mobilization to slab completion 15. Supervision and reporting from wall to 1st floor slab completion 16. Supervision and reporting from wall to ring beam completion 17. Supervision and reporting from roof installation to finishing works 18. Practical completion and produce completion certificate 19. Defects liability inspection and Report 20. Completion of defects works (if required) 21. Facilitate final payments documents 		
82AC MEIA	67. Concept design submitted for approval & funding consideration for Central Office Building, CDU Office Building and TSC Building	4	<ul style="list-style-type: none"> 1. Liaise with Architects Consultants to obtain quotation 2. Submit quotation for approval 3. Formalise procurement process 4. Sign contract 5. Liaise with Contractor to complete concept design 6. Finalise concept design for approval and funding. 	December	Budget constraint for building construction	
82AC MEIA	68. Repair of two Provincial MoET Office Building	2	<ul style="list-style-type: none"> 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 by December; Final completion by end of the year <i>(Based on implementation plan and timeframe)</i>	Weather condition, natural disaster can impact the process of delivering the project.	
	69. Repair of MoET Central Fencing		<ul style="list-style-type: none"> 1. Prepare RFQ documents 2. Finance Budget Approval 3. CTB Approval 4. Contract award 5. Contract Supervision stage 6. Issuance of Completion Certificate. 7. Final payment 			

		70. Implementation of Minor Damages from TC Judy & Kevin		<ol style="list-style-type: none"> 1. Prepare RFQ documents 2. Finance Budget Approval 3. CTB Approval 4. Contract award 5. Contract Supervision stage 6. Issuance of Completion Certificate. 7. Final payment 		
		71. Detail Assessment of TC Judy & Kevin		<ol style="list-style-type: none"> 1. Review of Rapid Assessment forms from All Provinces 2. Update Proposed recovery template 3. Discussed costings 4. Finalise cost 5. Submit to final report to Infrastructure Cluster and DSPPAC 		
		72. Repair of Sky Garden Building		<ol style="list-style-type: none"> 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 	4 th Quarter	Weather condition, natural disaster can impact the process of delivering the
		73. Repair of Scholarships Office Building		<ol style="list-style-type: none"> 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 	4 th Quarter	Weather condition, natural disaster can impact the process of delivering the project
5. Asset Master Plan developed and approved	82AC MEIA	74. Updated Asset Registry	2	<ol style="list-style-type: none"> 1. Asset Registry Report for 2021 is submitted by February 2023 2. Conduct tangible asset inventory and reporting. 	2 nd & 4 th Quarter	Incomplete module development
6. School MQS reviewed and updated	82AC MEIA	75. Approved revised School Maintenance Manual	1	<ol style="list-style-type: none"> 1. Develop School Maintenance Manual. 2. TOT Training on School Maintenance Manual. 3. Finalize School Maintenance Manual. 4. Translation 5. Printing & distribution 	4 th Quarter	Lack of technical capacity
	82AC MEIA	76. Training of Maintenance Manual		<ol style="list-style-type: none"> 1. Confirm training date 2. Make Bookings for traveling PMO 	2 nd Quarter 2023	Lack of technical capacity

				<ol style="list-style-type: none"> 3. Prepare DSA and Accommodation with related imprest cost 4. Convent training 		
82AC MEIA	77. Support provided to Torba, Sanma and Shefa Schools on internet connectivity	4	<ol style="list-style-type: none"> 1. Request Internet service provider to provide access to monitoring portal for internet connection for TORBA, SANMA and SHEFA schools. 2. Provide on demand technical advice and trouble shoot issues with internet connectivity. 3. Schools requesting support for internet connectivity are reported in the quarterly reports. 	Quarterly	Schools cannot afford their monthly subscription and the internet connection is disconnected.	
82AC MEIA	78. Support provided to schools (Primary and Secondary) on Government Email, and continues distributions of email to new registered schools.	6	<ol style="list-style-type: none"> 1. Distribution of school email to all new registered schools. 2. Support provided on school's government email accounts. 3. Provide quarterly report on the school's government emails. 	Quarterly	Schools located in remote area have difficulty to electricity and poor network coverage to access school email.	
82AC MEIA	79. VoIP distribution to 15 schools in each province (primary & secondary) and training of school admin staff on how to use softphone to access VoIP.	90	<ol style="list-style-type: none"> 1. Liaise with OGCI0 to purchase Softphone license for registered schools. 2. Roll out of VoIP softphone to 90 schools during provincial preventive visits. 3. Provide training to admin and principal on how to use softphone to access VoIP calls. 4. Provide report on the schools VoIP lines. 	Quarterly	Schools located in remote area have difficulty to electricity and poor network coverage to access school email.	
82AC MEIA	80. Trueconf Application distribution to 20 schools in each province (primary & secondary) and Training provided to school admin and principal on how to use Trueconf for video conferencing.	120	<ol style="list-style-type: none"> 1. Work with OGCI0 and VESP to purchase schools VoIP license. 2. Liaise with OGCI0 to create schools Trueconf account, and create Schools Trueconf group by province. 3. Roll out of Trueconf to schools during provincial preventive visits and teachers' trainings. 	Quarterly	Schools located in remote area have difficulty to electricity and poor network coverage to access school email.	

				<ol style="list-style-type: none"> 4. Provide training to school's admin staff and principal on how to use Trueconf application for video conferencing. 5. Provide report on schools Trueconf roll out. 		
	82AC MEIA	81. 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"> 1. Keep a record of requests from schools. 2. Prioritised and schedule implementation of requests and get IT Manager approval 3. Schools on demand support is reported in the quarterly reports. 	Quarterly	Activity is on an on-demand basis
	82AC MEIA	82. A report produced on the support in the form of advice and guidance given to schools on existing Learning Management Systems	1	<ol style="list-style-type: none"> 1. Keep a record of requests from schools. 2. Provide advice to schools on existing LMS 3. Schools on demand support is reported in the quarterly reports. 	2nd Quarter & 4th Quarter	Activity is on an on-demand basis
	82AC MEIA	83. Develop standard School Learning management System for primary and secondary schools.	4	<ol style="list-style-type: none"> 1. Liaise with OGCIO for Moodle server configuration. 2. System Requirement gathering 3. Design the Moodle platform 4. Built, Configure and test LMS 5. Develop technical training manual for CDU & EAU users, school IT officers, and users. 6. Conduct training for CDU & EAU Users, IT teachers, and users. 7. Provide report on the progress of the activity. 8. Work with SPFSC on year 13 LMS 	4th Quarter	Lack of human resource (Need more and dedicated system developers)
	82AC MEIA	84. Provide advice and assistant to interested schools who wishes to have their website develop and schools who wishes to use.edu.vu domain.	4	<ol style="list-style-type: none"> 1. Provide advice to interested schools 2. Requirement gathering 3. Design and Develop 4. Implementation and testing 5. Provide training to schools IT staff 	4th Quarter	Delay in response from OGCIO, MOET ITU human resources, SPFSC technical team availability.
8. Asset Master Plan developed and approved	82AC MEIA	85. At least 20 schools land records updated on Open VEMIS.	20	<ol style="list-style-type: none"> 1. Data entry of Land information into Open VEMIS. 	Quarterly.	System error causing delay

				2. Update on data entry of Land information into Open VEMIS is reported in Quarterly Reports.		
82AC MEIA	86. Delivery of Asset Master Plan			1. Liaise with TA to finalise Asset Master plan 2. Presentation of Asset Master Plan	December 2023	Availability of raw data for each school.
82AC MEIA	87. Finalise Special Lease for land that schools and institutions are located on.	8		1. Submit list of schools to be surveyed to Department of Lands for Lehili JSS, Noiawia PS, Amelvet JSS, Jnobel Makenzie PS and Banban PS. 2. Request the Department of Lands Survey Unit to provide a cadester survey plan one the four schools. 3. Request Ministry of Lands to prepare Lease document.	December	Registration process own by Ministry of Lands
82AC MEIA	88. Acquisition of school and institution land for Rensarie College, Neramb PS and Port Resolution PS	3		1. Submit Rensarie College, Neramb PS and Port Resolution PS Lands Owners request for land acquisition to MoET Senior Management for approval. 2. Held Consultation meeting with Landowners. 3. Request MoL to provide acquisition Valuation Certificate. 4. Submit Acquisition paper to COM for endorsement. 5. Request SLO to prepare deed of release. 6. Request for final payment from MoET to MoL and Ministry of Finance	December	External process owns by Ministry of Lands
82AC MEIA	89. Land rent review for Iatap PS, Lounahunu PS, Neramb PS, Tisman PS, Finmavis PS, Volovuhu PS, Erakor PS, Aligu PS, Pangi PS, Lolovoli PS, Avunatari PS, Volvle PS, Nottage PS, Epi High School and Eratap PS request submitted to Director of Lands	20		1. Prepare request for land rent review letter and send letter to Department of Lands. 2. Payment of land rent to school land owners. 3. Register in Open VEMIS.	4th Quarter	External process owns by Ministry of Lands

	82AC MEIA	90. Outstanding land rent paid in Torba, Sanma, Penama, Malampa, Shefa and Tafea	6	<ol style="list-style-type: none"> 1. Submit outstanding land rent for payment. 2. Pay outstanding land rent to land owners. 3. Update data in Open VEMIS. 4. Remind schools in writing on payment of land rent from 2023. 5. Provide awareness in 6 provinces 	4th Quarter	External process owns by Ministry of Lands
	82AC MEIA	91. Negotiator Applications submitted to Customary Land Management Office.	10	<ol style="list-style-type: none"> 1. Assist land owners to complete application form for approval by Director. 2. Send applications to Customary Land Management Office. 3. Register in Open VEMIS. 	4th Quarter	External process owns by Ministry of Lands
	82AC MEIA	92. Training conducted to 6 Provincial Officer in the six provinces;	2	<ol style="list-style-type: none"> 1. Develop training materials; 2. Coordinate training dates; 3. Deliver training; 4. Monitor and report on training; 	3rd Quarter	External process owns by Ministry of Lands
9. Children have equitable access to HPS and WASH in Schools (WinS) facilities	82AC MEIA	93. Wash in Schools facilities constructed	10	<ol style="list-style-type: none"> 1. Contract management of 10 schools WASH in School facilities. 	4th Quarter	Supply of Materials from Hardware, Logistics could pose a problem to delay activities
10. Strengthen Community Engagement	82AC MEIA	94. Increased internet connectivity for schools and institutions	46	<ol style="list-style-type: none"> 1. Attend Technical Advisory Group meeting hosted by OGCIO. 2. Maintained work collaboration with OGCIO on any school connectivity activities 3. Maintained communication and attend any TRBR meeting regarding school connectivity. 4. Send a memo informing all staff to inform that IT is the focal point for MoET and ISPs on school connectivity 5. Implementation of internet connectivity in 7 schools in Sanma, 12 Schools in Malampa, 10 schools in Penama, 10 schools in shefa, and 7 schools in Tafea Province. 6. Schools' internet connectivity support is reported in the quarterly reports. 	Quarterly	Air Vanuatu Issue with flight schedule & Pandemic lockdown.

		95. Implementation of Provincial Education Office Redundant Lines for Internet Connectivity & VoIP Access.		1. Provide detail standard specification 2. work with procurement for tender process 3. contract finalize 4. implementation 5. progress report 5 Final reporting	2 nd -4 th Quarter	
	82AC MEIA	96. MoET agreement with ISP providers (Vodafone & Digicel) to keep Open VEMIS zero-rated on their network is maintained.	4	1. Manage MoET Agreement with ISP providers. 2. Open VEMIS access on Vodafone and Digicel network is reported in the quarterly reports.	Quarterly	
	82AC MEIA	97. MoET special agreement with ISP providers (Vodafone & Digicel) to keep LMS, school websites and other educational sites zero-rated on their network.	4	1. Manage MoET Agreement with ISP providers. 2. Schools Websites, Moodle and other educational sites access on Vodafone and Digicel network is reported in the quarterly reports.	Quarterly	Traffic congestion on Digicel and Vodafone network.
	82AC MEIA	98. Regular meetings with donor partners	10	1. Attend meetings; 2. Implement decisions from monthly meets;	Quarterly	Delay of implementation of projects;
27. Planning, Budgeting, Financing and Reporting processes are strengthened	82AB MEIA	99. Draft 2024 Business Plan produced	1	1. Meet with Managers to confirm key activities of the Business Plan 2024. 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 2024 to Policy and Planning.	2nd Quarter	
	82AB MEIA	100. Approved Business Plan 2024.	1	1. Meet with Managers to finalise Business Plan 2024. 2. Director meets with all staff to familiarize staff with Business Plan 2024. 3. Submit Final Business Plan 2024 to Policy and Planning.	4th Quarter	

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82AB MEIA	101.Quarterly reporting on the Business Plan 2023.	4	<ol style="list-style-type: none"> 1. Meet with Managers to report on activities of the Business Plan 2023. 2. Managers to complete the Quarterly Report 3. Submit Quarterly Report. to Policy and Planning. 	Quarterly	
82AB MEIA	102.Staff Performance Review Appraisal	2	<ol style="list-style-type: none"> 1. Meet with Managers to review the Work Development (Performance) Plan 2023. 2. Director, Managers, and staff review their Work Development (Performance) Plan 2023. 3. Submit Work Development (Performance) Plan 2023 to HR Unit. 	2nd & 4th Quarter	
82AB MEIA	103.2022 Annual budget and expenditure analysis reporting	1	<ol style="list-style-type: none"> 1. Prepare expenditure analysis for budget 2022 implementation 2. Comparison of expenditure with 2021 3. Submit to UIS the Budget 2022 report; 4. Submit to PSC the Budget 2022 report; 5. Submit to DoFT the Budget 2022 report 	Quarter – Delayed to 2 nd Quarter	Delay in issuing reports; Lack of general website to upload reports so that staff are able to access and view the reports;
82AB MEIA	104.Budget and expenditure analysis reporting of 2022 budget.	4	<ol style="list-style-type: none"> 1. Prepare expenditure analysis for budget 2022 implementation 2. All budget movements (advances and virements) processed 3. Supplementary Budget is prepared and submitted to DoFT. 	Quarterly.	Delay in issuing reports; Lack of general website to upload reports so that staff are able to access and view the reports;
82AB MEIA	105.Annual Budget 2024 is submitted to Department of Finance & Treasury.	2	<ol style="list-style-type: none"> 1. Prepare presentation for the planning & budget workshop 2. Planning, budgeting, and reporting workshop is conducted 3. Annual budget 2024 is submitted. 	2nd Quarter	Budget constraints to conduct workshops in each province; Delay in response from managers on proposed activities for 2023;
82AB MEIA	106.Approved Information Technology Policy and implementation plan	1	<ol style="list-style-type: none"> 1. Develop draft IT Policy & its Implementation plan 2. Consultation of IT Policy and implementation plan 3. Finalize IT Policy and implementation plan 4. Translation into French 	4 th Quarter	

				5. Printing 6. Distribution		
	82AB MEIA	107. Monitoring of implementation of Finance Policy & Procedures	1	1. Develop training/awareness materials on the Finance Policy & Procedures. 2. Deliver training/awareness to MoET staff at central and provincial level. 3. Random monitoring of staff compliance with Finance Policy. 4. Submit report of staff non-compliance with Finance Policy, if any.	4th Quarter	Insufficient budget support to conduct consultation and awareness on Finance Policy;
	82AB MEIA	109. Approved Asset Management Policy and implementation plan	1	1. Develop Asset Management Policy 2. Develop Asset Management Policy and implementation plan 3. Consultation of Asset Management Policy and implementation plan 4. Finalize Asset Management Policy and implementation plan 5. Translation into French 6. Printing 7. Distribution	2nd Quarter	
12. MoET organisational structure and roles and responsibilities are updated and aligned	82AA MEIA	110. Division Finance & Administration organizational structure reviewed and submitted to Director General	1	1. Submit DFA new structure to Human Resource Unit. 2. Implementation of DFA structure after approval by PSC;	4th Quarter	Budget support may not be available for new positions;
34.OPEN VEMIS data becomes the management tool for MoET	82AB MEIA	111. School Financial Management Manual is incorporated in the Management & Leadership Degree Program at School of Education	1	1. Continue to dialogue with Principal SoE on SFMM to be part of the Management & Leadership Degree Program at SoE; 2. Assist to revise course materials to be included in Program. 3. Assist to carry out training on course content.	4th Quarter	
	82AB MEIA	112. Implementation of Finance Module	1	1. Request IT to produce report on use of Open VEMIS by all schools. 2. Check and report on schools that are using Open VEMIS to enter Receivables and payables.	2nd & 4th Quarter	Failure of principals and/or school management to use Open VEMIS; Lack of internet connectivity in some schools;

				<ol style="list-style-type: none"> 3. Check and report on schools that use Open VEMIS to produce monthly Financial Reports. 4. Conduct monitoring visits and reporting for selected schools which are not using Open VEMIS Finance Module. 		
82AB MEIA	113. Training is provided to all provinces on Finance Module in Open VEMIS.	6	<ol style="list-style-type: none"> 1. Develop training materials; 2. Deliver training; 3. Report on training; 	4th quarter	<p>Failure of principals and/or school management to use Open VEMIS;</p> <p>Lack of internet connectivity in some schools;</p>	
82AB MEIA	114. Upgraded Finance Module and reporting	4	<ol style="list-style-type: none"> 1. Do requirement analysis on the Finance Module for improvements 2. Built the functions required in to the Finance Module in Open VEMIS system 3. Finance Module upgrade is reported in the quarterly reports. 	Each Quarter commencing 2 nd quarter	Lack of capacity to develop module	
82AB MEIA	115. Upgraded School Grant Calculator Module and reporting	4	<ol style="list-style-type: none"> 1. Do requirement analysis on the School Grant Calculator Module for improvements. 2. Built the functions required in to the School Grant Calculator in Open VEMIS system 3. School Grant Calculator upgrade is reported in the quarterly reports. 	Each Quarter	Lack of capacity to develop module	
82AC MEIA	116. Asset Management Module guide is implemented for land management registry and school's asset survey and school assets	1	<ol style="list-style-type: none"> 1. Translation of Asset Management Module into French 2. Printing of Asset Management Module; 3. Distribution of Asset Management Module. 	2 nd 3 rd Quarter	<p>Failure of principals and/or school management to use Open VEMIS;</p> <p>Lack of internet connectivity in some schools;</p>	
82AB MEIA	117. Training is provided to all provinces on Asset Management Module in Open VEMIS.	6	<ol style="list-style-type: none"> 1. Review of Asset Management Module. 2. Develop training materials; 3. Coordinate training dates; 4. Deliver training; 	2nd Quarter	Failure of principals and/or school management to use Open VEMIS;	

				5. Monitor and report on training;		Lack of internet connectivity in some schools;
82AD MEIA	118. Maintained Network File Drive for each Units in MoET.	1	<ol style="list-style-type: none"> 1. Ongoing maintenance of Network File Drive for each Units in MoET. 2. Maintenance of Network Shared Drives is reported in the quarterly reports. 3. Update documentation of Network Drive 4. Provide quarterly report on MOET network drive 	4th Quarter		
82AC MEIA	119. Proposal for a new archive building with costed designs	1	<ol style="list-style-type: none"> 1. Develop a proposal for new archive building; 2. Designing of new archive building; 3. Costing of new archive building; 	3rd Quarter		Covid Pandemic
82AD MEIA	120. Integration between Open VEMIS and Civil Registry system, Smart Stream, PacSIMs and Scholarship system are maintenance	4	<ol style="list-style-type: none"> 1. Maintain the connectivity that link Open VEMIS with Civil Registry system, Smart Stream, PacSIMs and Scholarship system to be always active and operational 2. Connectivity of Open VEMIS with Civil Registry system, Smart Stream, PacSIMs and Scholarship system is reported in the quarterly reports. 	4 th Quarter		Lack of human resource (Need OVEVIS consultant)
82AD MEIA	121. Upgraded Finance Module and reporting	4	<ol style="list-style-type: none"> 1. Do requirement analysis on the Finance Module for improvements. 2. Built the functions required in to the Finance Module in Open VEMIS system 3. Finance Module upgrade is reported in the quarterly reports. 	Each Quarter		Lack of human resource (Need more dedicated developer)
82AD MEIA	122. Upgraded Student Module and reporting	4	<ol style="list-style-type: none"> 1. Develop scope of work for the Upgraded of Student Module and reporting to be outsourced. 2. Upgraded Student Module and reporting is reported in the quarterly reports. 	Each Quarter		Lack of human resource (Need more dedicated developer)

82AD MEIA	123. Upgraded Teacher Module and reporting	4	<ol style="list-style-type: none"> 1. Develop scope of work for the Upgraded of Teacher Module and reporting to be outsourced. 2. Upgraded Teacher Module and reporting is reported in the quarterly reports. 	Each Quarter	Lack of human resource (Need more dedicated developer)
82AD MEIA	124. Upgraded Asset Management Module and reporting	1	<ol style="list-style-type: none"> 1. Do requirement analysis on the Asset Management Module for improvements 2. Built the functions required in to the Asset Management Module in Open VEMIS system. 3. Transfer of data on Asset Value Pro (AVP) to Open VEMIS module. 	3 rd Quarter	Lack of human resource (Need more dedicated developer)
82AD MEIA	125. PSET module maintenance and reporting	4	<ol style="list-style-type: none"> 1. Maintain the PSET Module so be operational and accessible to MoET staff, VQA staff and institutions 2. Maintenance of the PSET Module to be always operational and accessible is reported in the quarterly reports. 	Each Quarter	Lack of human resource (Need more dedicated developer)
82AD MEIA	126. Development of Harmonized Standards Monitoring Tools	4	<ol style="list-style-type: none"> 1. Develop scope of work for the Development of Harmonized Standards Monitoring Tools to be outsourced. 2. Development of Harmonized Standards Monitoring Tools is reported in the quarterly reports. 	Each Quarter	Lack of human resource (Need more dedicated developer)
82AD MEIA	127. Upgrade of Examinations & Assessment - VANSTA module	1	<ol style="list-style-type: none"> 1. Support VANSTA module 2. Provide quarterly report 	Each Quarter	
82AD MEIA	128. Development of Examinations & Assessment - Year 10 assessment module	1	<ol style="list-style-type: none"> 1. Requirement gathering 2. Design the module 3. Built the module and test it 4. Provide TOT training to Examination & Assessment staffs 	4 th Quarter	Lack of human resource (Need more dedicated developer)
82AD MEIA	129. Support provided to Scholarship System	1	<ol style="list-style-type: none"> 1. Maintain current scholarship system; 2. Develop an analysis report on the existing Scholarship system; 3. Present report to Senior Management for approval for implementation. 	4 th Quarter	Lack of human resource (Need more dedicated developers)

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	82AD MEIA	130. Open VEMIS Data Analytics & Reporting	1	<ol style="list-style-type: none"> 1. Develop a generic dashboard tool that can be used to view and analyze education indicators. 2. Develop Data Warehouse 3. Provide training on how to retrieved data/report on the dashboard. 	3rd Quarter	Lack of human resource (Need more dedicated developers)
	82AD MEIA	131. Open VEMIS Software & Security	1	<ol style="list-style-type: none"> 1. Upgrade the system Software (Microsoft SQL Server and Windows Server) 	3rd Quarter	Lack of human resource (Need more dedicated developers)
14. IT Policy is updated and implemented by 2030	82AD MEIA	132. IT Preventive maintenance has been carried out at all MoET Central Offices in Port Vila and their reports submitted by July 2023.	4	<ol style="list-style-type: none"> 1. Implement IT preventive maintenance in MoET central office, Curriculum Development Unit (CDU), Examination and Assessment Unit (EAU) and Teaching Service Commission (TSC) 2. Produce 4 reports for the 4 offices 	3rd Quarter	
	82AD MEIA	133. At least one preventive maintenance has been carried out at each of the six MoET Provincial Offices and their reports submitted in May & October 2023.	6	<ol style="list-style-type: none"> 1. Implement first IT preventive maintenance in 6 Provincial Education offices and produce report on them by April 2. Implement second IT preventive maintenance in 6 Provincial Education offices base on OnDemand request from PEO and produce report. 	3rd Quarter	Priorities and schedules can change if a disaster strikes in any of the provinces
	82AD MEIA	134. Support and maintenance provided to always keep government email service 98% online and accessible to MoET staffs and schools (government and government-assisted schools)	4	<ol style="list-style-type: none"> 1. Support provided to MoET staffs and schools on any government email issues 2. Government email services support is reported in the quarterly reports. 	Each Quarter	if issues identified to be at email server, then schedule for fixes depends on OGCIO
	82AD MEIA	135. Support and maintenance provided to always keep government VoIP service 98% online and accessible to users	4	<ol style="list-style-type: none"> 1. Support provided to MoET staffs on any VoIP service issues 2. Government VOIP services support is reported in the quarterly reports. 	Each Quarter	if issues identified to be at central data centre, then schedule for fixes depends on OGCIO
	82AD MEIA	136. Support and maintenance provided to always keep	4	<ol style="list-style-type: none"> 1. Maintenance of Intranet website to always have it 98% online 	Each Quarter	Confusion of IT Unit responsibilities regards to

	MoET Management Intranet website 98% online and accessible to MoET users		<ol style="list-style-type: none"> 2. Provide support to Communication officer in managing the website content 3. Provide support to MoET staffs on accessing the website 4. MoET Intranet website is reported in the quarterly reports. 		supporting the website. It Unit is responsible for technical support while content updates are Communication officer's responsibility
82AD MEIA	137. 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"> 1. Maintenance of public website to always have it 98% online 2. Provide support to Communication officer in managing the website content 3. Provide support to MoET staffs and public on any public website issues they have 4. MoET public website is reported in the quarterly reports. 	Each Quarter	Confusion of IT Unit responsibilities regards to supporting the website. It Unit is responsible for technical support while content updates are Communication officer's responsibility
82AD MEIA	138. MOET Datacentre Upgrade, Restructuring of MOET servers, Backups, and offsite Storage	4	<ol style="list-style-type: none"> 1. Analyze and Design MOET Datacentre, Including Storage and Recovery Plans. 2. Setup Datacentre and Backup storage. 3. Provide recovery plan documentation 4. Test disaster & recovery Plan 5. Provide support and maintenance to MOET datacentre and Backup storage. 6. Continuous update on Disaster recovery plan. 	Each Quarter	Secured location for backups servers (onsite and offsite)
82AD MEIA	139. 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"> 1. Maintenance in the form of monitoring and do fixes to all MoET server's issues to keep the servers online and secure at all times 2. Provide support to MoET staffs to have access content hosted on the servers at all times 3. Setup one offsite backup location 4. MoET servers and backup servers support is reported in the quarterly reports. 	Each Quarter	Secured location for backups servers (onsite and offsite)
82AD MEIA	140. Support and maintenance provided for MoET Time Attendance system to be 98% operational and	4	<ol style="list-style-type: none"> 1. Maintenance to keep the MoET Time Attendance system operation and accessible at all times 	Each Quarter	

		accessible to MoET staffs at all times and produce timely attendance reports when needed.		<ol style="list-style-type: none"> 2. Provide support to MoET staffs on accessing the time machines to clock-in/out and have access to their attendance reports 3. MoET Time Attendance system support is reported in the quarterly reports. 		
	82AD MEIA	141. 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"> 1. Maintenance provided on the PacSIMs system to be operational and accessible to EAU staffs at all times 2. Support provided to EAU staffs to access the system 3. PacSIMs application system support is reported in the quarterly reports. 	Each Quarter	System upgrade and improvements depends on EQAP - SPC in Fiji to send system files for IT Unit to install
	82AD MEIA	142. 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"> 1. Record all IT Helpdesk request from MoET staffs and schools 2. Attend to all IT Helpdesk request on a timely manner 3. IT Helpdesk support is reported in the quarterly reports. 	Each Quarter	Limited human response at IT Unit can lead to slow response to queries
15. MoET organizational structure and roles and responsibilities are updated and aligned	82AC MEIA	143. Upskill and improve MoET front line services through customer service training.	1	<ol style="list-style-type: none"> 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 	3rd Quarter	Covid restrictions/TC Kevin & Judy Response
	82AC MEIA	144. Timely processing of official calls.	100%	<ol style="list-style-type: none"> 1. Process official calls to relevant Executive Secretaries 2. Process official calls to relevant staff in the absence of Executive Secretaries 3. Process outward calls for staff. 4. Inform staff of unsuccessful outward calls. 	Daily	

82AC MEIA	145. Greeting and timely processing of official appointments.	100%	<ol style="list-style-type: none"> 1. Direct clients to relevant Executive Secretaries after greeting. 2. Conduct Executive Secretaries to meet clients at the reception area. 3. Process outward calls for staff. 4. Inform staff of unsuccessful outward calls. 	Daily	
82AC MEIA	146. Official appoints are confirmed.	100%	<ol style="list-style-type: none"> 1. Official appoints are confirmed with Directors, Managers, Senior Officers and Officers through email appointment schedule or phone call or in person. 	Daily	
82AC MEIA	147. Timely delivery and pick up of mails.	100%	<ol style="list-style-type: none"> 1. Arrange with driver to deliver outward mails and collect inward mails. 2. Arrange with driver to deliver outward mails and collect inward mails. 	Daily	
82AC MEIA	148. All Finance and Administration documents, correspondences, memos, circulars, and letters are recorded, scanned, and filed.	100%	<ol style="list-style-type: none"> 1. All Finance and Administration documents, correspondences, memos, circulars, and letters are scanned and filed throughout the year. 2. All Finance and Administration staff personal file are updated. 3. All Finance and Administration staff leaves are approved and submitted to Human Resource Unit. 4. All meeting minutes of Finance and Administration Directorate are recorded and circulated to al staff. 	Monthly	

82AC MEIA	149. All MoET Office premises are kept clean.	100%	<ol style="list-style-type: none"> 1. Develop cleaning Roster for Cleaners for each quarter. 2. Cleaning of offices in accordance with Cleaning Roster. 3. Beautification of offices. 4. Washing of curtains and clothing. 5. Develop Cleaning Roster for Grounds man for each quarter. 6. Cleaning of premises in accordance with Cleaning Roster. 7. Beautification of MoET premises. 8. Re-stocking of cleaning supplies. 9. Cleaning of vehicles allocated to Finance and Administration Directorate. 	Monthly	
82AC MEIA	150. All MoET vehicles are maintained and managed efficiently.	100%	<ol style="list-style-type: none"> 1. Circulate letter on allocation of MoET vehicles and their drivers. 2. Establish vehicle log books for all MoET vehicles. 3. Establish vehicle booking books for all MoET vehicle. 4. Conduct monthly check on keeping of vehicle log book and vehicle booking book. 5. Establish a record of drivers and eligible driver's licences. 6. Driving services is provided professionally and timely. 7. Daily check on vehicles before daily runs. 8. Quarterly check on all drivers and eligible drivers on valid driver's license. 9. Timely reporting of vehicle accidents. 	Each quarter	

82AB MEIA	151. 98% relevant documentation is prepared to process all receivables for the Ministry throughout the year.	4	1. Revenue received is reported in the quarterly reports;	Each quarter	Receivables are not paid into MoET revenue cost centre in a timely manner;
82AB MEIA	152. 98% relevant documentation is prepared to process all payables for the Ministry throughout the year.	4	1. All payments are recorded and input in Smart stream 2. Expenditure is reported in the quarterly reports;	Each quarter	Late submission of paperwork for processing; Unplanned activities may occur; Proper process of work may not be followed;
82AB MEIA	153. 100% staff cash advances/imprest are verified and confirmed, when applying or acquitting public funds throughout the year.	4	1. All imprest is recorded and input in Smartstream; 2. All imprest is acquitted; 3. Imprest awareness is conducted (first quarter); 4. Imprest is reported in the quarterly reports;	Each quarter	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 Smart stream.
82AB MEIA	154. 100% support is provided to the provincial education offices throughout the year.	4	1. Provide support services to PFOs by email/ or phone. 2. Training and mentoring of PFOs on new financial procedures. 3. Quarterly Report on support services provided to PFOs, either via email and/or phone and/or mentoring support;	Each quarter	PFOs deal with administrative tasks and schools reports; Limited budget support for PFOs to visit schools;

82AB MEIA	155. 100% necessary journal entries are prepared for charges to incorrect chapter heads throughout the year.	4	<ol style="list-style-type: none"> 1. Complete journal forms for all journals for the Director General to approve. 2. Submit all approved journals to the Department of finance. 3. Follow up with the Department of Finance to ensure all journals are processed. 4. Journals are reported in the quarterly reports; 	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 MEIA	156. 100% monthly cash flows are prepared and reviewed for the Ministry by February 2023.	2	<ol style="list-style-type: none"> 1. Extract Cash Flow Report on Smart Stream. 2. Send Cash Flow Format to Activity Managers to confirm changes within 2 weeks duration. 3. Finalize changes and submit Cash Flow Report to Expenditure Analyst to update on smart stream. 4. Submit on demand requests for cash flow changes to Expenditure Analyst to update cash flow on smart stream. 	2nd quarter	<p>May have slight variation to the cashflow throughout the year.</p>
82AB MEIA	157. 100% financial documents are filed and scanned throughout the year.	4	<ol style="list-style-type: none"> 1. Scanning and filing of all financial documents daily to Finance Unit Share drive. 	Each quarter	<p>Limited access to FinU share drive e, g network issue; Missing documents not on share drive;</p>

4.4 Policy and Planning Directorate

Department	830					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
12. Strengthen Community Engagement	83AA	Joint Sector Review (JSR) meeting is conducted	Conduct 1 Joint Sector Review (JSR) meeting by November 2023	<ol style="list-style-type: none"> To prepare logistical arrangements for the JSR exercise To conduct the JSR meeting To produce an aide-memoire of the JSR 	<ol style="list-style-type: none"> Jan-Feb May November - December 	
	83AA	The compliance checklist MOU monitoring tool is developed and approved	Approve 1 compliance checklist monitoring tool by June 2023	<ol style="list-style-type: none"> To schedule a meeting to present the finalized checklist to the SMT To present the checklist to the Senior Management Team for approval 	<ol style="list-style-type: none"> May June 	
	83AA	Annual Joint Planning meeting conducted (with DP's based on MoET Draft 2024 BP)	Conduct 1 Annual Joint Planning meeting in November	<ol style="list-style-type: none"> To prepare logistical arrangements To conduct a Joint Planning meeting 	<ol style="list-style-type: none"> November November 	
11. Existing schools are rationalized and areas of need for new schools are justified	83AB	School assessment conducted and report(s) delivered	Conduct and deliver 10 school assessment reports by December	<ol style="list-style-type: none"> To record incoming education authority, school establishment, and registration applications To conduct onsite assessments to verify the application To produce assessment reports To present assessments reports at the registration committee meeting 	<ol style="list-style-type: none"> January to December January to December January to December January to December 	
	83AB	School registration policy reviewed and finalized	Review and finalize 1 school registration policy by December	<ol style="list-style-type: none"> To prepare a policy review plan To conduct consultation with stakeholders To prepare a consultation report To draft a policy and implementation plan To review the draft policy with stakeholders 	<ol style="list-style-type: none"> May June July August September October November 	

				<ol style="list-style-type: none"> 6. To incorporate feedback into the draft policy 7. To review policy and implementation plan with SMT 8. To incorporate SMT feedback and finalize. 	8. November - December	
	83AB	School registration status updated in OV	Update the status of school registration by December	<ol style="list-style-type: none"> 1. To schedule a school registration committee meeting 2. To provide recommended outcomes of the meeting drafted 3. To communicate the recommended meeting outcomes to the authority. 4. To update school registration status in OV 	1. Date to be established	
17. Policy Development Guidelines are developed and implemented	83AB	Awareness of MoET Policy Development Guideline conducted	Conduct 6 awareness of Policy Development Guideline by December	<ol style="list-style-type: none"> 1. To communicate and disseminate the reviewed MoET Policy Development Guideline to Provincial Education Offices. 2. To conduct the awareness of MoET Research Guideline in provinces 	<ol style="list-style-type: none"> 1. December 2. December 	
	83AB	Updated Policy Registry	Update policy registry by each quarter	<ol style="list-style-type: none"> 1. To update the policy registry regularly and provide reports to the MoET. 	1. December	
	83AB	Technical support provided to MoET Directorates on Policy Development	Provide 6 technical support to MoET Directorates on policy development and review by December	<ol style="list-style-type: none"> 1. To provide technical support to the MoET Directorates for the Review and development of Policies. 	1. December	Policies not indicated in Business Plan are prioritized over other planned policy work. Lack of Communication of policy work to PPD for their support towards the process.

27.Planning, Budgeting, Financing, and Reporting processes are strengthened	83AB	Internal MoET Planning & budgeting brief session is conducted to Senior Management Team and managers on the 2024 Business Plan and timelines	Conduct 1 internal MoET planning & budgeting brief meeting with senior managers and managers by May	<ol style="list-style-type: none"> 1. PPU Planning team and Finance team to schedule a date for the brief meeting and to formally inform all members of the Senior Management Team and the activity managers 2. PPU Planning team and Finance team to conduct the planning and budgeting brief session 	<ol style="list-style-type: none"> 1. April 2. May 	
	83AB	Planning and M&E Support provided to Provincial Education Officers (to 2024 complete planning)	Provide 6 planning and M&E support training to provincial education officers by October	<ol style="list-style-type: none"> 1. PPU Planning and M&E team to liaise with Provincial PEOs to initiate support 2. To prepare travel arrangements 3. To provide appropriate support on needed areas identified by the provincial PEOs 	<ol style="list-style-type: none"> 1. September 2. October 3. October 	
	83AB	MoET 2024 Business Plan (1 st draft) produced	Produce 1 first Draft of the MoET 2024 BP by June	<ol style="list-style-type: none"> 1. PPU Planning team to send out required planning templates to all directorates for coordination and completion. 2. Planning team to liaise with each directorate and support them to complete their 2024 Business Plan 3. To check inputs received from each Directorates 4. To compile & produce the first draft of the 2024 Business Plan 	<ol style="list-style-type: none"> 1. March 2. April 3. May 4. June 	Delay in receiving directorates' inputs
	83AB	MoET 2024 budget narrative produced	Produce 1 MoET Budget Narrative report by June	<ol style="list-style-type: none"> 1. PPU Planning team to check and edit the formulation of outputs/service targets for each directorate Business Plans 2. PPU Planning team to compile and produce the 2024 budget narrative 	<ol style="list-style-type: none"> 1. May 2. June 	

83AB	Finalized MoET 2024 Business Plan	Finalize 1 draft of the MoET 2024 BP by November	<ol style="list-style-type: none"> 1. PPU Planning team to send reminder emails to all Directorates and managers for finalizing the 2024 MoET BP 2. To liaise with each directorate to receive any changes to the drafts of the BP 3. To compile and finalize the 2024 MoET Business Plan for approval by the DG. 	<ol style="list-style-type: none"> 1. October 2. November 3. December 	
83AB	MoET Planning Cycle developed	Develop 1 MoET Planning Cycle by December	<ol style="list-style-type: none"> 1. Develop and design the model of MoET Planning Cycle (Align with PSC reporting timelines) 2. Finalize and approve MoET Planning Cycle by SMT 	<ol style="list-style-type: none"> 1. June 2. December 	
83AB	MoET SEO Conference conducted	Conduct 1 MoET SEO conference by July	<ol style="list-style-type: none"> 1. Prepare logistical arrangements 2. Conduct SEO conference 	<ol style="list-style-type: none"> 1. June 2. July 	
83AB	Project implementation status (matrix) updated and circulated to inform the Senior Management Team and activity managers of the progress.	Update and circulate 4 project implementation status reports by December	<ol style="list-style-type: none"> 1. The project Officer liaises with project implementation managers to obtain updated information on the status of each project 2. To conduct infrastructure project site visits 3. To update the status of project implementation on the project matrix 4. To inform senior management on the progress of project implementation through the circulation of the matrix 	<ol style="list-style-type: none"> 1. Mar/Jun/Sept / Dec 2. Subject to project implementation timeline. 3. Mar/Jun/Sept / Dec 4. Mar/Jun/Sept / Dec 	
83AB	Project proposals submitted to DSPPAC	Submit 20 project proposals to DSPPAC by December	<ol style="list-style-type: none"> 1. Project officer to develop and coordinate project proposal 2. To submit the project proposals to DSPPAC 3. To coordinate related queries of project proposal 	<ol style="list-style-type: none"> 1. January to December 2. January to December 3. January to December 	

	83AB	MoET Corporate Plan reviewed and updated	Review and update 1 MoET Corporate Plan by November	<ol style="list-style-type: none"> 1. To revise the corporate plan to accommodate emerging priorities 2. To consult changes to the Senior Management Team 3. To circulate the revised Corporate Plan to the Senior Management Team for approval 	<ol style="list-style-type: none"> 1. May 2. June 3. November 	
	83AB	2022 Annual report produced and submitted	Produce and submit 1 annual report by March	<ol style="list-style-type: none"> 1. M&E team to liaise with the relevant units under each directorate to obtain the information to be included in the report, that is required from them 2. M&E officer to compile inputs from the unit and circulate a draft for comments 3. M&E officer to send out the finalized copy of the annual report to the Senior Management Team for approval 	<ol style="list-style-type: none"> 1. January 2. February 3. March 	
	83AB	Quarterly progress reports produced and circulated	Produce and circulate 4 quarterly progress reports by the beginning of each quarter	<ol style="list-style-type: none"> 1. Remind each directorate and activity manager of the submission dateline and requirements of the progress reports. 2. To send progress reporting templates to all directorates & activity managers 3. To check inputs received from other directorates and compile the report 4. To circulate compiled draft for comments 5. To finalize the report for approval 	<ol style="list-style-type: none"> 1. Mar/Jun/Sept / Dec 2. Mar/Jun/Sept / Dec 3. Mar/Jun/Sept / Dec 4. Mar/Jun/Sept / Dec 5. Mar/Jun/Sept / Dec 	

	83AB	MoET Results Framework reviewed and updated	Review and update 1 MoET Results Framework by November	<ol style="list-style-type: none"> 1. PPU planning and M&E team to plan and organize the reporting against the M&E results framework 2. PPU planning and M&E team to identify unit/division managers to liaise with in gathering updated information on the indicators 3. To establish communication with units/divisions and provide clear direction on the exercise 4. To follow –up on unit/managers inputs 5. To update and compile indicators against proposed targets in the M&E Framework 	<ol style="list-style-type: none"> 1. May 2. June 3. July 4. August 5. November 	
	83AB	General M&E support provided to GPE, VESP, and other programs	Provide general M&E support to GPE, VESP and other programs by December	<ol style="list-style-type: none"> 1. To collaborate with the VESP M&E team on the development of the master M&E plan base on the current corporate plan. 2. To assist the development of GPE/VESP project M&E plans for monitoring activities 3. To participate (undertake) in monitoring activities in needy areas 4. To assist with the production of the M&E reporting. 5. To provide M&E technical support to programs implemented in partnership with MoET 6. To collaborate with the VESP M&E team in the formation of the M&E advisory group. 7. To develop the TOR of the M&E advisory group. 8. To develop M&E VANSTA implementation Plan and monitoring report 	Timing of the activities is based on the GPE, VESP and other programs of the M&E plan	Lack of sufficient time to assist.

	83AB	Learning and reflection workshop conducted	Conduct 1 learning and reflection workshop by November	<ol style="list-style-type: none"> To prepare a desk review To prepare lessons learned materials To identify participant To prepare logistical arrangements To facilitate the Learning and Reflection workshop 	<ol style="list-style-type: none"> November November November November November 	
4. Monitoring equitable access to quality education	83AC	OV implementation plan reviewed and finalized	Review and finalize 1 OV Implementation Plan by January	<ol style="list-style-type: none"> To liaise with respective units to identify activities/needs required for development in OV To review and finalize the OV implementation plan 2023 	<ol style="list-style-type: none"> June June 	
	83AC	OV implementation plan Monitoring Reports (Six months) produced and finalized	Produce and finalize 2 OV implementation plan monitoring reports by December	<ol style="list-style-type: none"> To liaise with the OV development team to provide updates on the progress of OV activity highlighted in the OV development plan for reporting purposes To develop and finalize the OV implementation plan monitoring report for approval 	<ol style="list-style-type: none"> June December 	Comment: Reports are to be published on a six months basis to monitor the progress of the Implementation plan
	83AC	All School data are entered and verified in the OV system	Enter and verify ECCE, Primary, Secondary & PSET data by May	<ol style="list-style-type: none"> To provide training support to the principals To follow processes and timeframes outlined in the census cycle to ensure that ECCE, Primary and Secondary schools are uploaded the data on time in OV. To verify data in OV and confirm data by PEO for official use. 	<ol style="list-style-type: none"> February March May 	Risk: Schools do not meet the time frame in the census cycle and may cause delays in data submission due to Network issues and the appointment of new principals
	83AC	Open VEMIS Policy report reviewed and finalized	Review and finalize 1 OV Policy Development report by December	<ol style="list-style-type: none"> To review the Open VEMIS Policy To conduct consultation with MoET Directorates and Stakeholders to identify needs to address in OV Policy Development To finalize of Open VEMIS Policy 	<ol style="list-style-type: none"> January April November 	The workload of PPU officers

83AC	2023 Statistical table report produced and published	Produce and publish 1 statistical Tables report by December	<ol style="list-style-type: none"> 1. To extract data from OV for tabulation and compilation 2. To circulate the draft for feedback/comments 3. To produce and published the report 	<ol style="list-style-type: none"> 1. September 2. October 3. November 	Comment: The production of the report depends on the confirmation of data by Provincial PEOs for Official use
83AC	2022 Statistical Digest report produced, approved, and published	Produce, approve, and publish 1 Statistical Digest report by August	<ol style="list-style-type: none"> 1. To compile and analyze data and indicators 2. To disseminate draft for comments 3. To Finalize and approve the report 	<ol style="list-style-type: none"> 1. May 2. June 3. July 	Comment: Depends on feedback received
83AC	<p>The 2022 National Education Fact Sheet verified and approved</p> <p>The 2022 Provincial Education Fact Sheet verified and approved</p>	Verify and approve 1 National Factsheet and 1 Provincial Education Factsheet by December	<ol style="list-style-type: none"> 1. To verify that the data on the Draft National and Provincial Education Factsheets is consistent with the data approved and published in the 2022 Statistical Report 2. To provide feedback to VESP 3. To sign and approve the National and Provincial Education Factsheets. 	<ol style="list-style-type: none"> 1. June 2. June 3. June 	
83AC	The UIS Questionnaire was completed and submitted	Complete the 2023 UIS questionnaires	<ol style="list-style-type: none"> 1. To compile the approved enrolment data for 2022 into UIS Questionnaire 2023 2. To submit to UNESCO, DG's Office, and MoET UNESCO focal point for data validation 3. To finalize and submit the UIS questionnaire to UNESCO 	<ol style="list-style-type: none"> 1. January to March 2. April to June 3. July to August 	Delay in reporting due to lack of cooperation, human resource, or unforeseen circumstances
83AC	PSET providers' training conducted	Conduct 6 training with PSET providers by June	<ol style="list-style-type: none"> 1. Logistic arrangement 2. Training conducted 	<ol style="list-style-type: none"> 1. May 2. June 	

	83AC	Disability training conducted for school principals	Conduct 6 training with School principals by August	<ol style="list-style-type: none"> 1. Logistic arrangement 2. Training conducted 	<ol style="list-style-type: none"> 1. July 2. August 	
28. MoET Research Policy Guideline is developed and implemented by 2030	83AD	MoET Research guideline awareness conducted in six provinces	Conduct 6 awareness of Research Guidelines in provinces by December	<ol style="list-style-type: none"> 1. To prepare research guideline awareness tools and presentation materials 2. To identify provincial stakeholders or participants 3. To prepare the logistical arrangement 4. To conduct awareness in each province (6 provinces) 	<ol style="list-style-type: none"> 1. August 2. September 3. September 4. October 	
	83AD	Compliance Checklist for research guidelines developed and used	Produce 1 compliance checklist report by November	<ol style="list-style-type: none"> 1. To produce the draft compliance checklist for research guideline 2. To disseminate a draft compliance checklist to the PPU team for feedback 3. To finalize and approve the compliance checklist for use 	<ol style="list-style-type: none"> 1. August 2. September 3. October 	
	83AD	All research initiatives for MoET are coordinated	To produce 2 study research reports by December	<ol style="list-style-type: none"> 1. To facilitate the process of research proposal approval within the MoET 2. Coordinate and prepare the logistical arrangements at the national level to school levels 3. To support conducted research with interviews 4. To support the process of data analysis report 5. To disseminate the Draft research report to PPU for feedback 6. Coordinate the process of the final report to the Senior Management Team for final feedback 7. To produce the final research report 	From January to December	
22. Post-School Education and Training Policy is updated and implemented	83AE	MoET HRD Capacity Assessment Tool MoET Capacity Assessment Report	2	<ol style="list-style-type: none"> 1. Develop the capacity assessment tool 2. Trial the capacity assessment tool 3. Analyze and document assessment findings 	<ol style="list-style-type: none"> 1. July 2. August 3. October 4. November 5. December 	

				4. Present assessment findings to senior management		
	83AE	Number of Capacity Building Training Reports	3	1. Schedule a date for the workshop 2. Conduct capacity-building training workshops	1. September 2. October	

4.5 Education Services Directorate

Department	530					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AA	Proposed structures of ESD are presented to SMT for approval	1	1. Coordinate the review of ESD structure for province and for each unit at ESD central	August	
16. Review and Implement National Education Language Policy by 2030	53AA	Findings of research of language policy implementation is presented	1	1. Coordinate research on impact of language policy on early primary school literacy ability	October	
27. Planning, Budgeting, Financing, and Reporting processes are strengthened	53AB	Early Childhood & Care Education section business plan is implemented, monitored, and reported.	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning meeting	1. December 2. December 3. November	
	53AB	Basic Education section business plan is implemented, monitored, and reported.	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning meeting	1. December 2. December 3. November	
	53AB	Secondary Education section business plan is implemented, monitored, and reported	1	1. Monthly unit meeting 2. Complete quarterly Report 3. Planning meeting	1. December 2. December 3. November	
	53AB	National Education Program section business plan is implemented, monitored, and reported	1	1. Monthly unit meeting 2. Complete quarterly report 3. Planning meeting	1. December 2. December 3. November	
	53AB	Education Service Directorate 2024 Business Plan developed	1	1. Unit planning session 2. Directorate planning session 4. Directorate monitoring & evaluation session	1. May 2. June 4. November	
	53AB	Strengthen TAFEA & TORBA Provincial Education Officers capacity in Leadership, Manager, Planning, Monitoring & Report	2	1. Contact need analysis 2. Prioritize training needs 3. Facilitate & conduct training 4. Monitoring 5. Reporting	1. April 2. May 3. July 4. October 5. November	

	53AB	Conduct Education Service Unit Staff Appraisal	4	<ol style="list-style-type: none"> 1. Mid-year appraisal 2. End of year appraisal 	<ol style="list-style-type: none"> 1. June 2. December 	
	53AB	Facilitate the process for Education Service Unit staff to develop individual plan	4	<ol style="list-style-type: none"> 1. Individual plan session 	<ol style="list-style-type: none"> 1. November 	
	53AB	Facilitate and conduct Professional Development (PD) for the unit staff	4	<ol style="list-style-type: none"> 1. ESD Central Staff PD 	<ol style="list-style-type: none"> 1. September 	
12. Strengthen Communication Engagement	53AB	ESD Communication strategy developed and communicated to stakeholders	1	<ol style="list-style-type: none"> 1. Request VESP support to develop ESD Communication strategy (CS). 2. PEOs & Coordinators working team for the CS. 3. Approve Communication Strategy 	<ol style="list-style-type: none"> 1. June 2. July 3. October 	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AB	Concept note developed and Provincial Inspection & Compliance Officers contracted	6	<ol style="list-style-type: none"> 1. Prepare a concept note to request donor partners to assist MOET contract school inspector in the province 	<ol style="list-style-type: none"> 1. August 	
	53AB	Process schools' inspection & compliance reports	100	<ol style="list-style-type: none"> 1. Instruct the PEO office to submit School Inspection (SI) schedule/timetable. 2. Receive & process SI report. 3. Provide SI feedback report 	<ol style="list-style-type: none"> 1. June 2. August 3. September 	
7. Asset master plan developed and approved	53AB	National baseline data survey for MQS conducted	300	<ol style="list-style-type: none"> 1. SBM unit submit the survey schedule for Shefa 2. Follow up the survey report. 3. Finalize and present the survey report. 	<ol style="list-style-type: none"> 1. June 2. September 3. Nov 	
30. School Inspector Guideline is developed and implemented	53AB	Schools are visited	20	<ol style="list-style-type: none"> 1. Visit four school in Shefa. 2. visit 4 schools in Tafea 3. visit 4 schools in Torba 	<ol style="list-style-type: none"> 1. April 2. July 3. Sept 	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AB	National and provincial ESD structure reviewed	1	<ol style="list-style-type: none"> 1. Develop a draft structure 	<ol style="list-style-type: none"> 1. November 	
5.School MQS reviewed and updated	53AB	1. Instruct & enforce 1 teacher to 40 students' ratio or below.	200	<ol style="list-style-type: none"> 1. Draft an instruction note to school. 2. Inform the schools. 3. Follow up with PEO 	<ol style="list-style-type: none"> 1. June 2. June 3. October 	

		2. Proper security fence constructed and security officer recruited				
19. Assessment practices are harmonized	53AB	National subject panel meeting facilitated	3	<ol style="list-style-type: none"> 1. Presentation of in-dept findings for national assessments (VANSTA/PILNA/Yr.10/Yr.12/Yr.13) 2. Draft an instruction for school to locate first 15min and last 15min of the school day for reading. 3. Facilitate national subject panel meeting for English/French/Math's/science 	<ol style="list-style-type: none"> 1. June 2. July 3. August 	
17. Develop and Implement Policy Development Guideline Policy	53AB	Basic Education Policy developed	1	<ol style="list-style-type: none"> 1. Begin the outline discussion of the policy. 	<ol style="list-style-type: none"> 1. Oct 	
	53AB	Secondary Education Policy developed	1	<ol style="list-style-type: none"> 1. Begin the outline discussion of the policy. 	<ol style="list-style-type: none"> 1. Oct 	
23. National Teacher Qualification upgrade policy is developed and implemented	53AB	<ul style="list-style-type: none"> • Quarterly professional development • Teachers to upgrade their qualification 	50	<ol style="list-style-type: none"> 1. Draft an instruction for school to contact 1 PD a term. And the teachers to undertake university courses to upgrade their qualification to TSC minimum requirement. 	<ol style="list-style-type: none"> 1. June 	
16. Develop and implement National Teacher Qualification upgrade policy	53AB	Teacher qualification report produced	3	<ol style="list-style-type: none"> 1. Scoping meeting with coordinators 2. Collect data 3. Report 	<ol style="list-style-type: none"> 1. June 2. July 3. Sept 	
20. Schools use the relevant national curriculum	53AB	Concept note developed and approved to introduce new benefits	1	<ol style="list-style-type: none"> 1. Develop concept note to re-introduce remote benefits. 	<ol style="list-style-type: none"> 1. Sept 	
12. Strengthen community Engagement	53AB	Global Partnership Education (GPE) Focal Point established	1	<ol style="list-style-type: none"> 1. Communicate for the project 	<ol style="list-style-type: none"> 1. December 	
24. National Teacher Development Plan is developed and implemented by 2030	53AB	Innovation Project Focal Point- Induction Policy	1	<ol style="list-style-type: none"> 1. Communicate for the project 	<ol style="list-style-type: none"> 1. December 	
4. Monitoring equitable access to quality education	53AC	Number of primary schools' support strengthened on the Curriculum Implementation and Reporting Guidelines	30	<ol style="list-style-type: none"> 1. Establish monitoring criteria 2. Develop monitoring forms 3. Develop training package for monitoring team 	<ol style="list-style-type: none"> 1. May 2. July 3. October 	

	53AC	Number of provincial curriculum facilitators trained on Classroom Assessment and Reporting modules	30	<ol style="list-style-type: none"> 1. Prepare training logistics 2. Deliver refresher training to provincial master trainers 	<ol style="list-style-type: none"> 1. June 2. July 	
	53AC	Number of trainings on strengthening support for curriculum implementation in provinces	3	<ol style="list-style-type: none"> 1. Develop training package 2. Prepare training logistics 3. Identify teachers as literacy member 4. Carry out training to provincial curriculum facilitators 	<ol style="list-style-type: none"> 1. August 2. October 3. October 4. December 	
	53AC	Number of junior secondary teachers observed and supported on the implementation of year 7 outcome-based curriculum in 3 selected provinces	50	<ol style="list-style-type: none"> 1. Prepare training logistics 2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. June 2. July 3. August 	
	53AC	Number of junior secondary teachers inducted on the year 8 outcome-based curriculum	700	<ol style="list-style-type: none"> 1. Prepare training logistics. 2. Carry out training to junior secondary teachers. 3. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. June 2. July 3. October 	
	53AC	Number of centre schools trained and supported for students with visual impairment	12	<ol style="list-style-type: none"> 1. Develop training package 2. Quality assurance of books by Inclusive Network Team 3. Trialling out of package in schools 	<ol style="list-style-type: none"> 1. June 2. August 3. September 	
	53AC	Number of schools trained and supported for student with hearing impairment	15	<ol style="list-style-type: none"> 1. Develop training package 2. Quality assurance of books by Inclusive Network Team 3. Trialling out of package in schools 	<ol style="list-style-type: none"> 1. June 2. August 3. September 	
12. Strengthen Community Engagement	53AC	Number of centre schools trained and supported for students with intellectual impairment	15	<ol style="list-style-type: none"> 1. Development of guidelines. 2. Trialling of the guidelines. 	<ol style="list-style-type: none"> 1. June 2. July 	
	53AC	Number of communications on strengthening curriculum implementation in provinces developed (focusing on inclusion and literacy)	2	<ol style="list-style-type: none"> 1. Carry out internal consultation on the draft document 2. Review draft based on recommendations 	<ol style="list-style-type: none"> 1. June 2. July 	

	53AC	Number of community awareness on Family Life Education with gate keepers in selected provinces	3	<ol style="list-style-type: none"> 1. Select target communities in selected provinces 2. Develop tailor-made community awareness package 3. Deliver awareness in selected communities in selected provinces. 4. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. April 2. April 3. November 4. December 	
16. Review and implement National Education Language Policy by 2030	53AC	Strengthening literacy teaching and learning		<ol style="list-style-type: none"> 1. National Literacy Strategy that describes what and how the MoET seeks to improve literacy in primary schools developed. 2. Language for Teaching and Learning Guidelines finalised 3. Communication to schools and communities about the Language for Teaching and Learning Guidelines and literacy carried out. 4. French and English as additional language progress maps developed 5. Teachers trained on how to adopt the progress maps. 6. Teaching and learning strategies piloted in select school communities 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 5. December 6. December 	
	53AC	Developed partners support Ministry Strategic Plan through a Joint Partner Agreement	4	<ol style="list-style-type: none"> 1. Family Life Education in School project Annual Work plan developed 2. Family Life Education Annual Work plan signed by both partners 3. Family Life Education Annual budget finalized and signed by both partners 4. Collaborate with line Ministries and key stakeholders on the pathways for students with disabilities from ECCE, primary, secondary, post-secondary and tertiary. 	<ol style="list-style-type: none"> 1. January 2. January 3. February 4. December 	

20. Schools use the relevant national curriculum	53AC	Provisioned relevant and appropriate National Curriculum (Years 1-3) to Primary schools	8	<ol style="list-style-type: none"> 1. Assessment of structure and content of teacher guides 2. Analysis of gaps for improvement 3. Identify primary curriculum writers 4. Contract writers 5. Identify Year 1-3 teacher's guide and resource gaps 6. Translate Years 1-3 teacher guides into English and French 7. Edit the French and English resources and material 8. Layout and formatting of documents 9. Printing of materials and resources 	<ol style="list-style-type: none"> 1. June 2. July 3. May 4. May 5. June 6. July 7. October 8. November 9. November 	
	53AC	Provisioned relevant and appropriate National Curriculum to junior secondary schools (5 cores + 5 optional subjects)	20	<ol style="list-style-type: none"> 1. Identify Year 9 & 10 curriculum writers 2. Contract writers 3. Review Year 9 & 10 draft syllabi in English and French 4. Finalize Year 9 & 10 syllabi in English and French 5. Develop Year 9 & 10 teacher guides in English and French 6. Edit the French and English documents 7. Layout and formatting of documents 8. Printing of materials. 9. Distribution to junior secondary schools 	<ol style="list-style-type: none"> 1. May 2. May 3. June 4. July 5. October 6. November 7. November. 8. December 	

	53AC	Provisioned relevant and appropriate National Curriculum to Senior Secondary schools French: Consultation for ES, Eco, Accounting, Civics, Development studies, physics and chemistry and Agriculture + optional subjects incl FLE – Syllabi TG finalization for 8 cores subjects Observation and support for revised syllabi English: Review of Yrs. 11-12 syllabi TG development for 22 syllabi Student study guides Yrs 11-12	46	<ol style="list-style-type: none"> 1. Assessment of year 11 to 12 syllabus content 2. Identify Year 11-13 Syllabi gaps 3. Identify Year 11-13 curriculum writers 4. Contract writers 5. Review Year 11-13 syllabi in English and French 6. Finalize Year 11-13 syllabi in English and French 7. Edit the French and English documents 8. Layout and formatting of documents 9. Printing of materials. 10. Distribution to Senior secondary schools 	<ol style="list-style-type: none"> 1. May 2. May 3. May 4. June 5. July 6. October 7. November 8. November 9. December. 10. December 	
	53AC	Number of Senior Secondary teachers trained on Family Life Education curriculum	54	<ol style="list-style-type: none"> 1. Identify senior secondary teachers and key Provincial Officers 2. Develop training package for Family Life Education in schools 3. Prepare training logistics 4. Carry out Family Life Education to teachers and provincial officers. 5. Final report and recommendations delivered 	<ol style="list-style-type: none"> 1. May 2. May 3. May 4. June 5. July 	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AC	Liaised with HR Unit to review CDU structure	1	<ol style="list-style-type: none"> 1. Review JDs for existing CDU posts 2. Proper weighting and alignment of posts 3. Incorporate a research and training section under CDU 4. Develop JDs for new positions 	<ol style="list-style-type: none"> 1. December 2. December 3. December 4. December 	
	53AC	Developed and implemented continuous professional development and capacity building with CDU	2	<ol style="list-style-type: none"> 1. Develop continuous professional development and capacity building plan 2. Approach donor partners and stakeholders for in-house trainings 3. Implement continuous professional development and capacity building for CDU staff 	<ol style="list-style-type: none"> 1. December 2. December 3. December 	

19. Assessment practices are harmonized	53AD	Development and trail of VANSTA monitoring test (5 th cycle).	6	<ol style="list-style-type: none"> 1. Consult CDU subject panels 2. Diagnose way forwards from VANSTA report 3. Develop, moderate, and verify items 4. Trail items 	August 2022 to December 2023	
	53AD	VANSTA and PILNA Data Mining workshop	6	<ol style="list-style-type: none"> 1. Consult Data 2. Identify weak areas Report weak areas	July 2022 August 2023	
	53AD	VANSTA & PILNA Dissemination of results workshop.	4	<ol style="list-style-type: none"> 1. Prepare logistics 2. Execute workshop with SBM/CDU Report 	June	
	53AD	Review VANSTA Methodological	1	<ol style="list-style-type: none"> 1. Consult stake holders 2. Unpacked current approach 3. Discuss new method 4. Develop a concept note for new method 5. Presentation of new methodology with superiors Pilot methodology	Jan- December	
	53AD	Establish 6 provincial Data Clubs	6	<ol style="list-style-type: none"> 1. Run provincial awareness 2. Support establishment of clubs Report outcome of clubs	July 2022 to July 2023	
	53AD	Teacher and Provincial Training on use of ARTTLe	6	<ol style="list-style-type: none"> 1. Consult EQAP on training package 2. Train facilitators on workshop content and delivery 3. Training in the province & 4. Produce report 	Feb- July	
	53AD	Development of ARTTLe Training and implementation Guide. (ToT).	1	<ol style="list-style-type: none"> 1. Consult panel for development 2. Coordinate development of guide 3. Outsource guide for validation 4. Pilot guide Final guide approves and use	January - August	
	53AD	Development of Additional Lesson activities in ARTTLe		<ol style="list-style-type: none"> 1. Consult EQAP 2. EQAP runs development workshop on lesson activities 3. Pilot lesson activities 4. Approve Lesson activities 	March-October	
	53AD	Development of National Moodle plate form including: 1. VSSC 2. ARTTLe 3. VNCS/CNES Yr.10	1	<ol style="list-style-type: none"> 1. Talk with EQAP about request 2. Negotiate deal Moodle owner 3. Develop an agreement with EQAP advise and support 4. EQAP to support about in hosting resources and related matters 	July 2022- March 2023	

				5. Train EAU officers on access of resources Train schools on access of Moodle		
53AD	National Subject teachers Conference	1		1. Appoint and Established subject panel committee with Secondary coordinator 2. Panel meet and develop conference contend 3. Panel brief EAU & CDU on contend 4. Logistics 5. Conference commencement 6. Reporting	August	
53AD	Development of Class Base (K-13) Attainment Monitoring mechanism	1		1. Consult CDU and SBM on mechanism 2. Design a plan of monitoring mechanism 3. Develop content of monitoring mechanism 4. Coordinate development of mechanism by subject panels	Feb- August	
53AD	Implement relevant assessment mechanisms (Customizing PacSIMs for Yr.13 Anglo & 4D Licence to be utilized by IT & EAU Officers)	1		1. Consult EQAP and MoET IT to customize PacSIMs 2. Consult VESP with training of 4D with officers 3. Trail PacSIMs and 4D soft ware Activate soft on administration of qualification	January- June	
53AD	Implement Year 13 Anglophone examination and assessment	6		1. Develop new schedule of work 2. Induct subject teachers 3. Schools develop programs 4. Programs approve & implemented 5. Assessments verified 6. Examinations Administered and score 7. Results produce and reported	March- December	
53AD	Support Improve National Maths and Science performance (Yr. 10)	6		1. Appoint subject panels 2. Conduct workshop on subject performance analysis 3. Identify weak topics and subjects 4. Organize subject panel conference 5. Develop an improvement pathway for concern subjects Report on the development of improvement plan	May-August	
53 AD	Development of assessment resources for year 13	1		1. Organize panel workshop with EQAP support 2. Panel design lesson activities 3. Panel submit lesson activities 4. Lesson activities validated by EQAP	Nov 2022- March 2023	

				5. Lesson activities loaded onto Moodle plate form		
53AD	Enrolment for year 10, 12, 13 2023 exam candidates	6		<ol style="list-style-type: none"> 1. Pre enrolment sent to schools 2. Enrolment extract from OV 3. Confirm enrolment sent to schools 4. Mark sheets are generated 5. Exam SPIN generated 6. Exam fees paid 	Feb- July	
53AD	Tagging Yr. 12 and 13 IA and EA into PacSIMs	1		<ol style="list-style-type: none"> 1. Appoint subject panels 2. Panel identify tested outcomes 3. Tested outcomes are compiled and endorse 4. Tagging of IA and EA into PacSIMs 	May- August	
53AD	Induction of Yrs 10, 12, 13 provincial teachers on IA program and 2022 exam results	6		<ol style="list-style-type: none"> 1. Design induction package 2. Extract 2021 exam results 3. Report 2021 results by school and province 4. Visit yr. 10, 12, 13 schools for IA and exam results induction 	Feb-March	
53AD	Designing, Moderating and Independent checker of Yrs 10, 12, 13 Examinations paper	1		<ol style="list-style-type: none"> 1. Appoint Designers 2. Induct designers for 2022 paper 3. Complete development of paper 4. Moderate paper 5. Edit paper 6. Independent checker seat paper 7. Sample paper check, sign off and approve by PEO 	March-July	
53AD	Coordinate, facilitate, designing and implementation and moderation of Year 10,12,13 Internal Assessment			<ol style="list-style-type: none"> 1. Appoint Designers 2. Induct designers for 2022 IA 3. Complete development of IA program (CAT) 4. Independent checker seat paper 	Feb-March	
53AD	Verification of Internal Assessment program and Tasks in all Province	6		<ol style="list-style-type: none"> 1. Prepare verification checklist 2. Induct officers on verification exercise 3. Visit all schools & verify IA program & Tasks 4. Submit verification report 5. 7. Address issues in the report 	July- Oct	
53AD	Accreditation of Schools in the Province	6		<ol style="list-style-type: none"> 1. Consult accreditation manual 2. Consult EQAP accreditation report 3. Training of accreditation exercise 4. Trail of accreditation 5. Visit 6 provinces for accreditation 6. Compile findings and develop a report 	Feb- June	

53AD	Accreditation of Programs (Yr. 11-13 Anglophone & Francophone to ensure Harmonization are upheld)	16	<ol style="list-style-type: none"> 1. Set up subject panels 2. Panels consult syllabus and do accreditation of content of Anglo vs Franco 3. Report findings and recommendations of accreditation 4. Action findings of report 	May & August	
53AD	Accreditation of national program with regional and international University with support from EQAP	1	<ol style="list-style-type: none"> 1. Organize meeting on process with CDU, SBM and ESD 2. Set up University Entry Qualification working group (UEQWG) 3. UEQWG to consult EQAP for advice on process 4. UEQWG to develop processes of seeking application for entry 	July 2022- July 2023	
53AD	Examination paper Printing, Checking, Packaging, Labelling & Dispatching scripts	1	<ol style="list-style-type: none"> 1. Printing 2. Checking 3. Packaging 4. Labelling 5. Dispatching 	<ol style="list-style-type: none"> 1. August 2. August 3. September 4. September 5. October 	
53AD	Marking, Data Entry, Integrity Checks, IA/EA upload, processing of results, Selection and Placement, Publication of results, Certification of Qualification	1	<ol style="list-style-type: none"> 1. Appoint Markers 2. Induct Markers 3. conduct marking of exam scripts 4. Data Entry (EA) 5. Integrity check (EA) 6. Upload IA/EA 7. process results 8. select & place students 9. record and publish results 10. provide provisional results & certifications 11. Print certificates 	October - January	
53AD	Development of soft Item Bank for VANSTA and Yr. 10,12,13 Qualification	1	<ol style="list-style-type: none"> 1. Consult items 2. Select best/good items 3. Verify selected items 4. Archive soft copy of good items into bank 5. Verify archive 	Feb- April	
53AD	Provincial Education office awareness of Examination Tools and Manuals	6	<ol style="list-style-type: none"> 1. Support Education officers on understanding the use of EAU tools and manuals 2. Induct provincial officers on EAU tools and manuals 3. Report on outcome of training workshop 	Feb- April	

	53AD	Attachment of officers with EQAP	4	1. Seek approval from Director ESD 2. Formal request to EQAP through DG and EQAP Vanuatu 2023 support plan	Feb- June	
16. Review and implement National Education Language Policy 2030	53AD	Language policy reviewed	1	1. Participate in the review	July	
19. Assessment practices are harmonized	53AD	National subject panel meeting conducted	3	1. Co-facilitate national subject panel meeting for English/French/Maths/science	August	
29. School Improvement Unit Policy is developed and implemented	53AE	The School Strategic Plans (SSP) and Annual Plans for every Primary and Secondary Schools are up loaded into OV	400 Pri 80 Sec	1. Liaise with PSIC to Coordinate SSP and Annual Plan.	May	
	53AE	Quality monitoring of SSP is completed	400 Pri 80 Sec	1. Liaise with the coordinators to carry out the checks	June	
	53AE	Baseline survey for ECCE in the 6 islands where provincial headquarters are located done.	6	1. Liaise with PEAs on the ground to Carry out MQS Training for ECCE Coordinators and MIOs	July	
	53AE	School baseline survey in other islands of the provinces is done	6	1. Liaise with Coordinators to Carry out School baseline survey in Primary and secondary Schools	August - November	
	53AE	Teachers have been appraised	200 Pri 40 Sec	1. Coordinate the Teachers Appraisals	August - October	
	53AE	Principals have been appraised	200 Pri 40 Sec	1. Coordinate Principals Appraisals	August - October	
	53AE	Vanuatu smile monitoring tool is explored with EQAP	1	1. Liaise with EQAP to explore the smile monitoring tool	June -November	
	53AE	MQS Tools built into OV	1	1. Liaise with ICT to build the monitoring tools into OV	April	
	53AE	School quarterly report done	4	1. Coordinate the school quarter reports	April/July/October/ January	
	53AE	SSP report done	2	1. Coordinate the reports of SSP uploaded into OV	July/December	
	53AE	Inspection structure in place and officers are appointed	2	1. Liaise with Directors and TSC to do this activity	July.	
	53AE	New appointed Principals Induction is done	1	1. Coordinate new appointed Principals Induction	January	
	53AE	School baseline survey report is done	1	1. Coordinate the Baseline report	July/December	
	53AE	Process schools' inspection & compliance reports	100	1. Instruct the PEO office to submit School Inspection (SI) schedule/timetable.	1. Feb 2. June	

30. Develop and Implement School Inspector Guideline				2. Receive & process SI report. 3. Provide SI feedback report	3. August	
	53AE	Schools are visited	20	1. Visit four school in Shefa. 2. visit 4 schools in Tafea 3. visit 4 schools in Torba	1. April 2. July 3. August	
5.School MQS reviewed and updated	53AE	<ul style="list-style-type: none"> Instruct & enforce 1 teacher to 30 students' ratio. Proper and secure fence Employ Security offices	200	1. Draft an instruction note to school. 2. Inform the schools. 3. Follow up with PEO 4. Receive report from PEO	1. Feb. 2. Feb 3. June 4. Oct	
	53AE	Research zoning in urban school.	1	1. Assist in drafting the concept notes	1. July	
23. National Teacher Qualification upgrade policy is developed and implemented	53AF	Number of ECCE Key Teachers are recruited under Internal Provincial recruitment process. Torba 11 Penama – 12 Sanma – 16 Malampa – 15 Shefa – 16 Tafea - 15	85	1. Communicate with Provinces on recruitment process to develop recruitment criteria 2. Coordinate and manage internal provincial advertisement 3. Recruitment of Key Teachers 4. Logistics for induction 5. Induction workshop 6. Signing of new contracts 7. Prepare report for the activity	1. May 2. June 3. July 4. August 5. September	
	53AF	ECCE Centres are registered under correct authorities	50+	1. Liaise with Provinces to finalize registration status of ECCE centers – consent letter of approval by PEP or PEO office 2. Update data in OV	1. August	
	53AF	Number of Teachers trained on the ECCE revised curriculum program Training.	100+	1. Liaise with GPE and CDU to prepare training packages for Teachers 2. Support training logistics 3. Carry out training to MEOs & ECCE Teachers in selected centres in some parts of the six provinces. 4. Provide support to ECCE Teachers 5. Final report and recommendations on delivery	1. June 2. July 3. August 4. September 5. November	
	53AF	Number of MEOs and Teacher trained on Phonics Program.	100+	1. Liaise with VESP Consultant on training packages for MEOs and Teachers 2. Support training logistics 3. Carry out training to ECCE Teachers in selected centres in some parts of the six provinces.	1. May 2. June 3. July 4. August 5. September	

				4. Provide support to ECCE Teachers 5. Final report and recommendations on delivery	6. October	
	53AF	Number of ECCE teachers assessed and trained on quality classroom practices.	100+	1. Liaise with UNICEF Consultant on training packages for MEOs and Teachers 2. Support training logistics 3. Carry out training to ECCE Teachers in selected centres in some parts of the six provinces. 4. Provide support to ECCE Teachers 5. Final report and recommendations on delivery	1. May 2. June 3. July 4. September 5. November	
12. Strengthen Community Engagement	53AF	Number of PSP Task- Force and Community training conducted in Torba, Sanma, Penama, Malampa, and Shefa	30+	1. Prepare recording tools 2. Disseminate tools 3. Collect data 4. Produce report	1. June	
23. Develop and Implement National Teacher Qualification Upgrade Policy	53AF	5% of ECCE teachers in Vanuatu are enrolled and 5 % to continue teacher development trainings	30+	1. Update Teacher Development Data 2. Liaise with ECCE Training Institutions to continue cohort trainings and intake of new students 3. Liaise with scholarship office to offer award for teachers.	January February	
	53AF	Number of ECCE Teachers approved and placed for 3 years contract	600+	1. Develop NPP to upgrade scale, housing and child allowance 2. Prepare information of ECCE Teachers for salary – excel spread sheet 3. Seek approval from Senior Management Team - MOET 4. Prepare financial visas 5. Submit financial visa to TSC 6. Produce a report on the outcomes of submission to TSC	April & May October	
5.School MQS reviewed and updated	53AF	<ul style="list-style-type: none"> • Instruct & enforce 1 teacher to 15 students' ratio. • Proper and secure fence Employ Security offices	200	1. Draft an instruction note to school. 2. Inform the schools. 3. Follow up with PEO 4. 4. Receive report from PEO	1. Feb. 2. Feb 3. June 4. Oct	
	53AF	Research zoning in urban school conducted	1	1. Assist in draft the concept note. 2. Assist in contact consultation	1. May 2. July	

16. Review and implement National Education Language Policy by 2030	53AF	Reading in school promoted	3	<ol style="list-style-type: none"> 1. Instruction for school to locate first 15min and last 15min of the school day for reading. 2. Follow up 3. Report 	<ol style="list-style-type: none"> 1. Jan 2. June 3. Oct 	
	53AF	Language policy reviewed	1	<ol style="list-style-type: none"> 1. Assis in review the policy 	<ol style="list-style-type: none"> 1. August 	
17. Develop and Implement MoET Policy Development Guideline	53AG	Primary school Policy guideline	1	<ol style="list-style-type: none"> 1. Draft a guideline 2. Conduct a consultation. 	<ol style="list-style-type: none"> 1. June 2. August 	
15. Elimination of Grade Repetition	53AG	Urban schools overcrowding affects quality learning	6	<ol style="list-style-type: none"> 1. Conduct survey on student transfer to address issues to address quality education 	<ol style="list-style-type: none"> 1. July 	
31. MoET organizational structure and roles and responsibilities are updated and aligned	53AG	Education Act reviewed	1	<ol style="list-style-type: none"> 1. Identify areas in the Act that need to be amend. 2. Conduct consultation 3. Present to Director 	<ol style="list-style-type: none"> 1. June 2. July 3. August 	
	53AG	Teachers on probation for many years	50	<ol style="list-style-type: none"> 1. Identify teachers, principals to appraise them and submit to PEO for endorsement, TSC to formalize permanency. 	<ol style="list-style-type: none"> 1. May 	
	53AG	School fee structure	15	<ol style="list-style-type: none"> 1. Visit islands who have not attended the fee structure training and conduct training to the principals. 2. Review Education Regulation Order Amendment 107 of 2019 to align with SSP 	<ol style="list-style-type: none"> 1. June 2. August 	
7. Asset master plan developed and approved	53AG	Schools are visited	20	<ol style="list-style-type: none"> 1. Visit four school in Shefa. 2. Visit 4 schools in Tafea 3. Visit 4 schools in Torba 	<ol style="list-style-type: none"> 1. June 2. July 3. August 	
16. Review and implement National Education Language Policy by 2030	53AG	National literacy & numeracy panel meeting conducted	3	<ol style="list-style-type: none"> 1. Assist CDU and EAU in the in-dept findings for national assessments (VANSTA/PILNA 2. Draft an instruction for school to locate first 15min and last 15min of the school day for reading 	<ol style="list-style-type: none"> 1. August 2. August 	
	53AG	Language policy reviewed	1	<ol style="list-style-type: none"> 1. Assist CDU to review the impacts of Language Policy in Year 1-4 	<ol style="list-style-type: none"> 1. August 	
23. National Teacher Qualification upgrade policy is developed and implemented	53AG	Innovation project – Teacher Induction policy	1	<ol style="list-style-type: none"> 1. Assist PEO Education Services 	<ol style="list-style-type: none"> 1. Jan - Nov 	

Develop and implement MoET Policy Development Guideline	53AH	Secondary School Guideline	1	<ol style="list-style-type: none"> 1. Draft a guideline. 2. Conduct a consultation. 	<ol style="list-style-type: none"> 1. June 2. August 	
15.Elimination of Grade Repetition	53AH	Overcrowd in Urban School reduced	6	<ol style="list-style-type: none"> 1. Conduct survey on student transfer to address issues to address quality education. 	<ol style="list-style-type: none"> 1. July 	
31.MoET organizational structure and roles and responsibilities are updated and aligned	53AH	Education Act reviewed	1	<ol style="list-style-type: none"> 1. Identify areas in the Act that need to be amend. 2. Conduct consultation 3. Present to Director 	<ol style="list-style-type: none"> 1. June 2. July 3. August 	
	53AH	Teachers' employment status reviewed	1	<ol style="list-style-type: none"> 1. Identify probation teachers 2. Liaise with principal to submit the teachers report. 	<ol style="list-style-type: none"> 1. May 2. June 	
1.School Financial Management Manual are updated	53AH	School Fee Structure Regulation Order reviewed	15	<ol style="list-style-type: none"> 1. Conduct school fee structure training in the schools not included in the first training. 2. Review Education Regulation Order Amendment 107 of 2019 to align with SSP 	<ol style="list-style-type: none"> 1. May 2. June 	
22.Post School Education and Training Policy is updated and implemented	53AH	Improving Science Learning in the Pacific through PeP (eLearning) Program with Catalpa International	10	<ol style="list-style-type: none"> 1. Conduct a survey 2. Analysis 3. Report 	<ol style="list-style-type: none"> 1. May 2. June 3. July 	
	53AH	Breaking barriers on male dominated fields by building girls' interest in STEM	6	<ol style="list-style-type: none"> 1. MOA to be endorsed by SMT 2. Work with EWB to implement this program. 	<ol style="list-style-type: none"> 1. June 2. July 	
	53AH	Training for Aptus in Shefa Schools.	14	<ol style="list-style-type: none"> 1. Conduct a survey 2. Analysis 3. Report 	<ol style="list-style-type: none"> 1. July 2. August 3. September 	
	53AH	Girls Online (GO! Cyber) Safety project aims to equip young women and girls with the skills and resources to participate meaningfully and safely in cyberspace.	15	<ol style="list-style-type: none"> 1. Liaise with school principals and teachers in February to run the training on Girls Cyber-safety. 2. Report to NP Coordinator and Director. 	<ol style="list-style-type: none"> 1. February 2. March 3. April 	
30. School Inspector Guideline is developed and implemented	53AH	Schools' inspection & compliance reports processed and submitted	100	<ol style="list-style-type: none"> 1. Assist SBM on School Inspection. 2. Remind the PEO office to submit School Inspection (SI) schedule/timetable. 3. Facilitate the Receive & process SI report. 	<ol style="list-style-type: none"> 1. June 2. August 3. September 	
	53AH	Schools are visited	20	<ol style="list-style-type: none"> 1. Visit four school in Shefa 	<ol style="list-style-type: none"> 1. June 	

				2. visit 4 schools in Tafea 3. visit 4 schools in Torba	2. July 3. August	
19. Assessment practices are harmonized	53AH	National subject panel meeting conducted	3	1. Coordinate with CDU and EAU in the in-dept findings for national assessments Yrs 7-10, Y11-13 2. Draft an instruction for school to locate first 15min and last 15min of the school day for reading	1. May 2. June	
23. Develop and Implement National Teacher Qualification Upgrade Policy	53AH	Innovation project – Teacher Induction policy	1	1. Assist PEO ESD	1. Jan - Nov	
9. Children have equitable access to schools	53AJ	Inclusive Education learning resources and facility improved	1	1. Contextualize all IE resources and seek funding for outsourcing for production. 2. Review guidelines and policies to ensure Building code compliance.	1. February 2. August	
	53AJ	Inclusive Education Teachers & skill mainstream teachers improved	20	1. Stock take of IE teachers and map their province of Origin.	1. July	
	53AJ	Inclusive Education understanding in School improved	20	1. Training of IE concepts added into principals' induction package (SBM) as an outcome of inter unit consultation at central level. 2. Help schools develop school IE policy aligned with national IE policy.	1. August 2. September	
	53AJ	Inclusive Education Policy reviewed	1	1. Draft the IE Policy and the implementation plan 2. Conduct the data validation in the 3 selected provinces 3. Finalise the policy and the implementation plan 4. Present to SMT for approval 5. Launch the policy	1. January 2. February & March 3. April & May 4. June 5. July	
	53AJ	Shefa & Penama Schools IE Practices implemented in schools	45	1. Support 15 Schools in Shefa and 30 Schools in Penama in their inclusion practices 2. Monitor the Inclusion practices in the 45 schools in Penama and Shefa	1. February and ongoing 2. February and Ongoing	

	53AJ	Tafea Schools Inclusive Education implemented	30	<ol style="list-style-type: none"> 1. Train school principals on Inclusion practices & report produced 2. Establish 15 IE schools in Tafea 3. Provide Support 4. Monitor and provide support 	<ol style="list-style-type: none"> 1. May 2. May 3. June and ongoing 	
	53AJ	Bi-annual national professional development for Provincial Inclusive Education Coordinators training conducted	2	<ol style="list-style-type: none"> 1. Conduct logistics 2. Trainings conducted 3. Report produced 	<ol style="list-style-type: none"> 1. February 2. July 	
	53AJ	Meetings coordinated	4	<ol style="list-style-type: none"> 1. Coordinate the Inclusive Education steering Committee meetings 2. Meetings conducted and minutes produced 	<ol style="list-style-type: none"> 1. February, May, 2. July, & December 	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53AJ	Development of a WASH in School Policy	1	<ol style="list-style-type: none"> 1. Contract consultant 2. Consultations 3. Report drafting 	<ol style="list-style-type: none"> 1. March 2. May 3. September 	
	53AJ	Ensure Inclusion of WASH in School Strategic Plan	1	<ol style="list-style-type: none"> 1. Ensure 3- star monitoring is included into compilation and printing 2. Support Trainings 3. Translate WIP 	<ol style="list-style-type: none"> 1. March 2. Ongoing 	
	53AJ	Finalise and disseminate WASH facility guide	1	<ol style="list-style-type: none"> 1. Finalise guide 2. Print guide 	<ol style="list-style-type: none"> 1. March 2. April 	
	53AJ	Strengthening the WASH monitoring Framework	1	<ol style="list-style-type: none"> 1. Update VEMIS to allow uploading of 3- star monitoring 2. Trainings of Provincial VEMIS officers and Principals 3. Analyze VEMIS data on WASH 4. Support MQS baseline collection with SBM 5. Analyze MQS data on WASH 	<ol style="list-style-type: none"> 1. March 2. June 3. September 4. October 5. November 	
	53AJ	Education toolkit contextualised for secondary schools	1	<ol style="list-style-type: none"> 1. Print JSS toolkit 2. Print Second round of PS toolkit 	<ol style="list-style-type: none"> 1. March 2. June 	
	53AJ	Quarterly WINS steering Committee meetings conducted	4	<ol style="list-style-type: none"> 1. Annual Meeting calendar and meetings 	<ol style="list-style-type: none"> 1. March, June, September, November, 	
	53AJ	School WASH package developed	1	<ol style="list-style-type: none"> 1. Consolidate existing materials, training materials and photos 2. Development of a booklet, poster and ppt for school clubs 	<ol style="list-style-type: none"> 1. February 2. April 	

				3. printing materials		
	53AJ	Development of WINS provincial Training package	1	1. Compile existing materials- combining WIP +Education toolkit + WASH package + VEMIS module	1. March 2. November	
	53AJ	Support Penama on WINS Provincial plans and reviews	2	1. Consultation on provincial plan 2. Draft workshop reports 3. Review meeting 2023	1. February 2. November	
	53AJ	Support Penama on Trainings		1. Refresher Trainings; Education toolkit + WASH clubs + WIP	July/ August	
	53AJ	Support Penama on Monitoring	2	1. First Monitoring 2. Second Monitoring	1. February 2. September	
	53AJ	Support Penama on Construction	7	1. Construction supervision support 2. Monitoring 3. transportation reimbursements	1. January-March 2. April-June	
	53AJ	Provincial Consultations across 3 provinces	3	1. Tafea, Shefa, 2. Sanma,	1. April-June 2. July - September	
	53AJ	Baseline collection WinS across 3 provinces	3	1. Agree with SBM on implementation modality to collect across provinces of Sanma, Shefa and Tafea	1. January-November	
	53AJ	Provincial Training on 3-star monitoring, WIP and education toolkit, WASH clubs and facilities guide	3	1. Sanma, Shefa and Tafea	April-September	
	53AJ	Analysis on WASH improvements into SSP per province	5	1. Analysis on WASH in SSP completed	November-December	
	53AJ	Analyze the submission of the SSP on WASH needs	100+	1. Analysis completed on school needs	November-December	
	53AJ	Build capacities of schools to construct and operate the WASH infrastructure	100+	1. Identify facilities focal point at school, provide clustered trainings and disseminate facilities guide	January - December	
13.Strengthen Disaster Risk Reduction and Management (DRRM)	53AJ	Recruitment of the EIE coordinator supported	1	1. Review the JD of the Post 2. Support the Recruitment	1. June 2. July	
	53AJ	Education in Emergency Policy reviewed	1	1. Develop the review plan 2. EIE policy Approved and endorsed	1. April 2. July	
	53AJ	Strengthen School Base Disaster Risk Reduction	20	1. Review and implement current SBDRR Package for Single DRR school training inclusive of Hazard simulation drills 2. Include the school drills date in the school academic calendar.	1. February 2. May 3. June 4. July 5. August	

				3. Develop a simplified roles and responsibility guide for students' clubs 4. Assist the schools in Port Vila/Luganville and East Ambae to establish the club 5. Develop training package for safe school, training teacher and implement. 6. Review safe school flipchart and implement in schools. 7. Review national curriculum to incorporate the DRR component.	6. October	
53AJ	Support the review of the SBDRR handbook	1	1. Provide feedback on the first review of the handbook 2. Support to incorporate the feedback into the guide 3. Finalize the guide	1. June 2. July 3. August		
53AJ	TOT Training on SBDRR	40	1. Review Training package 2. Conduct TOT training at the national level 3. Report produced	1. July 2. August 3. September		
53AJ	Develop the SBDRR monitoring tool	1	1. Develop the tool in consultation with stakeholders 2. Tool to go through a review process with the stakeholders 3. Endorsement of the tool by the TWG	Step 1-3 Q 3-4		
53AJ	Support the coordination of the Safe School program in Shefa	3	1. Fortnightly progress Meetings with the provincial Safe School Coordinators 2. Meeting minutes recorded 3. Outline way forwards and address challenges faced	Steps 1-3 Q1-4		
53AJ	Support the Safe School pilot programme at the school level	3	1. Provide support to the first school cluster trainings and provide feedback 2. Incorporate the feedback into the second training and observe the second training for final adjustments	Step 1-2 Q3		
53AJ	Support the National reflection and learnings of the Safe school programme	1	1. Support the logistics 2. Develop a program 3. Conduct the Reflection 4. Report produced	Steps 1-4 June		
53AJ	Support the Awareness for School communities Linked to Safe Schools	1	1. Develop awareness package 2. Develop awareness plan 3. Develop awareness tools 4. Implement awareness 5. Produce Report	Steps 1 & 2 Q1 Step 2- Q2 Steps 4 & 5 Q 3 & 4		

	53AJ	Strengthen coordination and understanding Education in Emergency/School Base Disaster Risk Reduction/Climate Change	20	<ol style="list-style-type: none"> 1. Develop and facilitate coordination training package. 2. In house Training to Central office staff. 3. Discussions needs to be made between NDMO, MoET, IOM to strengthen Schools used as evacuation centres. (Education is an essential service) 4. Work with NDMO and IOM to review Evacuation centers guideline to suit Education Policies. (MoET Facility & Maintenance policy, WASH policy, Inclusive policy, Education in Emergency Policy). 5. Train and support single schools to develop their SBDRR policy & Plan. 6. Develop a monitoring strategic tool. 	<ol style="list-style-type: none"> 1. July 2. August 3. April 4. June 5. August 6. October 	
	53AJ	Support the recruitment of the Child Safeguarding Officer	1	<ol style="list-style-type: none"> 1. Review the TOR of the CS officer 2. Support the recruitment of the officer 3. Officer recruited and implement the CS 2023 activities 	<ol style="list-style-type: none"> 1. Step 1-2 Q1 	
	53AJ	Child Safeguarding Policy review	1	<ol style="list-style-type: none"> 1. Review the Child safeguarding Policy review plan 2. Implement the plan 3. Policy approved and endorsed 	<ol style="list-style-type: none"> Steps 1-3 Q1-3 	
	53AJ	Child Safeguarding Policy is mainstreamed into existing school policies	30	<ol style="list-style-type: none"> 1. Support 10 schools on Efate to incorporate Child safeguarding Policy into their existing policy 	<ol style="list-style-type: none"> Q1-4 	
22. Post-School Education and Training Policy is updated and implemented	53AJ	Strengthen coordination and the knowledge of Open Distance Learning	20	<ol style="list-style-type: none"> 1. Contact a desktop review on the program. 2. Report finding to Director 3. Develop a ToR and identify focal people to coordinate at school level. 4. Development a concept paper to step-up the program 	<ol style="list-style-type: none"> 1. May 2. July 3. March 4. November 	
	53AJ	ODL policy finalised and endorsed	1	<ol style="list-style-type: none"> 1. Conduct Final consultations on the ODL draft policy 2. Make changes based on the feedback 3. Present to the Senior Management for final feedback and 4. Have the policy approved and endorsed 	<ol style="list-style-type: none"> Q2-4 	
9. Children have equitable access to schools	53AJ	Gender Equity in education policy reviewed	1	<ol style="list-style-type: none"> 1. Review the Policy review plan 2. Implement the Plan 3. Policy approved and endorsed 	<ol style="list-style-type: none"> Steps 1-3 Q1-3 	

	53AJ	Tafea Women in Education leadership network established	1	1. Conduct the Training to Tafea Female principals 2. Establish the network 3. Support the development of their annual Workplan	Steps-1-2 Q1 Step 3-Q2-4	
	53AJ	Provincial Women in education leadership network coordinated and supported in the provinces of Torba, Sanma, and Shefa	1	1. Support the annual plan of the women in education leadership in the 3 provinces	Q 1-4	
22. Post-School Education and Training Policy is updated and implemented	53AJ	Support the recruitment of TVET in school Coordinator	1	1. Review the Job description of the Post 2. Support the recruitment	1. April 2. June	
	53AJ	Training Needs analysis conducted in schools	1	1. Develop a plan on a needs analysis study in schools offering TVET 2. Do the needs analysis study 3. Produce the report	1. Q 3 2. Q3 3. Q 3&4	
17. Policy development guideline is developed and implemented	53AJ	Suango Bilingual Community school, Vila East School, Vila North school, Ecole Centre Ville, Seaside Community School, and Freshwota Bilingual School works with MOET to review the school-based policies and implement the changes proposed.	6	1. Review the school policies 2. Make changes to the policies and align the with the MoET national Policies	Q1 & 2	
	53AJ	Re-orientation of the SCE concept to the 6 pilot schools	1	1. Conduct Logistics arrangement for the training 2. Training conducted 3. Report produced	Q1	
	53AJ	Conduct SCE Trainings for Teachers in Suango Bilingual Community School, Vila North School, Vila East school, Ecole Centre Ville, Seaside community school and Freshwota bilingual school on Efate specifically on SCE lesson plan development	6	1. Conduct logistics arrangement for the training 2. Develop training package 3. Train School Teachers 4. Reports produced	Q1	
	53AJ	Shefa, Tafea, Torba, Penama, Malampa and Sanma Province provincial advocacy on SCE Teacher's Guide and		1. Conduct logistics arrangements 2. Conduct the TOT training 3. Reports produced	Q 1-Q4	

		Introduction and ToT to other Education Officers and Teachers in the 2 provinces Province in Vanuatu	2			
	53AJ	Monitor/observe teachers of the 6 SCE pilot schools in their rollout of SCE learning in the classrooms esp. on the use of SCE Lesson plans	12 Visits	<ol style="list-style-type: none"> 1. Draw up the observation and monitoring plan 2. Share with the 6 schools 3. Do the support visits 4. Produce reports 	Q3 & 4	
	53AJ	School visits to the 6 SCE pilot schools using the SCE Checklist and using the Policy Handbook to assist schools to develop one Policy to support SCE teaching/learning	6	<ol style="list-style-type: none"> 1. Begin consultations with stakeholders to develop policy guideline for SCE program in schools 2. Consultation report produced 	Q 3&4	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	53AJ	Coordinate the strengthening of COVID 19 Safe school reopening guideline	1	<ol style="list-style-type: none"> 1. Distribute and enforce safe school Guideline 	Q1	
	53AJ	Support the coordination of the vaccination program at the school level in all provinces	6	<ol style="list-style-type: none"> 1. Coordinate with the provincial education officers the 3 vaccinations roll out HPV COVID 19 Measles 	Q1-Q4	
	53AJ	Coordinate Health in School Activities with the provincial Education office	7	<ol style="list-style-type: none"> 1. Draft instructions to be distributed to schools across all provinces to promote Health in school activities such as; tooth brushing, ENT screening, Healthy School canteen, Deworming program, reduction of sweet drinks in school, cleaning of physical environment, and grooming 	Q1	
	53AJ	Support the coordination of MHPSS awareness at the school level	100	<ol style="list-style-type: none"> 1. Coordinate with Provinces to develop their provincial plan on the MHPSS awareness and training 	Q1	
	53AJ	Support the adaptation of the Mental Health referral pathway for Education MHPSS	1	<ol style="list-style-type: none"> 1. Share the MHPSS referral pathway with the provinces for them to adapt to their context their pathway 2. Support the review of the document 3. Support the approval of the document for use in the provinces 	Q1-3	

53AJ	Support the establishment of Counselling services in schools/ strengthening existing counselling services	100	<ol style="list-style-type: none"> 1. Identify schools with existing counselling services and support the strengthening of the services 2. Identify school intending to establish their counselling service and support establish at the school level 	Q1-Q4	
53AJ	Support and Monitor MHPSS program at the provincial level	100	Monitor the MHPSS program at the provincial level 7 school level	Q2-4	
53AJ	Review Job description of the school games Coordinator	1	<ol style="list-style-type: none"> 1. Review the Job description 2. Finalize the JD 	Q2	
53AJ	Develop Inter-secondary school games charter for 2023 based on reflection on 2021 games charter	1	<ol style="list-style-type: none"> 1. 2023 Inter-secondary school games charter developed with the support of the partners and the MoET 2. Communicate the charter with the secondary schools across the country through the provincial office 	Q2	
53AJ	Establish Local Organizing Committee (LOC) for the Shefa Inter-secondary school games	1	<ol style="list-style-type: none"> 1. Liaise with stakeholders and partners in setting up the national mechanism in place 2. Develop TOR of the LOC 	Q1	

4.5.1 Torba Provincial Education Office

Program	Activity Code (53CA)	Output or Service Target	Target	Action	Action completion date	Comment & Risks
1.School Financial Management Manual is updated	PFO	Principals' refresher training on financial procedures delivered	28 Principals attend financial training by May 2023	1. To inform principals of training 2. To conduct training of Principals 3. Prepare training report.	1. Feb 2. May 3. May	
	Boat Driver	Principals are transported to the Torba Education Office		1. To get approval from PFO & PEO 2. Check for availability of fuel 3. Check for weather updated	1. April 2. April 3. April	
	Secretary	Accommodation logistics are arranged		1. Check availability of rooms at guest house. 2. Confirm preferential guest house for use.	1. April 2. April	
2. Grants are disbursed according to work plan	PFO	School Grants (ECCE, PRI & SEC) are disbursed	41 ECCE, 23 Primary 6 Secondary grants by Jan, March & June 2023	1. To check whether or not the financial report has been submitted to school support officer 2. To check against the grant criteria (with the school support officer) whether or not the school met the criteria 3. To confirm eligible and non-eligible school for grants 4. To submit list to PEO for approval	1. March 2. Mar, June., Sept, Dec 3. April, July 4. April, July	The delay of providing required information especially in remote schools without communication means.
	School Support officers, PFO	ECCE, Primary and secondary School grants are reported		1. To send reminder to principals for financial reporting. 2. To monitor school monthly financial report submission. 3. To sign and upload monthly report to OV. 4. Assist to keep an up- to- date check list for schools that produce their financial report	1. Jan 2. Monthly 3. Monthly 4. Monthly	

	PEO	Confirmation letter for eligible & non-eligible school is produced		1. PEO confirm eligible/not-eligible schools.	1. April, July	
34 OPEN VEMIS data becomes the management tool.	VEMIS	Student data are updated in OV	41 ECCE, 23 Primary 6 Secondary grants by Jan, March & June 2023	1. To send reminder to all principals on enrolment update 2. Check in the OV system on enrolment update progress 3. Follow-up with principals regarding delays of school enrolment update 4. Check with school support officers for any hard copy submitted to the province for uploading 5. Update enrolment in OV for schools that submitted hard copies	1. Feb 2. Mar 3. Mar 4. April 5. April	
	School Support officers			1. To send reminder to all principals on enrolment update 2. Check in the OV system on enrolment update progress 3. Follow-up with principals regarding delays of school enrolment update 4. To update enrolment in OV for schools that submitted hard copies	1. Feb 2. Mar 3. Mar 4. April	
	PFO	Financial data are uploaded in OV	41 ECCE, 23 Primary 6 Secondary grants by Jan, March & June 2023	1. To send reminder to all principals on financial data upload to OV 2. To Check in the OV system on financial update OV 3. To Follow-up with principals regarding delays of school finance update in OV	1. Feb 2. Monthly 3. Monthly	
Schools use the relevant national curriculum ²⁰	ECCE	ECCE curriculum implemented	6 ECCE	1. To prepare plan for support training. 2. To assist MEO's to improve reading program/activities in schools.	1. February 2. July 3. November 4. November	

				<ol style="list-style-type: none"> To monitor progress of activities in schools. To support the development of vernacular teaching materials. 		
Support Officers	Reflection and awareness conducted in Primary Schools	6 Primary Schools (Gaua) by June	<ol style="list-style-type: none"> To arrange logistic. To carry out reflection exercise and awareness Prepare report. 	<ol style="list-style-type: none"> April May May 		
	Primary teachers' refresher training on curriculum delivered.	6 Primary Schools by June	<ol style="list-style-type: none"> To arrange logistic. To develop training material To deliver refresher training Prepare report 	<ol style="list-style-type: none"> April April June June 		
Support Officers	Secondary School Curriculum Implemented	4 Secondary School, 1 Senior Secondary School by November	<ol style="list-style-type: none"> To monitor and support the implementation of year 7 and year 11 (FLE) To prepare monitoring report. 	<ol style="list-style-type: none"> Mar, June, Sept, Dec Mar, June, Sept, Dec 		
Support Officers	School Literacy Improvement Plan developed	24 Primary Schools by April	<ol style="list-style-type: none"> To assist schools to identify literacy needs. To assist schools to prepare and submit literacy improvement plan. 	<ol style="list-style-type: none"> April April 		
	School Literacy Plan monitored	24 Primary Schools by November	<ol style="list-style-type: none"> To monitor school literacy planned activities. To receive quarter reports that include school literacy activities. 	<ol style="list-style-type: none"> April to November Mar, June, Sept, Dec 		
National Teacher Qualification upgrade policy is developed and implemented	School annual academic plan developed	100% of ECCE, Primary and Secondary by April	<ol style="list-style-type: none"> To prepare guide to assist development of plan. To receive plans from schools 	<ol style="list-style-type: none"> April Feb 		
	Academic Plan implemented and reported.	100% of ECCE, Primary and Secondary by November	<ol style="list-style-type: none"> To provide support for implementation. To assist Principals to record Teachers Achievement after PD in teachers' observation. To receive progressive reports through quarter reports To recommend update of PD achievement for teachers into 	<ol style="list-style-type: none"> Feb – Nov May, August Mar, June, Sept, Dec Oct 		

				teachers details in OV or teachers' files.		
Children have equitable access to HPS and WASH in Schools (WinS) facilities		WASH facilities in schools are improved.	10 ECCE 10 Primary schools 3 Secondary schools by September (affected area)	<ol style="list-style-type: none"> To support the development of WASH facility in schools Monitor reports for implementation. To coordinate inclusion of WASH activities in SSP/EIP in following year plan. 	<ol style="list-style-type: none"> Sept Sept Sept 	
		WinS Workshop with stakeholders delivered	10 provincial officers and stakeholder reps by February	<ol style="list-style-type: none"> To inform officers and stakeholder reps of the workshop. To prepare logistics To attend workshop 	<ol style="list-style-type: none"> April April June 	Depend on Central MOET schedule of training
		WinS Training of principal delivered	100% of Primary and Secondary Principals and MEO by April	<ol style="list-style-type: none"> To inform principals and MEO's of the training. To prepare logistics. To deliver the training. To prepare report. 	<ol style="list-style-type: none"> May May July July 	This activity will be determined by the stakeholders training
		HPS provincial activities implemented	1 plan by November	<ol style="list-style-type: none"> To review and approve HPS plan. Coordinate implementation of activities. To report on progress of implementation. 	<ol style="list-style-type: none"> Mar Mar, June, Sept, Dec. Mar, June, Sept, Dec. 	
		Secondary School Sports coordinated	4 schools by September	<ol style="list-style-type: none"> To inform schools of Provincial and National sports activity. To assist schools to coordinate provincial sports competition. To assist coordination of provincial sports competition. (TISSA) To assist schools to prepare provincial team for National SS games. To assist schools on logistics to attend National SS Games. To attend games. To report on games and sports activities. 	<ol style="list-style-type: none"> Feb Feb May July August August September 	Depending on National Games schedule

Assessment practices are harmonized	Students' academic progress reported regularly.	10 ECCE 9 Primary schools by November	<ol style="list-style-type: none"> 1. Identify Pilot schools in each zone. 2. To create kobo forms for report. 3. To remind Principals and MEO's to support teachers to keep accurate records of students' academic progress. (Attainment and progress) through letter and other means. 4. To monitor teachers and Principals feedback to parents/guardians on the progress of student achievement. 	<ol style="list-style-type: none"> 1. April 2. April 3. Monthly 4. Monthly 	
	National exam results are communicated.	100% Primary and Secondary Schools	<ol style="list-style-type: none"> 1. To assist principals to include Vansta and national results analysis (termly) in Annual Academic Calendar (Plan). 2. To monitor quarter report on analysis activity. 	<ol style="list-style-type: none"> 1. Feb 2. Mar, June, Sept, Dec 	
	National exam results are communicated	10 communities by November	<ol style="list-style-type: none"> 1. To inform communities on VANSTA and National Results through awareness. 	<ol style="list-style-type: none"> 1. November 	
Planning, Budgeting, Financing, and Reporting processes are strengthened	Provincial Office managed Schools are managed	10 units 41 ECCE 27 Schools	<ol style="list-style-type: none"> 1. To manage PEB grant, its use and reporting. 2. To oversee provincial units' activities. 3. To oversee Curriculum activities. 4. To oversee EAU activities. 5. To oversee National Program activities 	<ol style="list-style-type: none"> 1. Mar, June, Sept, Dec 2. Mar, June, Sept, Dec 3. Mar, June, Sept, Dec 4. Mar, June, Sept, Dec 5. Mar, June, Sept, Dec 	Each unit will develop an individual activity aligned with this plan and their JD's.
	Principals' Conference conducted.	Principals Conference conducted by April 2023	<ol style="list-style-type: none"> 1. To inform schools of the Conference. 2. To prepare logistics 3. To conduct Conference 4. To provide report. 	<ol style="list-style-type: none"> 1. Jan 2. Feb 3. April 4. May 	

		Teachers are observed.	100% Teachers of ECCE, Primary, Secondary	<ol style="list-style-type: none"> To coordinate Principals and MEO's observation for teachers. To observe selected teacher performance for verification on Principals observation. 	<ol style="list-style-type: none"> May, Aug, Nov Nov 	
		Principals are appraised.	20 Principals by August	<ol style="list-style-type: none"> To identify Principals for appraisal. To conduct appraisal. 	<ol style="list-style-type: none"> Feb August 	
		School Strategic Plan (SSP)/ ECCE Improvement Plan (EIP) document uploaded. SSP/EIP Progressive report completed and available.	27 Schools 41 ECCE by February	<ol style="list-style-type: none"> To monitor principals' and ECCE teachers update on SSP. To support submission/upload of annual Plan to OV. Monitor completion and submission of progressive reports. To provide assistance to schools to complete plan for following year. 	<ol style="list-style-type: none"> Feb Feb April, July, Oct, Dec 	
9.Children have equitable access to schools	Inclusive Officer	Awareness on inclusive policy is conducted to ECCE	Awareness conducted to 41 ECCE by June 2023	<ol style="list-style-type: none"> To identify and prioritise schools to visit. To prepare travelling logistics. To conduct awareness. To produce awareness summary report. 	<ol style="list-style-type: none"> Feb Feb Mar Mar 	
	Inclusive Officer	Screening of schools (to identify disability) is conducted	Screening conducted to 41 ECCE & 4 secondary school by June 2023	<ol style="list-style-type: none"> To identify and prioritise schools to be visited for screening To prepare travelling logistics for screening To conduct screening exercise To document screening report To enter data screening data to Kobo. 	<ol style="list-style-type: none"> Feb Feb Mar Mar May 	
	Inclusive Officer	Awareness on inclusive policy is conducted to Primary Schools	Awareness conducted to 24 Primary by June 2023	<ol style="list-style-type: none"> Identify and prioritise schools to be visited Prepare travelling logistics Conduct awareness Produce awareness summary report 	<ol style="list-style-type: none"> Feb Feb Mar June 	

	Inclusive Officer	Individual Education Plan is developed	41 ECCE, 24 Primary, 4 Secondary School by June	<ol style="list-style-type: none"> To use screening data to identify students for IEP. To Train teachers and MEO's to prepare IEP. To monitor implementation of the plan. 	<ol style="list-style-type: none"> April June November 	
	Primary & Secondary officer	Schools are rationalized Telhei Secondary is relocated	1 school by October	<ol style="list-style-type: none"> To revisit NSIDP for Torba Schools. To have two final consultations with Motalava Community. To rationalized Telhei and Wongyeskei. To coordinate Telhei Secondary School relocation. 	<ol style="list-style-type: none"> Mar April, July October 	
	Secondary	Santa Maria French Secondary School is re-established Bagavegug is registered		<ol style="list-style-type: none"> To consult with communities on reopening/registration To meet curriculum requirement for the reopening/registration To meet staffing requirement. 	<ol style="list-style-type: none"> Feb June June 	
Community Engagement	ECCE	Parental Support Program is implemented	10 ECCE branch by October	<ol style="list-style-type: none"> To monitor community- based PSP training to parents. To report the implementation of the training. 	<ol style="list-style-type: none"> Feb, April, July Sept Feb, April, July Sept 	

4.5.2 Sanma Provincial Education Office

Program	Activity Code 53CB	Output or Service Target	Target	Action	Action completion date	Comment & Risks
12. Strengthen community engagement	PEOs Office	Awareness conducted on registration and discipline policies to school principals & school chairman	<p>Awareness on registration & discipline policies to 152-ECCE by Nov 2023</p> <p>Awareness on registration & discipline policies to 87-Primary by Nov 2023</p> <p>Awareness on registration & discipline policies to 15 Secondary by Nov 2023</p>	<ol style="list-style-type: none"> To identify principals and school chairman to begin awareness workshop on registration and discipline policy with, To get approval on the list of the school principals and the chairman by the PEO, To draft an invitation letter to communicate the purpose of the awareness to the school principals and the chairman, To disseminate letters to all principals and school chairman, To prepare logistical arrangements and awareness materials To conduct awareness To produce a summary report on the awareness 	November	
	PEO Office	Organize SANMA School Principals, School Council Chairman Conference/meeting	To improve academic Performances	<ol style="list-style-type: none"> Set Conference/meeting dates Plan and budget the Conference/ Meeting with the SANMA Education Unit officers and SANMA School Principals Association Apply for fund for the conference/meeting Preparations for the meeting and work on Logistics Prepare and send letter or notification emails and messages for the Conference/meeting. 	<p>April</p> <p>April</p> <p>May</p> <p>May 12, 2023</p>	Budget for 450,000vt

				6. Coordinate the conference/meeting 7. Work on resolutions of the meeting 8. Monitor school Academic activities.	29 May – 02 June 2023 July – November 2023	
10. Children have equitable access to HPS and WASH in Schools (WinS) facilities	School Support	Health Promoting School (HPS) monitoring visits conducted in primary and secondary school	HPS monitoring conducted in 11- Primary schools by July 2023 HPS monitoring conducted in 5 Secondary by November 2023	1. To identify schools that will be visited for HPS monitoring, 2. To get approval on the list of the school to be visited for HPS monitoring, by the PEO, 3. To prepare logistical arrangements for the HPS monitoring visits, 4. To communicate to the school principals about the HPS monitoring visits, 5. Conduct school monitoring visit on HPS		
34. OPEN VEMIS data becomes the management tool for MOET	OV Unit	Open VEMIS training conducted to newly appointed principal for class and Student enrolment data.	Training conducted to 30 Principal by March	1. To identify school principal to attend OV training. 2. To get approval on the list of the school to attend Open VEMIS training, by the PEO. 3. To prepare logistical arrangements for the OV training. 4. To communicate to the school principals about the OV. 5. Conduct OV training. 6. Provide report.	March	
	OV	Work with Schools on Teaching and Learning Resources	Find out from Damage schools on what text	1. Contact schools to find out on their text books 2. Make a list of Schools with need of different grades text	April	

			books they have lost and report to CDU for replacement.	books that are damage by TC Judy & TC Kevin. 3. Send list to CDU 4. Contact recording and distribution for any teaching and learning resources received.	End of April Anytime		
School Management are updated	Financial are updated	Finance Unit	Financial Management Training conducted & delivered to 40 Newly contracted Principal in Primary and Secondary Schools.	Financial Management Manual is conducted to 40 Principals at the end of March	<ol style="list-style-type: none"> To identify the school's Principal to attend Financial Management manual training. To Prepare Training Materials for the Training. To get an approval on the list of school Principals by PEO. Communicate to school Principals to attend School Financial Training. To prepare the logistics for the Financial Management Manual Training. To Deliver school Financial Manual Training to the Principals. Report provided. 	February	
		Finance Unit	Reporting of Financial Reports for Sanma Primary & Secondary Schools.	90% of Primary and Secondary school Finance reports updated and uploaded into the Open Vemis by November 2023.	<ol style="list-style-type: none"> To inform all School Principals to submit Monthly, Quarterly and Annual reports. To get an approval on financial reports by PEO. To ensure Approved Reports must be return to schools for upload into the OV. Register school that submit their Financial Reports. Produce feedbacks to School Principals who submit their reports. 	January to November	

	Finance Unit	Coordination of Office Grant, Manage Payables and Receivables for PEO.	Financial Report for Office Grant is Managed & updated by November 2023.	<ol style="list-style-type: none"> To receipt all income and Expenses for the Office. PEB Bank Statement must be collected & updated daily with Expenses and Income. Bank all receivables. Prepare PV & Cheque for Payables. Payment of supplies. Filing of receipts and payments. Update cashbook payment. 	Jan-Dec	
29. School Improvement Unit Policy is developed and implemented	53CB (SPEA)	<ul style="list-style-type: none"> Training delivered to Schools in developing their SIP/SSP. 	Deliver training to 15 Primary School Principals & 5 Secondary School Principals By July 2023.	<ol style="list-style-type: none"> To Identify Schools with difficulties in Preparing and reporting SIP / SSP. To develop a support training plan To get approval from the PEO To prepare SIP/SSP training logistics arrangements To communicate to the school Principals & SC Chair To Conduct SIP/SSP Training on planning & Reporting 		Delay of funds Other un-schedule Activities Weather Poor Communication Network
10. Children have equitable access to HPS activities and equable access to quality WASH in schools' facilities.	53CB	3-star approach in schools is improved	20 Primary Schools 3-star approach is improved by October	<ol style="list-style-type: none"> To prepare plan and budget To seek approval To apply for Imprest To prepare logistics To conduct school visit, support, and refresher training on WINS with key Principals and MEOs To prepare report 		
		BMI data updated	20 Primary Schools, Students BMI are uploaded into OV by June	<ol style="list-style-type: none"> To verify school BMI data on OV To remind School Principals on data input To prepare progress report 		

		HPS Committee meeting conducted	3 HPS meeting conducted by December 2023	<ol style="list-style-type: none"> To prepare plan and budget To consult with public Health and PEO for approval To prepare logistics To coordinate meeting To Prepare report 		
19. Assessment practices are harmonized	53CB	BOT (Basic Operation Test)	87 Primary Schools are going to be tested in Basic Operation Test by End of April 2023 and by end of October 2023.	<ol style="list-style-type: none"> Notify 87 primary schools about the BOT test schedule. Prepare test package Print & Photocopy Dispatch to schools Receive and analyze results Report to PEO and Schools. 	<ol style="list-style-type: none"> 13 February 20 February 22 February 22 March 05 June 	
	53CB	VANSTA & PILNA Results Awareness	Contact VANSTA & PILNA Result Awareness to six (6) Zones including surrounding school communities. By May 2023	<ol style="list-style-type: none"> Draw up Awareness plan Get approval from PEO Prepare Awareness Presentation Prepare logistics Inform Schools in different Zones Contact Awareness Follow up on good practices in schools Evaluation & Reporting 	<ol style="list-style-type: none"> 13 February 20 February 22 February 22 February March – April 8 – 19 May 	
27. Planning, Budgeting, Financing, and reporting Processes are strengthened	53CB	Support & strengthen SSP reports (Quarterly)	Sanma Education SBM Unit Coordinators Support and Strengthen Monitoring on SSP quarterly Reports received from School Principals	<ol style="list-style-type: none"> Send reminder messages via, email, FB Page, Verbal Communication, Annual calendar, SBM Revised Timetable... Provincial SBM Unit Coordinators received SSP quarterly Reports and Support Weak School Principals. 	<ol style="list-style-type: none"> March, June, September, October April, July, October, December 	

29. School Improvement Unit is developed and implemented	53CB	Support School Principals in Preparing their following years SEF, SSP, and AWP & Budget.	Support schools in advising school Principals on when, How and who to work with in developing their following year SEF, SSP, AWP & Budget.	<ol style="list-style-type: none"> 1. Remind schools on Planning Preparation & Submission deadlines 2. Support School Principals to develop their following year SEF, SSP, AWP, Budget & Fee Structure. 3. Collect Planning and Summarize reporting data from School Planning. 4. Submit Reports to PEO & SBM 	<ol style="list-style-type: none"> 1. 26 June 2023 2. July – August 2023 3. 30 September 2023 4. 30 October 2023 	
26. Teaching service staff manual is implemented	53CB (SPEA)	Support & Monitor MoET & TSC Policies, Guidelines, Manuals and Code of contacts	20 Primary Schools & 7 Secondary Schools are supported & monitored to Strengthen the implementing the MoET and TSC Policies, Guidelines, Guidelines, Manuals and Code of Contacts.	<ol style="list-style-type: none"> 1. Identify schools that needs support 2. Make up list and send to PEO for approval 3. Prepare packages needed 4. Consult with schools for improvement 	<ol style="list-style-type: none"> 1. 13 March 2. 15 March 3. 20 March 4. Throughout the month of April - July 	
23. National Teacher Qualification upgrade policy is developed and implemented	53CB (SPEA)	Support learning and teaching programs to enrich and enhance quality students' performance.	60 Primary Teachers, 10 PS Principals, 30 Secondary School Teachers & 10 Secondary School Principal Observation are contacted by 31 October 2023	<ol style="list-style-type: none"> 1. Principals contact teacher Observation entered to Kobo 2. Coordinators Contact Principals Observations entered to Kobo 		

	53CB	Monitor School improvement activities and professional development in school base.	16 Primary model schools will be supported and monitor for school base professional development programs. By 17 February	<ol style="list-style-type: none"> 1. Schools Prepare school Base PDP for Curriculum Improvement support and submit to Provincial SBM unit 2. Coordinators monitor the improvement support programs and give support for improvement. 	Ongoing	
29. School Improvement Unit Policy is developed and implemented	PSP	Parent Support Program (PSP) conducted to ECCE teachers	152 ECCE teachers are trained on Parent Support Program by November 2023	<ol style="list-style-type: none"> 1. To identify ECCE teachers 2. To approve by ECCE coordinators 3. To draft ECCE releasing letter to principals 4. To communicate the letter to principal and ECCE teachers 5. Prepare logistical arrangements (venue, stationeries, accommodation & transport) 6. Conduct training 7. Report & monitoring 	By November 30, 2023	
School Maintenance Manual reviewed and updated	PMO	Monitoring of ongoing and new Infrastructure and Carry out Standards for all levels of Education	Monitoring and Support provided to 10 Schools by March 2023	<ol style="list-style-type: none"> 1. Budget breakdown for Provincial Maintenance Officer to monitor progress Quality Standard 2. Approve by PEO 3. Logistics arrangements 4. Monitoring visits 	2023	
Reconstruct Sanma Education Office Facilities	PMO	Reconstructing of Sanma Education office Facilities	Reconstructing office Facilities by 2023	<ol style="list-style-type: none"> 1. Inspection on all Sanma office room facilities 2. Quotations provided 3. Gain PEO approval 4. Purchasing process 	Complete End of June 2023	
Coordinate the development and implementation of school rules and policies	Deputy PEO	Develop school rules and policies	15	<ol style="list-style-type: none"> 1. Visit & contact all schools to check if all school rules and policies have been documented. 2. Coordinate & assist principals to develop school rules and policies 	April June	

<p>12. Strengthen community engagement</p>	<p>53BC</p>	<p>Awareness conducted on registration and discipline policies to school principals & school chairman</p>	<p>Awareness on registration & discipline policies to 152-ECCE by Nov 2023</p> <p>Awareness on registration & discipline policies to 87-Primary by Nov 2023</p> <p>Awareness on registration & discipline policies to 15 Secondary by Nov 2023</p>	<ol style="list-style-type: none"> 1. To identify principals and school chairman to begin awareness workshop on registration and discipline policy with, 2. To get approval on the list of the school principals and the chairman by the PEO, 3. To draft an invitation letter to communicate the purpose of the awareness to the school principals and the chairman, 4. To disseminate letters to all principals and school chairman, 5. To prepare logistical arrangements and awareness materials 6. To conduct awareness 7. To produce a summary report on the awareness 	<p>November</p>	
	<p>PIECS</p>	<p>2. Contact workshops on: - how to Identify students with disabilities - More specific learning needs as dyslexia, dyscalculia, etc.... - help teachers and assistant teachers to create IEP/Screening Tool for students.</p>	<p>30</p>	<ol style="list-style-type: none"> 1. Review and adapt training package 2. Prepare training logistics 3. Conduct training on how to identify students with disabilities and more specific learning needs. 4. Visit to school to follow up with the IEP and see the progress of the students and the screening tools been used. 5. Reporting 	<p>1. March to June</p>	
	<p>PIECS</p>	<p>5. Continue outreach to follow up with the special needs for their IEPs and train the IE teaching assistance.</p>	<p>30</p>	<ol style="list-style-type: none"> 1. Review training packages 2. Finalise logistics 3. Complete the task assigned to do 4. Follow up with the progress and record the issues found. 	<ol style="list-style-type: none"> 1. August 2. September 3. October 4. November 	
	<p>PIECS</p>	<p>6. Annual outreach visit to Schools for the screening training and awareness – kobo data collection (collecting information about</p>	<p>20</p>	<ol style="list-style-type: none"> 1. Review and prepare training packages 2. Prepare logistics for training 3. Conduct training to schools on how to do screening for students with 	<ol style="list-style-type: none"> 1. August 2. September 3. October 4. November 	

		students access to Inclusive in schools)		special needs and do kobo data collections 4. Continuous monitoring students and teachers with their progress of the training and the support given by teachers.		
	PIECS & VEMIS Officer	7. Updated VEMIS form with Refresher training.	60	1. Review and adapt training package 2. Prepare logistic for training 3. Refresher and support the teachers in updating the OV 4. Monitoring the progress 5. Reporting to PEO, National Coordinator	1. February 2. March 3. June 4. January 5. May 6. August	
	PIECS	8 Behaviour Training. Outreach to communities. Behaviour change campaign for parents. Scio-social training targeted the communities.	20	1. Review and prepare the training packages 2. Finalise the logistics 3. Community engagement of Behavioural Awareness. Contact the BCCS to the teachers and parents in the schools 4. Monitoring & Evaluation		
Strengthen Disaster Risk Reduction and Management (DRRM)	Sanma Safe School	Conducting trainings on the updated School Disaster Management Handbook with school committee chairperson and principals.	100 Chairman 100 Principals	1. TOT 2. PEO approval 3. Notify Sanma Safe School Working group 4. Logistic arrangement 5. Activity undertaken 6. Report writes up	1. Term 1-3	
Children have equitable access to schools.	Sanma Safe School	Inclusion Policy validation with partners, including selected principals and teachers at provincial level.	24	1. PEO approval 2. Logistic arrangement 3. Activity undertaken. 4. Report writes up	March 2023	
Collaboration with development partners, both national and provincial to support Ministry strategic plan through a joint learning reflection event.	Sanma Safe School	Participate in an annual learning reflection of the project and research undertaken with national and provincial officials.	40	1. PEO approval 2. Logistic arrangement 3. Notify participant to participate 4. Activity undertaken 5. Activity report writes up	June 12 th – 16 2023	

MoET organizational structure, roles, and responsibilities are updated and aligned.	Sanma Safe School	<p>Re-activation of Sanma Seif Skul Working group.</p> <p>Convene Sanma Seif Skul meeting twice this year.</p> <p>Convene ongoing meetings at school level to develop school EiE plan.</p>	15	<ol style="list-style-type: none"> 1. PEO approval 2. Logistic arrangement 3. Notify participant to participate. 4. Activity undertaken. 5. Activity report writes up. 	<ol style="list-style-type: none"> 1. Feb 2023 2. July 2023 3. October 2023 	
MoET organizational structure, roles, and responsibilities are updated and aligned.	Sanma Safe School	<p>Setting up of school EiE committee</p> <p>Convene ongoing meetings at school level to develop school EiE plan.</p>	14	<ol style="list-style-type: none"> 1. PEO approval 2. Logistic arrangement 3. Notify participant to participate. 4. Activity undertaken. 5. Activity report writes up. 	<ol style="list-style-type: none"> 1. April 2023 2. May 2023 	
Strengthen community engagement.	Sanma Safe School	<p>Initiate design pilot project implement based on concept note in the three school, which meet the criteria.</p>	3	<ol style="list-style-type: none"> 1. PEO approval 2. Consult with Seif Skul Working group. 3. Notify school principal and council. 4. Project implementation 5. Activity report writes up. 	Term 1 – 3	
Equitable access to quality education is monitor.	Sanma Safe School	<p>Implementation of MQS updated MQS baseline survey (Teachers Observation) in Zone 2, 4 & 8.</p>	200 Teachers	<ol style="list-style-type: none"> 1. PEO approval 2. Close consultation with School Base Management Unit 3. Logistic arrangement 4. Activity executes. 5. Activity cash acquittal 6. Activity report write up. 	<p>March 2023</p> <p>Date TBC</p>	
Ensure rooms are cleaned and ready to receive clients	53CB (Cleaner)	<ol style="list-style-type: none"> 1. To keep Office, clean at all time and welcoming. 2. Keep facility in the office clean and ready to be used. 	<ol style="list-style-type: none"> 1. Office clean and welcoming. 2. Office washrooms clean and ready to be used. 	<ol style="list-style-type: none"> 1. Sweep rooms daily 2. Mop rooms weekly 3. Order toiletries monthly 4. Wash toilets & sinks daily 5. Change office curtains monthly. 6. Wash Louvres weekly 	<ol style="list-style-type: none"> 1. Daily duty. 2. Weekly sweep all rooms. 3. Jan to Dec. 4. Daily duty. 5. Jan to Dec. 6. Four time a month. 	

Office Environment is clean and needy.	53CB (Cleaner)	1. The office outdoor to be clean at all time.	1. Office environment clean.	1. Clean flower beds and lawn twice a month	1. Twice every month from Jan to Dec.	
Duty assigned by PEO.	53CB (Cleaner)	1. Any other task ordered by PEO.	1. Help out order staffs.	1. Carry out any extra duty as assigned by the PFO/PEO	1. throughout the year.	
1.Establish and manage Office routines and administrative procedures	53CB (Secretary)	1. Include all officers to take part in devotion. 2. Reporting to HR. Update leave statement.	1. staffs include in devotion. 2. Update leaves.	1. Produce weekly staff devotion list. 2. Up-date of staff attendance. 3. Monitoring of staff daily attendance. 4. Monthly report on this activity.	1. February 2. Throughout the year. 3. Throughout the year. 4. Monthly reports.	
2.Establish record systems and filing practices	53CB (Secretary)	1. Update of files and teachers' information's.	1. Teachers' information's are up to date. Files are tidy.	1. Create new files. 2. Monthly filing. 3. Review all filling system.	1. March 2. June 3. November	
3. Provide general receptionist / telephone/secretarial duties and assist communication with schools.	53CB (Secretary)	1. Service delivery up to date. 2. PEO's appointment are met on time as planned. 3. Keep track and proof for any important visitors visiting the department	1. Clients are serves equally and on time.	1. Receive clients & answering all queries. 2. Call out & receive calls & transmit daily messages. 3. Make & arrange for appointment. 4. Ensure daily visitor sign visitors log book.	Throughout the year.	
4.Operate and control Office equipment, including word processors, computer, Fax machine and photocopier	53CB (Secretary)	1. Ensure all Office equipment are in good condition for ready to use.	1. Two photocopie s' machines and ten telephones.	1. Check Office equipment's (Photocopy machine, telephones).	1. Daily Throughout the year.	
	53CB (Secretary)	1. Keep recording on IET's service delivery for payment purposes.	1. IET's service machine one time per month.	1. Ensure that IET's sign in when service all machines. 2. Daily photocopy, printing, and scanning. 3. Provide monthly Report on this activity.	1. Throughout the year. 2. Throughout the year. 3. Each month starting from Jan-Dec.	

5. Control mail inwards and outwards and reads of all inward and outward correspondence.	53CB (Secretary)	<ol style="list-style-type: none"> 1. Keep recording on mails for PEO to action them on time. 2. Keep the mails received up to date. 	<ol style="list-style-type: none"> 1. All mails are received and actioned on time. 	<ol style="list-style-type: none"> 1. Up-date inward and outward correspondence register book. 2. Ensure that all inward correspondence after register or 1 day after for the PEO to action. 3. Provide monthly Report on this activity 	<ol style="list-style-type: none"> 1. Daily. 2. Throughout the year. 3. Each Month. 	
6. Order Office supplies and main stocks of supplies	53CB (Secretary)	<ol style="list-style-type: none"> 1. Ensure that PEO and staff are with little support of stationaries 	<ol style="list-style-type: none"> 1. All staffs to received little stationeries (pens, scissors, rulers, markers, diaries, and others.) in February and again in June. 	<ol style="list-style-type: none"> 1. Distribute stationery to staffs. 2. Provide monthly Report on this activity. 	<ol style="list-style-type: none"> 1. February June 2. February June 	
7. Other duties as directed by the Provincial Education Ministry	53CB (Secretary)	<ol style="list-style-type: none"> 1. Ensure that Training venue is clean and tidy before training will be contacted. 2. Ensure that Office compound is clean and tidy. 	<ol style="list-style-type: none"> 1. Mow the loan 24 times. 	<ol style="list-style-type: none"> 1. Clean and get the conference room ready for contacted training. 2. Mow the loan. 	<ol style="list-style-type: none"> 1. Daily. 2. Two times a month. 	

4.5.3 Penama Provincial Education Office

Program	Activity Code (53CC)	Output or Service Target	Target	Action	Action completion date	Comment & Risks
29.School Improvement Unit Policy Implementation	PEO	Training and outcome base implementation are coordinated	Training and outcome base implementation are conducted for year 7, 8 and 13 teachers by December	1. To coordinate logistics with CDU/Exams		
				2. Seek approval from Director		
				3. To coordinate training for year 8 teachers and outcome base for year 7		
				4. To provide report		
11. Existing schools are rationalized and areas of need for new schools are justified	PEO	Community consultation is conducted on the Education Authority and School Registration Policy	Community consultation is conducted on the Education Authority and School Registration Policy with 2 school communities, by January	1. To inform school principal, Education Authority, and school council of the consultation visit		
				2. To prepare consultation logistics		
				3. To conduct consultation		
				4. To produce a summary report of the consultation		
4.Equitable access to quality education is monitored	PEO	Principals training on analysis of regional and national is conducted	77 principals training on analysis is conducted by August	1. To prepare plan and budget		
				2. To consult with exam unit for approval		
				3. To prepare logistics		
				4. To facilitate trainings To provide report		
14.Reduction in the number of the out of School Children	PEO	Consultation on introduction of TVET in schools is conducted	Consultation on introduction of TVET in	1. To consult with key stakeholders		
				2. To identify school		

			schools is conducted for 3 schools by September 2023	<ol style="list-style-type: none"> 3. To plan and budget 4. To apply for imprest 5. To prepare logistics 6. To conduct awareness on identified schools 7. To prepare recommendation 		
11.Existing schools are rationalized and areas of need for new schools are justified	PEO	Awareness on introduction of Senior Secondary School conducted	Awareness on introduction of 1 Senior Secondary School conducted by December	<ol style="list-style-type: none"> 1. To consult with Authorities and PPU 2. To review Registration Application 3. To Plan and Budget 4. To apply for imprest 5. To conduct awareness 6. To provide recommendation report 		
18.IT Policy is updated and implemented by 2030	PEO	TOT ICT Training for Principals and ICT teachers is conducted	12 Principals and 4 ICT Teachers training is conducted by December	<ol style="list-style-type: none"> 1. To consult with PEO Shefa and Sanma 2. To plan and budget 3. To seek approval 4. To facilitate logistics 5. Training conducted To provide report 		
23.National Teacher Qualification upgrade Policy is developed and implemented	PEO	Teachers development is coordinated	25 staff/teachers development is coordinated by August	<ol style="list-style-type: none"> 6. To coordinate applications 7. To give approval To Facilitate replacement (if) 		
4.Equitable access to quality education is monitored	PEO	Principals training on analysis of regional and national assessment is conducted	77 principals training on analysis is	<ol style="list-style-type: none"> 5. To prepare plan and budget 6. To consult with exam unit for approval 		

			conducted by August	7. To prepare logistics		
				8. To facilitate trainings		
				To provide report		
5. School MQS reviewed and updated	PEO	Awareness to the communities on the upcoming TC Harold project is delivered	Awareness to the communities on the upcoming TC Harold project is delivered to 8 Schools by December	1. To inform school and school communities of the awareness visit		
				2. To prepare awareness logistics		
				3. To contribute to the delivery of the awareness		
				To produce a summary report of the awareness		
10.Children have equitable access to HPS activities and equable access to quality WASH in schools' facilities.	Deputy PEO	3-star approach in schools is improved	WASH Monitoring is conducted by October	1. To prepare plan and budget		
				2. To seek approval		
				3. To apply for Imprest		
				4. To prepare logistics		
				5. To conduct school visit, support, and refresher training on WIP with key Principals		
				6. To prepare report		
			WASH Review and Support Training for intermediate and low performing schools	1. To Prepare plan and budget		
				2. To seek approval		
				3. To apply for Imprest		
				4. To prepare logistics		
			WASH Construction Monitoring and support is conducted by October	5. To conduct school visit, support, and refresher training on WIP with key Principals		
				6. To prepare report		

	Deputy PEO	BMI data updated	All 77 School Students BMI are uploaded into OV by June	1. To verify school BMI data on OV 2. To remind School Principals on data input To prepare progress report			
	Deputy PEO	HPS Committee meeting conducted	3 HPS meeting conducted by December	1. To prepare plan and budget			
				2. To consult with public Health and PEO for approval			
				3. To prepare logistics			
				4. To coordinate meeting To Prepare report			
	Deputy PEO	School Aid Post training conducted	10 School Aid Post workers training been conducted by October	5. To prepare plan and budget			
				6. To consult with public Health and PEO for approval			
				7. To prepare logistics			
				1. To coordinate meeting To Prepare report			
	34. OPEN VEMIS data become the management tool for MoET	PFO	Primary and Secondary schools monthly and Annual financial reports are updated and uploaded into OV	64 Primary and 14 Secondary schools monthly and Annual financial reports are updated and uploaded into OV by Dec	1. To check each school financial entry in OV		
					2. To inform schools with incomplete data		
					3. To assist schools that need assistance via telephone and email		
4. To assist schools that need reports to be scanned and uploaded into OV							

				5. To confirm schools eligibility for grant payment by each tranche		
				To prepare formal confirmation letter for PEO's approval for grant payment to schools		
	PFO	Training on Financial Modul in OV is conducted to principals	Training on Financial Modul in OV is conducted to 25 principals by August	1. To identify school principals		
				2. To prepare training materials		
				3. To seek PEOs approval		
				4. To apply for imprest funds		
				5. To inform principals on training		
				6. To prepare training logistics		
				7. To provide the actual training		
				To produce training report		
	PFO	Monitoring and support visit is conducted to identified principals in need	Monitoring and support visit is conducted to 10 identified principals in need by November	1. To identify schools that in need of support on financial reporting in OV		
				2. To seek PEOs approval		
				1. To apply for funding through Imprest		
				2. To inform principals on visit		
				3. To prepare travelling logistics		
				4. To provide the actual support visit in schools		
				To produce training report		

34. OPEN VEMIS data becomes the management tool for MOET	PVO	Student data are updated and uploaded in OV	Student data are updated and uploaded in OV for 129 Ecce's	1. To Print Vemis Forms for Ecce Schools without network coverage			
				64 Primary	2. Distribute Vemis Forms to Schools concern		
				14 Secondary by March	3. To Enter Vemis Forms received at Provincial level		
					4. To remind Principals to upload data		
					5. To provide assistance to schools that need assistance in updating student data		
	PVO	Open Vemis training is conducted to all Principals	Open Vemis training is conducted to 25 Principals by August	1.To identify School Principals			
				2.To prepare training materials			
				3.To seek PEOs approval			
				4. To apply for imprest funds			
				5. To inform principals on training			
PMO	Support is provided to the MoET facilities team on the awareness to the communities on the upcoming TC Harold project is Planned	Awareness conducted to 8 school communities by June	1.To inform school and school communities of the awareness visit				
			2.To prepare budget				
			3.To seek approval				
			4.To apply for imprest				
			5.To prepare awareness logistics				
5. School MQS reviewed and updated							

				6.To conduct awareness		
				To produce a summary report of the awareness		
	PMO	Site supervision visits are conducted to schools under TC Harold recovery	Site inspection visits are conducted to 8 school under TC Harold recovery project, by October	1.To re-confirm list of schools that will be visited from MoET facilities unit		
				2.To submit list of schools to be visited to PEO for approval		
				3.To apply for imprest fund for the visit		
				4.To prepare traveling logistics		
				5.To conduct inspection visits		
				To produce a summary report of the inspection visit		
	PMO	Site supervision visits are conducted to schools under Manaro Ashfall	Site inspection visits are conducted to 6 school under Manaro Ashfall, by July	1. To re-confirm list of schools that will be visited from MoET facilities unit		
				1. To submit list of schools to be visited to PEO for approval		
				To apply for imprest fund for the visit		
	PMO	Assessment on student boarding facilities	7 Secondary Schools boarding facilities Assessment August	1. To prepare activity plan and budget		
				2. To seek approval from PEO		
				3. To apply for funding		
				4. To prepare logistics		
				5. To conduct consultation with each school Principals & School Maintenance officers		
				6. To prepare progressive report		

	PMO	PEO Office Fencing is upgraded	PEO Office Fencing is upgraded by December	<ol style="list-style-type: none"> 1. To develop fencing plan 2. To seek approval for plan and design 3. To prepare material list and cost 4.To seek approval from Procurement Unit 5. To facilitate tender process 6. To coordinate material shipment to site 7.To supervise construction 8. To provide progress report 			
	ECCE Coordinator	Registration of new ECCE center's is supervised and coordinated	Registration of the 10 new ECCE centres is supervised and coordinated by November	<ol style="list-style-type: none"> 1. To provide the list of New ECCE Centre's to the MEO's Responsible 2. To provide support on registration procedure 			
	11.Existing schools are rationalized and areas of need for new schools are justified				To facilitate the Decision made by Registration committee to the ECCE center concern		
	12.Strengthen community engagement	ECCE Coordinator	Monitoring of the PSP is Caried out	Monitoring of the PSP is Caried out to the 9 MEO's by November	1.To analyze School performance report		
					2.To select schools		
					3. To plan and budget		
					4.To seek approval		
					5.To apply for imprest		
4.Equitable access to quality education is monitored	ECCE Coordinator	Teachers Registration/Teachers support training is conducted	Teachers Registration and support training is conducted for	1.To analyze School performance report			
				2.To select schools			
				3.To plan and budget			

			20 Schools by December	4.To seek approval			
				5.To apply for imprest			
				6.To conduct support training			
				7.To provide report			
26.Teaching service staff manual is implemented	Primary Coordinator	Primary school vacancies filled up	All 63 Primary Schools vacancies are filled up by March	1.To facilitate transfer			
				2.To prepare budget			
				3.To Apply for transfer Imprest			
				4.To refund travelling cost			
				5.To provide report			
29.School Improvement Unit Policy Implementation	Primary Coordinator	All 63 Primary Annual Plans are produced and uploaded in OV	All 63 Primary Annual Plans are produced and uploaded in OV by March	1.To prepare plan and budget			
				2.To seek approval			
				3.To apply for imprest			
				4.To conduct school visits with Key Principals			
				To provide progressive report			
	Primary Coordinator	SSP implementation are monitored	All 63 SSP implementation are monitored by December		1.To prepare plan and budget		
					2.To seek approval		
					3.To apply for imprest		
					4.To conduct support visit with Key Principals		
					To provide progressive report		
Primary Coordinator	All Primary Teachers observation report are uploaded into OV		All 63 Primary Schools Teachers observation report are uploaded into OV by December	1.To check and verify reports			
				To Produce progressive report on quarterly basis			

	Primary Coordinator	63 Principals and key Principals induction training conducted by September	63 Principals and key Principals Induction training is conducted by September	1.To Prepare activity plan and budget 2.To seek approval 3.To apply for Imprest 4.To prepare logistics 5.To facilitate training 6.To produce report		
High quality/ Standard curriculum system in place	Primary Coordinator	Outcome base curriculum is implemented	Continue to monitor the outcome base curriculum in year 1 to Year 6 in 63 Primary Schools by October	1.To prepare plan and budget 2.To seek approval 3.To apply for imprest 4.To prepare logistics 5.To conduct school visit with key principals 6.To prepare progress report		
4.Equitable access to quality education is monitored	Primary Coordinator	Teachers support training is conducted	Teacher support training is conducted for 9 Schools by September	1.To analyze school performance base on assessment data 2.To identify teacher 3.To plan and budget 4.To seek approval 5.To apply for imprest 6.To facilitate training To provide report		
14. Reduction in the number of out of School Children	Primary Coordinator	Year 6 students are accelerated to year 7	All year 6 students in the 62 Primary Schools are accelerated to year 7 by April	1. To prepare activity plan and budget 2. To seek approval 3. To apply for imprest 4. To prepare logistics 5. To conduct school verification visit To provide report		

14. Reduction in the number of out of School Children	Secondary Coordinator	Year 10,12,13 students are enrolled in PSET Institutions	All year 10,12,13 students are enrolled in PSET Institutions by September	1. To prepare activity plan and budget		
				2. To seek approval		
				3. To apply for imprest		
				4. To prepare logistics		
				5. To conduct school verification visit		
				6. To provide report		
29.School Improvement Unit Policy Implementation	Secondary Coordinator	All 63 Primary Annual Plans are produced and uploaded in OV	All 63 Primary Annual Plans are produced and uploaded in OV by March	1. To prepare plan and budget		
				2. To seek approval		
				3. To apply for imprest		
				4. To conduct school visits with Key Principals		
				To provide progressive report		
	Secondary Coordinator	SSP implementation are monitored	All 14 Schools SSP implementation are monitored by December	1. To prepare plan and budget		
				2. To seek approval		
				3. To apply for imprest		
				4. To conduct support visit with Key Principals		
				To provide progressive report		
Secondary Coordinator	All Secondary Teachers observation report are uploaded into OV	All 14 Secondary Schools Teachers observation report are uploaded into OV by December	1. To check and verify reports			
			To Produce progressive report on quarterly basis			
Secondary Coordinator	Secondary school vacancies filled up	All 14 Secondary	1. To facilitate transfer			
			2. To prepare budget			

26. Teaching service staff manual is implemented			Schools vacancies are filled up by March	3. To Apply for transfer Imprest		
				4. To refund travelling cost		
				To provide report		
	Secondary Coordinator	Principals' induction training conducted	16 Principals Induction training is conducted by September	1. To Prepare activity plan and budget		
				2. To seek approval		
				3. To apply for Imprest		
				4. To prepare logistics		
High quality/ Standard curriculum system in place	Secondary Coordinator	Outcome base curriculum is implemented	All year 7 classes in the 14 Schools implemented the outcome base curriculum by April	5. To facilitate training		
				6. To produce report		
				1. To prepare plan and budget		
				2. To seek approval		
				3. To apply for imprest		
				4. To prepare logistics		
				5. To conduct school visit with key principals		
4. Equitable access to quality education is monitored	Secondary Coordinator	Teachers support training is conducted	Teacher support training is conducted for Junior English and Maths teachers by September	6. To prepare progress report		
				1. To analyze Provincial and National results		
				2. To identify teachers		
				3. To plan and budget		
				4. To seek approval		
				5. To apply for imprest		
				6. To facilitate subject teacher's forum		
PIEC			Awareness on the Inclusive	7. To provide progress report		
				2. To Identify schools for the awareness		

9.Children have equitable access to school		Awareness on the Inclusive Policy, Gender Equity in Education Policy and Child safe guiding policy is conducted.	Policy, Gender Equity in Education Policy and Child safe guiding policy is conducted to 20 schools by November	3. To get approval from PEO 4. To inform school and school communities of the awareness visit 5. To prepare awareness logistics 6. To carry out awareness To produce a summary report of the awareness		
	PIEC	Training on how to identify students with learning challenges/IEP Training is conducted	Training on how to identify students with learning challenges/IEP Training is conducted to 21 ECCE teacher by November	1.To identify schools for the Training. 2.To get approval from PEO 3.To inform ECCE Teachers about the Training. 4.To prepare Training logistics 5.To carry out Training. 6.To produce a summary report of the Training.		
	PIEC	Support provided to inclusive model schools	Support provided to 30 inclusive model schools by November	1.To get approval from PEO 2.To inform the 30 model schools about the support visit. 3.To Prepare support visit logistics 4.To carry out support visit 5.To produce a summary report of the support visit.		
	PIEC	School learning facility for equitable access Assessment is conducted	School learning facility for equitable access Assessment is	1. To inform Schools 2.To Prepare plan and budget 3.To Prepare logistics		

			conducted in 30 model Schools by December	4.To conduct Assessment		
				5.To prepare recommendation report		
13.Strengthen Disaster risk reduction management (DRRM)	Safe School Officer	School SBDRR plans and committee reactivated	10 School SBDRR plans and committee reactivated by December	1. To identify School		
				2. To plan and budget		
				3. To consult with PEO and national program for approval		
				4. To Apply for imprest		
				5. To prepare logistics		
				6. To conduct school visit with key Principals		
				7. To prepare report		
	Safe School Officer	Awareness of child safeguarding policy is conducted	Awareness on child safe guarding policy in 10 school is conducted by September	1. To identify School		
				2. To plan and budget		
				3. To consult with PEO and national program for approval		
				4. To Apply for imprest		
				5. To prepare logistics		
6. To conduct school visit with key Stakeholders						
7. To prepare report						
Safe School Officer	Refresher training for Schools SBDRR planning conducted	Refresher training for 10 Schools SBDRR planning conducted by December	1 To plan ad budget			
			2. To consult with PEO			
			3. To Apply for imprest			
			4. To prepare logistics			
			5. To conduct training			
			6. To prepare report			
Safe School Officer	Provincial contingency plan reactivated	Provincial contingency plan reactivated by March	7. To review current plan			
			To elect SBDRR executive			

	Safe School Officer	Provincial SBDRR committee meetings conducted	3 Provincial SBDRR committee meetings conducted by December	8. To prepare plan and budget 9. To seek approval 10. To prepare logistics 11. To conduct meeting To prepare report		
4. Equitable access to quality education is monitored	Secretary Typist	Provincial Data and filling system is created	Provincial Data and filling system for 11 PEO Office Staffs is created by December	12. To identify resources needed		
				13. To create staff file		
				14. To update file		
				15. To provide feedback to staff		
	Secretary Typist	School data filling is created	School data filling for 50 schools is created by December	16. To identify resources needed		
				17. To create staff file		
			18. To update file			

4.5.4 Malampa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action Completion Date	Comments & Risks	
1. School financial Management Manual are updated	53CD	Capacity and Performance training provided	3	1. To schedule workshop date	1. February	Project funded	
				2. To prepare budget and logistical arrangement	2. April		
				3. To prepare workshop presentation	3. April		
				4. To conduct training	4. May		
	School Financial Management Manual distributed	100		1. To Follow up with Central office for Distribution Date	1. March	Project funded	
				2. To ensure the Material are available at the distribution point	2. May		
2. Grants are disbursed according to work plan	53CD	Grant criteria are met	226	1. To monitor Grant criteria updated in OV	1. February	Office	
				2. To asses Update data	2. March		
				3. To contact with non-Eligible schools	3. April		
				4. To assist school principal to meet all grant criteria	4. May		
				5. To confirm eligible schools	5. July		
4. Equitable access to quality education is monitored	53CD	Inclusive data updated	3	1. To schedule workshop date		Office	
				2. To prepare logistical arrangement			
				3. To prepare workshop presentation			
				4. To conduct training			
	Family Life Education (FLE) Malampa Program Monitored	90		18	1. To monitoring		
					1. To prepare budget	1. February	Project funded
					2. To preparer resource and logistic	2. March	
					3. To do monitoring visits	3. September	
Ambrym and Paama school Visited	35		35	1. To Prepare Budget	1. March	Office	
				2. To Prepare resource and logistic	2. April		

				3. To Visits Ambrym and Paama SS	3. April	
		Balanced Literacy planning processes are monitored	13	1. To schedule Malekula & Ambrym training	1. March	Project funded
				2. To prepare training program, resources & Logistics	2. March	
				3. To secure training funds	3. April	
				4. To monitor balanced literacy activities	4. May	
				5. To re-establish Library Association in Malekula, Ambrym and Paama	5. July	
		Back to School information is analysed and reported	226	1. To review back to school report template	1. January	Office
				2. To collect termly back to school reports	2. Beginning of each term	
				3. To summarise Back to school reports	3. Beginning of each term	
				4. To submit Back to school reports	4. Each Mid Term	
5. School MQS reviewed and updated	53CD	Malampa provincial office roofing is restructured.	1	1. To request facility Unit (MoET) to facilitate roof re-structuring of Malampa Education Office	1. January	Office
		Storage room renovated.	1	1. To prepare budget	1. February	Office
				2. To collect quotation	2. February	
				3. To purchase of materials	3. May	
				4. To renovate the building	4. May	
6. School Maintenance Manual reviewed and updated.	53CD	School Maintenance Manual distributed to all schools.	35	1. To prepare a survey form	1. February	Office
				2. To print survey forms	2. March	
				3. To prepare budget for monitoring	3. March	
				4. To monitor schools using the forms	4. May	
				5. To report on the monitoring	5. June	
7. Asset master plan developed and approved	53CD		100	1. To create a provincial asset inventory form	1. January	Office

		Data of ECCE, Primary, Secondary and PSET assets and buildings surveys updated.		2. To create a provincial facility form	2. January	
				3. To distribute the forms to the three coordinators for distribution to schools	3. January	
				4. To collect forms from schools	4. February	
				5. To enter the collected data into PFO's computer.	5. March	
8. School Plumbing Maintenance Manual reviewed and updated.	53CD	All School plumbing Maintenance Manual distributed.	35	1. To prepare a survey form	1. February	Office
				2. To print survey forms	2. March	
				3. To prepare budget for monitoring	3. March	
				4. To monitor schools using the forms	4. May	
				5. To report on the monitoring	5. June	
9.Children have equitable access to schools	53CD	Training Workshop of Disability Module in OV on Paama & Ambrym	30	1. Budgeting Preparation	February	Project funded
				2. Provide training to schools	April	
				3. Entering of Disability Data	June	
				4. Monitoring Disability Data Entry in OV	August	
		Records of students with disability in OV.	30	1. Refresher workshop with new principal	February	Project Funded
				2. Schools to enter disability Data	April	
				3. Monitoring of progress	September	
10.Children have equitable access to HPS activities and equitable access to quality WASH in Schools (WinS) facilities	53CD	WASH and HPS activities monitored	10	1. To Introduce new schools into the program	1. February	Office
				2. To assist new schools to create HSP policy	2. March	
				3. To provide report of feedbacks to new school.	3. April	
				4. To monitor implementation Plan of Health policy	4. June	
12. Strengthening Community Engagement	53CD	Parental Support Program (PSP) workshop carried out in selected communities	1	1. To train the trainers (TOT) workshop (PSP)	1. April	Project funded
			11	2. To train the Taskforce committee workshop (PSP)	2. April	

			72	3. To carry out PSP Taskforce training roll out within the communities	3. September	
14. Reduction in the Number of the Out-school children	53CD	Data on out of school children is monitored	1	1. To produce out of school children report	1. April	Office
				2. To conduct all school with out of school children Issues	2. May	
				3. To validate out of school children's data	3. June	
15. Elimination of Grade Repetition	53CD	Grade repetition awareness conducted	35	1. To collect data on grade repetition	1. May	Office
				2. To conduct all school with repetition Issues	2. May	
				3. To validate repetition data	3. June	
17. Policy guideline is developed and implemented	53CD	School Academic policy (with inclusion of Student Behaviour code, disciplinary policy and Teacher management policy is developed	3	1. To collect samples of policies.	1. February	Office
				2. To complete draft of policy samples	2. April	
				3. To proof read & apply editing procedures	3. April	
				4. To produce final draft policy samples	4. May	
				5. To present the samples in Principal conference	5. May	
				6. To monitor schools to draft their very own policies.	6. September	Office
19. Harmonize assessment practices	53CD	Workshop on Test and Exam Writing for year six writers (EAU Zoom meeting))	1	1.To Prepare budget	1. February	
				2.To Prepare material and logistic	2. February	
				3.To Conduct workshop	3. March	
		Provincial year 6 and 8 test Conducted.	2	1.To Prepare Budget	1. August	Office
				2.To Prepare Material and Logistic	2. August	
				3.To Write Year 6 and year 8 Provincial Test	3. September	
				4. To moderate the papers	4. September	
5. To print the test papers	5. October					
6. To Conduct Provincial Test	6. November					
7. To mark the test papers	7. November					

				8. To analysis the students marks	8. December	
20. Schools use the relevant national curriculum	53CD	Appropriate National curriculum Materials are provided to schools	108	1. To receive curriculum materials	1. November	Office
				2. To sort out materials into area councils	2. November	
				3. To distribute to schools	3. November	
				4.To provide report to CDU	4. November	
	Curriculum support training (Phase 3&4) conducted	2		1. To schedule Malekula & Ambrym training	1.March	Project funded
				2. To prepare training program, resources & Logistics	2.March	
				3. To Secure training funds	3.May	
				4. To conduct training	4. October	
23. National teacher qualification upgrade policy is developed and implemented	53CD	Induction of new Principals	1	1. To schedule a date for Induction workshop with new Principal	1. February	Office
				2. To Prepare Budget	2. February	
				3. To Prepare Material and Logistic	3. February	
				4. To conduct the workshop	4. March	
	Teacher's effective teaching practices is supported and monitored	118		1. To develop observation form	1.January	Office
				2. To distribute observation forms to 11 MEOs	2. February	
				3. To observe and coordinate MEOs on teachers observation and performance	3. May	
				4.To receive observation forms from MEOs	4. June	
	Professional development for teachers is provided (ECCE revised curriculum)	2		1. To schedule workshop date	1. July	Office
				2. To prepare logistic arrangements	2. July	
				3. To prepare workshop presentations	3. August	
				4. To conduct training	4. August	
2023 School staff information is updated			226	1. To distribute staff update information template to all schools	1. February	Office

				2. To collect all staff updated information	2. March		
				3. To record all staff updated information	3. April		
	53CD	ICT Professional development for teachers is provided	35	1. To identify Principal with lack of ICT skills	1. March	Office	
				2. To schedule workshop date	2. March		
				3. To prepare Budget and logistic arrangements	3. March		
				4. To prepare workshop presentations	4. March		
				5. To conduct training	5. April		
24. National Teacher Development Plan is developed and implemented by 2030	53CD	ECCE teacher's qualification upgraded	25	1.To facilitate enrolment at USP	1. January	Office	
				2. To communicate with sub center coordinator for confirmation of acceptance.	2. January		
				3. To assist in communication with students in USP.	3. November		
		ECCE teacher's contracts updated			1. To collect teachers required documents	1. January	Office
	2. To compile all necessary document into respective files				2. February		
	3. To scan all documents and send to ECCE unit (MoET)				3. February		
	4. To follow up with ECCE unit (MoET)				4. March		
27. Planning, Budgeting, Financing, and reporting processes are strengthened	53CD	Annual plan budget and reporting cycle is implemented at provincial level.	1	1. To prepare annual budget for all unit according to annual plan.	1. December 2022	Office	
				2. To send provincial annual budget to MoET.	2. December 2022		
				3. To release actual fund according to annual budget for the current year of each unit.	3. January		
				4. To send quarterly financial report.	4. December		
				5. To send Annual Financial report.	5. December		

		Annual plan budget and reporting cycle is implemented at school level		1. To Send Notification to schools for uploading Annual Plan and annual budget. 2. To receive Schools Monthly financial reports. 3. To approve all school financial report. 4. To upload all school monthly financial report.	1. February 2. December 3. December 4. December	Office
29. School Improvement Unit Policy is developed and implemented	53CD	ECCE Policy and Minimum Quality Service monitored and improved	11	1.To follow up on assessment readiness for age 3, 4, & 5	1. January	Office
				2.To develop assessment check lists for ECCE learning requirements for MEOs	2. May	
				3.To coordinate and support MEOs monitoring of ECCE quality learning standards	3. September	
	2023 Schools' SSP, Annual Plans, individual Plans, Budget & fee structures are developed	226		1. To identify schools still with difficulties in developing their SSP	1. February	Office
				2. To Plan & Schedule SSP refresher training	2. February	
				3. To prepare training program, resources & Logistics	3. February	
				4. To Secure training funds	4. March	
				5. To conduct SSP Refresher Training	5. March	
	All primary school 2023 SSP, Annual plans, individual plans, Budgets & fee structures are implemented	226		1. To collect all primary school 2023 SSP, Annual plans, individual plans, Budgets & fee structures	1. February	Office
				2. To develop the analysis of 2023 school harmonized standards to implement	2. March	
				3. To upload all 2023 primary school SSP into Open Vemis	3. April	
	2023 School strategic plans are monitored	226		1. 2023 SSP quarterly progressive reports templates are distributed to all schools	4. March	Office

				2. To collect SSP quarterly progressive reports	5. At the end of each quarter	
				3. To summarise SSP quarterly reports	6. At the end of each quarter	
				4. To submit quarterly reports	7. At the end of each quarter	
31. MoET organisational structure and formal roles and responsibilities documented	53CD	School Governing Bodies (SC & SCA) are strengthened	35	1. To collect data on terms of SC & SCA	1. January	Office
				2. To analysis collected data	2. January	
				3. To submit list of new members of SC & SCA to PEB	3. March	
				4. To appoint new members by PEB	4. March	
				5. To prepare budget for induction of Board members	5. March	
				6. To prepare resource and logistic	6. March	
				7. To have Induction with the Board members on roles and responsibilities.	7. April	
				8. To monitor schools board meetings.	8. April	
	53CD	Provincial Administration staffs are Monitored (Driver)	1	1. To maintain the office lawn	1. November	Office
				2. To drive and manage the office vehicle	2. November	
				3. To collect mails and parcels	3. November	
				4. To maintain the office vehicles	4. November	
	53CD	Provincial Administration staffs are Monitored (Cleaner)	1	1. To clean the provincial office and compound	1. November	Office
				2. To Manage Compound landscaping	2. November	
				3. To Mange office decoration	3. November	
	53CD	Provincial Administration staffs are Monitored (Secretary)	1	1. To receive all calls and clients	1. November	Office
2. To sort out incoming and outgoing mails				2. November		
3. To file administrative files				3. November		
4. To maintain and manage the use of office equipment				4. November		

				5. To do photocopying tasks	5. November	
				6. To do regular typing for provincial Administration and School Documents	6. November	
				7. To organise training logistics	7. November	
				8. To establish provincial office management routines and procedures	8. November	
34.Open VEMIS data becomes the management Tool for MoET	53CD	Guides, materials, tools to support the use of Open VEMIS is provided, and provide ongoing training support.	3	1. To schedule workshop date	1. February	Office
				2. To prepare logistical arrangement	2. February	
				3. To prepare workshop presentation	3. February	
				4. To prepare OV guides for new principals	4. February	
				5. To conduct training	5. March	
		School data input is monitored	226	1. To notify All principals about census day in writing (21 March)	1. February	Office
	2. To monitor student data input in OV			2. March		
	3. To analysis data in OV (Class Audit)			3. April		
	4. To provide feedback report to schools			4. June		

4.5.5 Shefa Provincial Education Office

Program	Activity Code	Output or Service Target	Target	Action	Action Completion Date	Comment & Risks
18. IT Policy is updated and implemented by 2030	53 CE	57. Consult and liaise with OGCIO, TRBR, Telecommunications/Internet Providers and Donor Partners on options to connect all schools to the internet (better access of OV).	10 Primary, 10 Junior 5 Senior Secondary	<ol style="list-style-type: none"> To collect baseline information on IT use in schools To present information collected to MoET, OGCIO and TRBR. To organize internal workshop with schools in developing their own IT policy 	<ol style="list-style-type: none"> By 31st March 2023 By April 2023 By end of August 2023 	<ul style="list-style-type: none"> Unavailability of time for the activity to happen financial constraints.
23. National Teacher Qualification upgrade policy is developed and implemented		79. Provide support and monitoring for effective teaching practices	2 Primary 2 Junior 2 Senior Secondary	<ol style="list-style-type: none"> To identify and select schools in desperate need for improvement To advice principals on monitoring and evaluation of pedagogies. Principals to submit monitoring and evaluation reports to PEO. PEO to verify submitted information PEO to provide feedback to schools 	<ol style="list-style-type: none"> By end of March By end of June 2023 By end of July By mid - August By end of October 	<ul style="list-style-type: none"> Interference of Natural Hazards such as Cyclones and the Covid community transmissions. Unavailability of funds
34. OPEN VEMIS data becomes the management tool for MoET		125. Provide guides, materials, tools to support use of Open VEMIS, and provide ongoing training support	Selected schools with New Principals and ineligible schools	<ol style="list-style-type: none"> To conduct training for Principals/administrative staff To ensure Principals enter data to OV and submit report in a timely manner 	-End of May 2023	<ul style="list-style-type: none"> Poor internet and telecommunication network in some areas. Ignorance by School Principals Unplanned activities Unavailability of funds
22. Post-School Education and Training Policy is		70. Develop Provincial Skills Centres (PSCs) in remaining provinces (Shefa).	<u>6 schools</u> -N Efate - S. Efate	<ol style="list-style-type: none"> To Plan for establishment of 	<ol style="list-style-type: none"> March May 	<ul style="list-style-type: none"> Delay of funding and Time for the activity to happen. Unavailability of location

updated and implemented			<ul style="list-style-type: none"> - W. Efate - Emae -Tongoa - N. Epi 	vocational Training Centres. 2. To consult with schools and/or communities for establishing Provincial Skills Centres. 3. To present the establishment plan to MoET 4. Consult Donor Partners.	3. June 4. August	
11. Existing schools are rationalized and areas of need for new schools are justified		31. Finalize and implement the National School Infrastructure Development Plan.	<u>5 schools</u> Eratap Erakor Eton Pango Manua	1. To assist principals to develop new school infrastructure and maintenance plan. 2. To Consult with school communities. 3. To consult with Director ESD and stakeholders (project proposals & funding)	1. March 2. April 3. May	<ul style="list-style-type: none"> ▪ Unavailability of funding and Time for the activity to happen. ▪ Unforeseen circumstances.
4. Monitoring equitable access to quality education		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.	<u>10 Schools</u> -Erakor -Eratap -Seaside -Esnaar -Freshwota -Vila East -Vila North -Ekipe -Eles - Manua	1. To assess 5 Teachers in 10 selected schools 2. To collect evidence of record of students' academic progress 3. To assess 10 Principals in 10 selected schools 4. To collect analysis of students' academic results from Principal 5. To compile report to prove evidence of effective Teaching and Learning and submit to PEO 6. PEO to provide feedback to schools	1. March 2. July 3. July 4. August	<ul style="list-style-type: none"> ▪ Activity might be delayed due to delay of working Imprest release ▪ Might be Interference of Natural Hazards such as Cyclones.

4.5.6Tafea 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.	40	<ol style="list-style-type: none"> 1. Officer concern to provide a plan of maintenance with help from principals and coordinate the maintenance work of the new classrooms. 2. Officer concern to carry out the Implementation of the maintenance work of new classrooms. 	1. May to June	
Implement National Programs.		WASH program implementation carried out in Tafea Schools in preparation to COVID 19.	82	<ol style="list-style-type: none"> 1. Train principals /teachers 2. Set up school/ zone WASH committee 3. Carryout WASH activities in schools 	1. June	
		Carry out implementation of Health Promoting in schools.	82	<ol style="list-style-type: none"> 1. Liaise with Provincial Health Programs. 2. Coordinate the Provincial Health program in schools. 3. Implement the Provincial Health program in schools. 	1. May to December	
		Implementation of Inclusive Education program carried out in schools.	20	<ol style="list-style-type: none"> 1. Provincial Inclusive officer to liaise with schools to provide data of special need students. 2. PIC to. Coordinate the Inclusive programs in schools' in Tafea. 3. Implement the inclusive programs in schools with appointed teachers. 	1. February to September	
		Implementation of Education in Emergency activities carried out in Tafea schools.	20	<ol style="list-style-type: none"> 1. PIC to Liaise with Provincial NDMO and Environment programs to provide trainings for selected teachers. 2. PIC to Coordinate the EIE program in schools. 3. Implement the EIE program in schools with the selected /trained teachers. 	1. July to September	

Implementation of the devolution strategy to improve practices for teacher management and delivery of education services guided by provincial priorities.	Management and supervision of staffing and devolution strategy carried out in Tafea Province.	80	1. Update teachers baseline/school baseline	1. January to May	
	Implement the Teacher Management Placement Policy at Tafea province.	80	1. Liaise with the Placement Policy to arrange for teacher's posting in the province. 2. Coordinate and facilitate the teacher posting and transfer at Tafea province. 3. TMU, TSC in central office to liaise with provincial TMU to facilitate teachers' postings	1. July 2. December	
Implementation of relevant & appropriate National Curriculum to all schools in Tafea Province.	Implementation of the appropriate National Curriculum is carried out in schools	80	1. Provincial Coordinators in the Province to assist and supervise/monitor the curriculum teaching in schools.	1. January to December	
Implementation of Registration of school policy in all schools in Tafea Province.	1. PEB meetings to approve schools that meets the requirements.	3	1. Coordinate and facilitate the implementation of registration of schools in Tafea. 2. Officer concern to provide a written report on Registration of all schools in Tafea Province.	1. May to October	
Implementation of the bilingual/plurilingual education policy & system in Tafea Province.	The Bilingual education policy is implemented in schools at Tafea province.	20	1. Provincial Vemis Officer to Coordinate and strengthening the management of 3 level of schools establish under one administration.	1. February to December	
Implementation of vernacular in the schooling program in Tafea Province.	1.Workshops carried out to support Principals.	8	1. Coordinate and monitor the development and implementation of vernacular in school programs. 2. Implementation of vernacular teaching in schools in Tafea province. 3. Appoint an officer/coordinator to Coordinate and monitor the development and implementation of vernacular in school programs.	1. February to December	

				<ol style="list-style-type: none"> 4. Implementation of vernacular teaching in schools in Tafea province. school cluster 5. Provide training on parent support to parents /care givers. 		
Provision of regular and effective support of the Provincial Education Board.	Induction of ECCE mobile officers-MEO is carried out in Tafea province.	14	<ol style="list-style-type: none"> 1. Implementation of MEO induction in Tafea province. 2. Support the MEO supervision and monitoring to schools. 3. Implementation of MEO induction in Tafea province. 4. PC to access funds in time to Support the MEO supervision and monitoring to schools. 5. Ensure compliance on principal's concern of ECCE grants to all ECCE Centres (feeder ECCE) 6. Train all MEOs in planning processes and expectations of ECCE 	1. October		
	Workshops and meetings, to improve academic performance at all levels.	74	<ol style="list-style-type: none"> 1. Provide support in Phonetic teaching. 2. Support schools to develop Vernacular materials for effective teaching and learning. 3. Assessment Tools developed. 4. Literacy/Numeracy activities. 5. Results within qualifications. 6. Create provincial academic learning committee 	1. April to October		
Financial Management, Reporting	Maintain clear financial management systems & communicate these to others.	50	<ol style="list-style-type: none"> 1. PFO to Provide re fresher training for principals at beginning of year 2. Set provincial due dates for report submission 	<ol style="list-style-type: none"> 1. May 2. August 		
	Management of OV and data in the province	269	<ol style="list-style-type: none"> 1. Make sure that Data validation will be a Priority task at the start of academic year 2. Train new principals in OV upload 3. Negotiate with Provincial government on network improvement 	1. May to June		

Monitoring & Compliance		School visits	80	<ol style="list-style-type: none"> 1. Visit the schools. 2. Report 	1. January to December	
Strengthening Literacy, Numeracy, & Science (subject panel)		Provincial subject panel meeting	3	<ol style="list-style-type: none"> 1. Presentation of in-dept findings for national assessments (VANSTA/PILNA/Yr.10/Yr.12/Yr.13) 2. Inform the schools - 2023 – 2025 Year of Reading. 3. Instruction schools to allocate first 15min and last 15min of the school day for reading. 4. Organise subject panel meeting for English/French/Maths/science. 	1. August	
Stock takes on teachers' qualification		Provide total number of the teachers and their qualification in the country.	3	<ol style="list-style-type: none"> 1. Collect data 2. Report 	<ol style="list-style-type: none"> 1. February 2. Sept 	

4.6 Tertiary Education Directorate

Department	880					
Program	Activity Code	Output or Service Target	Target	Action	Action completion date	Comment & Risks
5.School MQS Minimum Quality Standard reviewed and updated	88AA	E-Government Network (Interchange) connectivity to PSET Providers installed.	6 Provinces (1 institution in each Provinces	1. Directorate to conduct consultation with OGCIO and with the 6 institutions (1 in each province) 2. Develop an MOU between MOET Tertiary Directorate and OGCIO 3. Installation of the E-government networks within the institutions	1. January 2. February 3. March	50% consultation No MOU developed No installation
	88AA	Vanuatu Maritime Institute is created	1	1. Register VMI with VFSC 2. Develop VMI legal framework 3. Restructure VMI to meet both IMO and VQA standards	1. January 2. February 3. March	Delay in registration Delay in Restructuring
26. Planning, Budgeting, Financing and Reporting process are aligned	88AA	Tertiary Education Department Budget and planning completed and submitted	1	1. PTCs to organize annual budget planning meeting. 2. Present budget planning to TVET Central 3. Submit to MoET Senior Management for endorsement	1. February 2. March 3. April 4. May	No annual budget planning meeting organized. Delay in budget submission.
4. Monitoring equitable access to quality education	88AB/88AC	Concept on provincial database is developed and approved	1	1. Request from Provincial Training Coordinators 2. Director's Office to approve provincial database. 3. Director TED request Director Admin/Finance 4. Develop National PSET Games Charter (VIT & TED)	1. August 2. September 3. November	Delay request from PTC
	88AB	Priority Award areas identified and report produced	1	1. Identify key priority areas with VQA 2. Meet with all stakeholders and clients 3. Organise data 4. Verify data with stakeholders 5. Produce report	1. June 2. July 3. August 4. September 5. October	Key priority areas not identified

88AB	Integrate cross – cutting Equity policy developed	1	<ol style="list-style-type: none"> 1. Identify disadvantage sectors 2. Create platform for access funding 3. NSTB endorsement 4. Equity policy and guideline of MOET adopted 	<ol style="list-style-type: none"> 1. April 2. May 3. June 4. July 	No Equity procedure and processes followed
88AB	Analysis of previous awardee areas of study report produced.	1	<ol style="list-style-type: none"> 1. Identify previous awardees areas of study 2. Reconciled with hosts institutions 3. Verify information from institutions with awardee 4. Analysis report produced 	<ol style="list-style-type: none"> 1. August 2. September 3. October 4. November 	No proper records captured
88AB	TSCU policy and procedures to address inequities at all levels is implemented.	1	<ol style="list-style-type: none"> 1. Consult with Policy and Planning Unit and other stakeholders 2. Implement guidelines to reduce inequities. 	<ol style="list-style-type: none"> 1. July 2. August 3. September 4. October 	No Equity procedure and processes followed
88AB	Priority issues on consistency, transparency and effective use of limited resources are identified	15	<ol style="list-style-type: none"> 1. Identify best practice within Scholarship 2. Regular meeting with Director Tertiary 3. Report to the NSTB 	<ol style="list-style-type: none"> 1. May 2. June 3. July 4. August 	No best practice established
88AB	Scholarship Awardees are accompanied and monitored	2	<ol style="list-style-type: none"> 1. Request Director TED’s approval staff to travel with students overseas 2. Placement of students at respective institutions 3. Monitoring of students’ progression 4. Report to Director TED 	<ol style="list-style-type: none"> 5. February - November 	No Scholarship Awardee monitored
88AB	Link with external coordination and support is strengthened	4	<ol style="list-style-type: none"> 1. Monthly meeting with Foreign Affairs 2. Draft of MOU with Countries 3. Report to NSTB 	<ol style="list-style-type: none"> 1. February to November 2. March 3. April 4. May 	No meetings conducted
88AB	Partnership agreements for online training are reviewed to cater for COVID – 19 crises.	2	<ol style="list-style-type: none"> 1. Revise MOU to include COVID-19 expenditures (quarantine, accommodations, allowances, and others) and address online studies and training with entitlements. 	<ol style="list-style-type: none"> 1. May 2. June 3. July 4. August 	No MOU revised
88AB	Annual priority areas identified with VQA and data report produced.	1	<ol style="list-style-type: none"> 1. NSTB to approve for a consultant to work on quarter of NHRDP priorities 2. Liaise with NHRDP Coordinator to identify key priorities 3. Organise data 4. Verify data with stakeholders 5. Produce report 	<ol style="list-style-type: none"> 1. July 2. August 3. September 4. October 5. November 	No key priority areas identified

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	88AB	Scholarship opportunities (Bilateral and PSET Providers) are increased	1	<ol style="list-style-type: none"> 1. Liaise with Working Committee in Department of Foreign Affairs on Scholarship opportunities 2. Establishing of MOU scope of coordination 	<ol style="list-style-type: none"> 1. June 2. July 	No liaison done
	88AB	TSCU policy and procedures are aligned with foreign scholarship policies	1	<ol style="list-style-type: none"> 1. Produce foreign scholarship policies and procedure guide to increase scholarship opportunities for Vanuatu. 2. Consult with policies and procedures that address foreign scholarship. 3. Collaborate with Foreign Affairs to align TSCU Policy and guideline with foreign scholarship policies 	<ol style="list-style-type: none"> 1. July 2. August 3. September 4. October 	TSCU policy and procedures not aligned
	88AB	Most remote areas access scholarship (5 – 10 students) are provided	10	<ol style="list-style-type: none"> 1. Define “most remote area access” range 2. Establish the most remote area access selection criteria/condition 3. Report to Director Tertiary and Senior Management Team. 4. Report to NSTB 	<ol style="list-style-type: none"> 1. April 2. May 3. June 4. July 	No most remote access criteria established
22. Review and implement Post-School Education and Training Policy	88AB	PSET providers identified and Partial scholarship policy developed	3	<ol style="list-style-type: none"> 1. Liaise with VQA to access RPL Policy 2. Liaise with VQA to identify potential PSET Providers that will offer Recognition Prior Learning 3. Capacity building for Recognition Prior Learning Trainers 4. Development of Partial Scholarship Policy with Providers to offer TVET Opportunities aligned to Scholarship Policy including other Education Authorities. 	<ol style="list-style-type: none"> 1. March 2. April 3. May 	No RPL done
	88AB	Scholarship awarded to PSET Trainers	6	<ol style="list-style-type: none"> 1. Develop a template to create a data of all Trade Trainers. 2. Selection of Potential trainers. 3. submit applications to Scholarship Board 4. Identify and make recommendations of inclusive trainers to obtain scholarship 	<ol style="list-style-type: none"> 1. March 2. April 3. May 	No scholarship awarded to PSET Trainers
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"> 1. Discuss with PEO finance on guide in place 2. Guide/Policy is developed 3. Report produced by all PSET for 2022/2023. 	<ol style="list-style-type: none"> 1. January 2. April 3. May 	Delay in grants desperation

5.School MQS reviewed and updated	88AC	Build one (1) model Vocational Training Centres VTCs	1	<ol style="list-style-type: none"> 1. Strengthen PSET providers registration process 2. Ensure all PSET providers are accredited 3. Submit a paper to SMT to gather for all 6 provinces 4. Meet with Facilities to design standardized building plan 5. Identify a secure land 6. Site assessment and recommendation from technical team. 7. Secure funding 8. Liaise with VQA and assist Providers with update MQS Standard 	<ol style="list-style-type: none"> 1. February 2. July 3. October 4. November 	Delay in building the model VTCs
7. Asset master plan developed and approved	88AC	PSET asset master plan developed.	3	<ol style="list-style-type: none"> 1. TVET unit to develop asset inventory form 2. Facilities and IT to provide training to all PSET Providers 3. Collect asset inventory list from all PSET providers 4. Compiled asset inventory 5. Submit report to TVET unit. 6. Check work done 	<ol style="list-style-type: none"> 1. March 2. April 3. May 4. June 5. July 6. November 	No PSET asset plan developed
	88AC	PSET Providers land lease secured and registered	5	<ol style="list-style-type: none"> 1. TVET Central request Land Lease to Agreement forms from Facilities Unit 2. PTCs to consult with land owners for land lease agreement 3. Signed Land Lease Agreement 	<ol style="list-style-type: none"> 1. February 2. June 3. November 	No land lease secured
8.School Plumbing Maintenance Manual reviewed and updated	88AC	PSET providers plumbing Training conducted	32	<ol style="list-style-type: none"> 1. Meet with facilities unit 2. Consult with Facilities Unit to provide standard design 3. Access to proper water system 4. Coordinate Plumbing trainings (Cert II) for PSET Providers 	<ol style="list-style-type: none"> 1. August 2. November 3. December 	No plumbing training conducted for PSET providers
9. Children have equitable access to schools	88AC	TVET unit is part of review committee	1	<ol style="list-style-type: none"> 1. TVET to work with PPU for mapping 2. Mapping and assessment of Policy implementation PSET Providers 3. Report submission e.g VIT/Rensarie 4. Consultation with other five Provincial Government. 5. Finalized TVET in school policy 	<ol style="list-style-type: none"> 1. January 2. May 3. July 	TVET unit not part of the committee

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"> 1. Part of development committee for WASH in Schools (WinS) standard guideline curriculum 2. TVET Unit be a member of the committee 3. Consultation with VSP and Department of Water/Internal Affairs. 	<ol style="list-style-type: none"> 1. May 2. June 	50% Wash facilities improved in PSET institutions
12. Strengthen Community Engagement	88AC	Tools and equipment for Cert 2 are funded by VSP for accredited programs.	1	<ol style="list-style-type: none"> 1. Purchase of tools and equipment for PSET Providers 	<ol style="list-style-type: none"> 1. July 	No Community engagement
		Awareness on relevant policies in all Vocational Training Centres at the provincial level are conducted	3 Provinces (Torba/Penama/Shefa)	<ol style="list-style-type: none"> 1. Develop a concept note with a Budget 2. Draft a program 3. Update and submit the information packages (Brochures, pull-down banner, booklets, and others) to PTCs' 4. Develop a guideline for Tools acquirement 5. Conduct the awareness. 	<ol style="list-style-type: none"> 1. February 2. April 3. May 4. June 5. July 	No Community engagement
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"> 1. Request copy of DRRM Policy from Director ESD. 2. Print/Scan 3. Send to all PTCs and PSET providers 	<ol style="list-style-type: none"> 1. February 2. March 3. April 	No disseminated
		Implementation of the Disaster Contingency Plan within all PSET providers	1	<ol style="list-style-type: none"> 1. Director to establish a taskforce 2. Development of a Disaster Contingency Plan and workshop for Provincial TVET centres and PSET providers. 	<ol style="list-style-type: none"> 1. March 	No taskforce established
		Coordination of data collection and analysis to support disaster responsiveness	1	<ol style="list-style-type: none"> 1. Organised Youth Groups for Data collection for all PSET Providers 2. Analyze data collected 3. Submit Report 	<ol style="list-style-type: none"> 1. April 2. 2.May 3. 3.June 	No responsiveness to support disaster
14. Out of School Children Reduction	88AC/AB/AE/AD	Data on Out of School Children compiled and uploaded unto PSET MIS Database	6 Provinces	<ol style="list-style-type: none"> 1. Submit a concept note to SMIT 2. Liaise with Department of Local authorities to establish a MOU to involve Area Administrators 3. Liaise with VNYA to establish a MOU to involve Youths in Tracer survey 4. Conduct tracer survey to collect data of Drop outs for PSET sector 5. Analyze and enter data to PSET MIS 6. Conduct Regional visibility tracer study on PSET 	<ol style="list-style-type: none"> 1. May 2. June 	No MOU established No tracer study conducted

		Training support for PSET Institutions and technical staff undertaken	1	1. Development of a Training Program for all PSET Providers on how to enter data to PSET MIS	1. July	No PSET MIS training conducted
16. Review and Implement National Education Language Policy by 2030	88AC	Participation of TED in the Vanuatu National Language Policy Committee	1	1. Appointment of officers to participate in the review committee of LLN Policy	1. July	No committee established
	88AC	Participation of TED in the bilingual/plurilingual education policy and system	1	1. Appointment of an officer to participate in the consultation meetings	1. August	Low turn out to consultation
17. Policy Guidelines developed to inform policy development	88AC	Participation of TED to policy consultation meetings	1	1. Nominate an officer to participate in the consultation meetings	1. May	Low turn out to consultation
	88AC	Awareness in PSET Institutions and provinces of relevant policies undertaken	1	1. Formulate a program for the awareness 2. Update information/Brochures 3. Conduct the awareness	1. February 2. March 3. April	No program formatted
18. IT Policy Updated and Implemented by 2030	88AC/AB/A D/AE	Concept on PSET ICT policy is developed	1	1. Request support from PPU to develop ICT Policy for Provincial TVET Centres	1. August	No PSET policy developed
20. Vanuatu National University Curriculum	88AC	PSET Curriculum is developed	1	1. Request assistance from stakeholders & donor partners 2. Request Data from VQA and other PSET Providers 3. Collection of data from the provincial PSET Centres 4. PSET National curriculum Policy development	1. June 2. July 3. August	No PSET National Curriculum Policy developed
	88AC	Data on Non accredited courses from PSET Providers are collected	1	1. Great Template to capture information of current non-accredited courses 2. Submit findings to TED and VQA Board for decision making 3. Assist selected Providers to complete VQA Approval to Deliver Processes	4. 1. February 5. 2. April 6. May	No data collected
22. Review and implement Post-School Education and Training Policy	88AC	PSET Policy review as a base line to the National Skills policy.	1	1. Request VSP and VQA to fund the consultant and aligned PSET Policy base line to the National Skills Policy. 2. Recruit a local consult to review the PSET Policy. 3. Develop the TOR	1. Aug	No alignment done

	88AC	TVET in school policy is developed	1	1. Liaise with ESD to develop a TVET in school policy	1. January 2. February 3. March	No TVET School policy developed
	88AC	TVET Resources materials Cert 1 and Cert II developed.	5	1. TVET curriculum coordinator to work with PSET providers and industries to develop the resources 2. Develop training materials for one PSET providers at provincial level with 4 provinces 3. Develop resource materials for CERT I & CERT II for PSET providers	1. March	Mismatch curriculum and industry standards
	88AC	Flexible learning approach introduced to selected PSET Providers	6	1. Request Director TED to submit formal note to Director Finance for IT Unit team to develop a database at the provincial level 2. Train the trainers to use the platform 3. Registered training provider (VIT) to do flexible delivery at provincial level at the secondary or college and communities	1. July	Mismatch curriculum and industry standards
	88AC	Penama and Shefa Skills centres are established	1	1. Develop a formal note to relevant government agencies & donor partners 2. Present concept note to DCO and COM meeting for approval	1. June 2. September 3. October	Delay in establishing Penama and Shefa Skills Centre
	88AC	Operation budget for PTCs is decentralized	6 Provinces	1. Apply for cost centre for TVET provincial centers 2. Establish TVET cost center under the provincial Education Office	1. September 2. October	No operation budget decentralized
	88AC	Draft MOU between Provincial TVET centers and VIT are developed	1	1. Liaise with VIT and other PSET centers	1. September 2. October	No MOU signed
24. Develop and Implement National Teacher Development Policy by 2030	88AC	Coordination and management of PSET trainers' qualification requirements	1	1. Request VQA to provide the requirements for a qualified registered trainer 2. Develop a standard for issuance of qualifications for all PSET Providers 3. Implement PILAC/VIPAM MOU	1. August 2. September	No requirements provided MOU Implementation delayed
28. MoET Research Policy Guideline developed and implemented by 2030	88AC	Tracer database produced	1	1. Liaise with PPU to identify Research Policy Guidelines 2. Create survey form to collect data 3. Train PSET Managers on how to collect data 4. VTC Managers to collect data and submit.	1. August 2. September 3. October 4. November	No Tracer databased produced

				5. PTCs compile and produce each report.		
	88AC	Expenditure cost for PSET providers reviewed	1	<ol style="list-style-type: none"> 1. Review expenditure for PSET providers. 2. Identify new expenditure costs and adjustments. 3. Liaise with Central Office and Finance Unit to conduct an expenditure review. 4. Implement recommendations from expenditure reviews 	<ol style="list-style-type: none"> 1. September 2. October 3. November 4. December 	No expenditure reviewed conducted
	88AC	Concept Note is submitted	1	<ol style="list-style-type: none"> 1. Request VQA to provide minutes of the PSET Conference 2. Review findings for research on cost of PSET sector. 3. Identify financial models for PSET sector. 4. Working with VSP to develop financial model. 5. Produced a concept note are submitted. 	<ol style="list-style-type: none"> 1. September 2. October 3. November 4. December 	No concept note submitted
30. Develop and implement School Inspector Guideline	88AC	School Inspector Guideline be developed for PSET Sector	1	<ol style="list-style-type: none"> 1. Review existing school inspector guideline. 2. Identify policies that address school Inspector Guideline. 3. Working with CDU to develop school inspector guidelines. 4. Produced school inspector guideline are accessed 	<ol style="list-style-type: none"> 1. September 2. October 3. November 4. December 	No school inspector guideline produced
31. MoET organizational structure and formal roles and responsibilities are updated and aligned	88AC	Industrial survey's raw data is analyzed	2 (Shefa and Tafea Provinces)	<ol style="list-style-type: none"> 1. Conduct Industry survey with industries 2. Identify level of qualification for employment for all provinces 3. Identify courses needed to meet the National Human Resource Development Plan 4. Submit a NPP to cover for Survey 	<ol style="list-style-type: none"> 1. September 2. October 3. November 	No report produced
34. OPEN VEMIS data becomes the management tool for MoET	88AC	Guiding Materials developed	1	<ol style="list-style-type: none"> 1. Collect PSET MIS Policy 2. Review existing guiding materials and policies 3. Identify policies that address guiding materials. 4. Collaborate with PPU and VQA to develop guides, materials, and tools. 5. Liaise with VQA to produce guiding materials. 	<ol style="list-style-type: none"> 1. June 2. July 3. August 4. September 	No guiding material developed

	88AC	PSET MIS Policy produced	1	1. Identify policies that address guiding materials	1. September	No PSET MIS policy produced
	88AC	PSET MIS Training Conducted	6	1.. Work with IT VQA to develop a training program on PSET MIS Platform 2. Submit a NPP to secure funding for training on PSET MIS 3. Conduct training	1.. June 2. July 3. August	No funding secured for training
	88AC	PSET MIS Platform modules completed		1. Identify PSET institutions that need to complete modules 2. Establish a MOU with VIT to provide training on modules 3. Conduct/follow up on trainings 4. Produced a report on PSET MIS Platform	1.. June 2. July 3. August	No PSET institution identify for completed modules
	88AC	Concept on PSET ICT policy is developed	1	1. Submit concept note on staff professional development in ICT 2. Request Training and Scholarship Coordination Unit to fund training IT. 3. Request support from PPU to develop ICT Policy for Provincial TVET Centers	1.. June 2.. July 3. August	No policy developed.
3. School Grant Code updated	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	No NUV Grant code is established
	88AD	Strengthen Higher Education Structure		1.. National Higher Education Coordinator is recruited 2. Higher Education Secretary is recruited	1. May 2. June	Delay in HR Unit recruitment processes
	88AD	Research and Innovation report produced: FALAH (Family Farming Life Style and Food for Pacific Islands) Scientific Project.		1.. Logistical arrangement for Junior and Senior researchers are facilitated. 2. Secondment are prepared and approved by DG 3. Facilitated the arrangement of the Secondments for local junior researchers in the region and in Europe to be approved by DG	1.March	No Research and innovation report produced
5.School MQS reviewed and updated	88AD	Report produced on the infrastructure facilities for NUV buildings including	1	1. Handing over the building of FICOL (France Funding) project to NUV's Council	1. July	Delay in WIP

		Science Lab/Admin office and Auditorium				
34. OPEN VEMIS data becomes the management tool for MoET	88AD /AB	Management and Leadership Course is developed	1	<ol style="list-style-type: none"> 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 4. Develop a Tertiary Education Institutions handbook. 5. Produce a TED Handbook. 6. Develop a logo for PSET 	<ol style="list-style-type: none"> 1. July 2. September 3. November 	No course developed
22. Review and implement Post-School Education and Training Policy	88AE	Education Attaché for China, New Zealand, Australia, and New Caledonia is recruited	1	<ol style="list-style-type: none"> 1. Advertisement for Education Attaché for China, New Zealand, Australia, and New Caledonia Positions 2. Shortlisting Process 3. Interviewing 4. Appointment of Qualify candidate. 	<ol style="list-style-type: none"> 1. January 2. February 3. March 4. April 	No Education Attaché recruited
	88AE	National Trainers Quality Framework is developed	1	<ol style="list-style-type: none"> 1. Conduct consultation meeting with national and provincial Stakeholders. 2. Development of PSET Trainers Framework. 	<ol style="list-style-type: none"> 1. July 2. August 	No PSET Trainers Trained
	88AE	PSET Trainers trained	10	<ol style="list-style-type: none"> 1. Liaise with VQA to prioritize training opportunity for all PSET Trainers. 2. Negotiate funding with skills partnership and other stakeholders 	<ol style="list-style-type: none"> 1. May 2. June 	No PSET Trainers trained
	88AE	Yearly, quarterly, monthly and schedule of activities developed by trainers	1	<ol style="list-style-type: none"> 1. Submit request to VSP for funding 2. Assist PSET Providers with Planning and Budgeting 	<ol style="list-style-type: none"> 1. April 2. May 	No schedule of activities implemented
24. Develop and implement National Teacher Development Policy by 2030	88AE	National PSET Trainers Policy produced	1	<ol style="list-style-type: none"> 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 4. Data Entry 	<ol style="list-style-type: none"> 1. February 2. March 3. April 4. May 	No National PSET Trainers Policy produced
	88AE	Teacher data analysis study produced (ECCE Teacher, Primary Teachers, Secondary Teachers, PSET Trainers)	1	<ol style="list-style-type: none"> 1. Review the teacher data through Teacher Qualification Report 2. Priorities each teacher data required for the Teacher Analysis 	<ol style="list-style-type: none"> 1. January 2. Feb/Mar 3. April 	No Teacher Qualification Report produced

				3. Teacher data analysis produced		
88AE	Professional development providers and programs reviewed	1		<ol style="list-style-type: none"> 1. Outline an initial program mapping and prerequisite requirements for Teachers professional development with providers 2. Review of what different providers have been able to do and the successes and challenges experienced 3. Consult the working group with identification of possible providers and programs 4. Professional development providers and programs reviewed 	<ol style="list-style-type: none"> 1. April 2. May 3. June 4. July 	No program mapping
88AE	A proposal for professional development to teachers/school principals developed	1		<ol style="list-style-type: none"> 1. Literature review 2. Characteristics of the proposal identified 3. A proposal developed 	<ol style="list-style-type: none"> 1. August/Sept 2. October 3. November 	No literature review conducted
88AE	Communication strategy for the Teacher Qualification Upgrade Policy produced	1		<ol style="list-style-type: none"> 1. Identify the stakeholders for the communication strategy. 2. Develop a communication strategy 3. Presentation of the communication strategy to the working group 	<ol style="list-style-type: none"> 1. April 2. May 3. June 	No Communication Strategy produced
88AE	Communication strategy implementation plan produced	1		<ol style="list-style-type: none"> 1. Presentation of the communication strategy to the Director TED 2. Presentation of the communication strategy to SMT for approval 3. The implementation of the communication strategy within the MOET communication policy 4. Development of a communication strategy awareness workshop 5. Dialogue with school leaders & teachers on the TQUP 	<ol style="list-style-type: none"> 1. July 2. August 3. September 4. October 5. November 	No implementation plan produced
88AE	Support teacher upgrading programs produced	1		<ol style="list-style-type: none"> 1. Outline an initial program mapping and prerequisite requirements for teachers' professional development with providers 2. Review of what different providers have been able to do and the successes and challenges experienced 	<ol style="list-style-type: none"> 1. April 2. May 3. June 4. July 	No report produced

				3. Consult the working group with identification of possible providers and programs 4. Professional development providers and programs reviewed		
88AE	Implementation of the Teacher Qualification Upgrade Policy report produced	1	1. The TQUP policy implementation plan is developed 2. The implementation plan is categorized into various actions steps. These will include (a) Ongoing, (b) immediate, (c) Medium, (d) long term. 3. Overseeing the implementation of the policy by the working group.	1. August 2. September	No report produced	
88AE	Monitoring and evaluating and reporting on policy implementation reported	1	1. TQUP monitoring and evaluation plan is developed. 2. Interviews and focus groups identified and contacted. 3. Report produced	1. October 2. November	No M & E conducted	
88AE	National Teacher Development Plan framework is established	1	1. The NTDP plan reviewed by the working group 2. Presentation of the review to Director TED. 3. Director TED presents the NTDP to SMT for approval	1. 1 March 2. 2 April 3. 3 May	No Teacher Development Plan framework is established	
88AE	National Teacher Development Plan Costings produced	1	1. Identifying the costing elements of the NTDP. 2. Consult with Finance MOET on Financial regulations 3. Presentation of the costings of the Plan to the working Group	1. May 2. June 3. July	No costing produced	
88AE	Presentation of the National Teacher Development Plan produced to MOET	1	1. Presentation of the NTDP to Director TED 2. Director presents the NTDP to SMT for approval	1. October 2. November	No SMT approval	

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"> Gathering and designing system user requirements Development of system commence Update and upgrade Teacher and Registration Module OV Teacher Data Entry Data Cleaning 	<ol style="list-style-type: none"> December 	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"> Ensure that Education Authorities comply with PART 4 of the Teaching Service Act. Verification Visit and validate Teaching License cards to piloted schools 	<ol style="list-style-type: none"> December 	Budget Data accuracy Access to Network
	55AA	Teacher Registration and Licensing Policy reviewed and approved	1	<ol style="list-style-type: none"> Convene workshops Review the policy Fiji work attachment 	<ol style="list-style-type: none"> December 	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"> TSC, SBM and ICT Stakeholders Consultations Finalised its structure in OV System approved by the Commission Awareness and Training to all stakeholders Verification and assessment of New appointed principal Performance 	<ol style="list-style-type: none"> December 	Budget, Lack of HR, Lack of Effective Response from Key Units
	55AA	Teachers Registration and Licensing reported	1	<ol style="list-style-type: none"> Teachers New Applications Assessed Teachers are registered Licences are approved by the Commission Teachers are Issued with Licence 	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"> (Launching 2022) Convene workshops Awareness and training key stakeholders (Launching 2022) 	<ol style="list-style-type: none"> December 	Budget, Lack of HR, Arising Unplanned Activities

55AA	Report on Principals, Deputy Principals and Secondary, Primary and ECCE Teachers and Trainers Recruitment	1	<ol style="list-style-type: none"> 1. Financial Visa approved 2. Advertisement positions 3. Assessment of Applications by Panels 4. Interview of shortlisted 5. Appointment by the Commission 	<ol style="list-style-type: none"> 1. March 2. April 3. May 4. May 5. June 	Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Teachers Severance	1	<ol style="list-style-type: none"> 1. Compiled Teachers required 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 Teachers Child Allowance	1	<ol style="list-style-type: none"> 1. Develop Teachers Child Allowance Policy 2. Assess Teachers Application 3. Commission endorsement 4. Payment processed by MoET and DOFT 	<ol style="list-style-type: none"> 1. September 2. December 	Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Teachers Housing	1	<ol style="list-style-type: none"> 1. Develop Teachers Housing Policy 2. Assess Teachers Application 3. Commission endorsement 4. Payment processed by MoET and DOFT 	<ol style="list-style-type: none"> 1. September 2. December 	Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Teachers Study Leave	1	<ol style="list-style-type: none"> 1. Assess Teacher Study Leave Application 2. Recommendation to Scholarship Board or any funding agencies 3. Commission endorsement Final List 4. Signing of Bonding Agreement 	<ol style="list-style-type: none"> 1. March 2. November 3. December 4. February 	Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Sabbatical Leave	1	<ol style="list-style-type: none"> 1. Assess Teacher Sabbatical Leave Application 2. Commission endorsement 	December	Lack of HR, Budget, Arising Unplanned Activities
55AA	Report on Sick Leave	1	<ol style="list-style-type: none"> 1. Assess Teachers Sick Leave Application 2. Commission endorsement 	December	Lack of HR, Budget, Arising Unplanned Activities

	55AA	Report on Work Performance and Training	1	<ol style="list-style-type: none"> 1. Work Performance Development Plan Developed 2. Reviewing the WP& D Plan and the Staff Member's Work Employees 3. Identify the Staff Member's Training and Development 4. Keeping Records of Work plan Performances and Development Plans 5. Managing Underperformance 6. Performance Counselling and Performance Improvement Plan 	<ol style="list-style-type: none"> 1. February 2. July 3. November 4. December 5. December 6. December 	Lack of HR, Budget, Arising Unplanned Activities
	55AA	Report on Managing Teachers Discipline	1	<ol style="list-style-type: none"> 1. Minor Disciplinary Offenses Report Principals through PEO's 2. Suspending Staff from Duty Immediately for misconduct Offences recommended by ESD 3. Conduct Disciplinary Investigation 4. Disciplinary Determination by the Commission 5. Right of Appeal against a decision of the Commission 6. Addressed Cases attempting to influence the Commission 7. Criminal Offenses 	December	Lack of HR, Budget, Arising Unplanned Activities
	55AA	Report on Managing Cessation of Employment	1	<ol style="list-style-type: none"> 1. Age Retirement 2. Medical Retirement 3. End of Temporary Salaried Employment 4. End of Contract Employment period 5. Voluntary Resignation 6. Dismissal (Disciplinary Offence) 7. Dismissal (Under Performance) 8. Refusal to Accept a Transfer without Valid Reason 9. Death in Service 10. Cancellation of License 	December	Lack of HR, Budget, Arising Unplanned Activities
31. TSC organizational structure and roles and responsibilities are updated and aligned	55AA	TSC Act # 38 of 2013 amendments endorsed by the Government	1	<ol style="list-style-type: none"> 1. Consultations with Stakeholders 2. Drafting 3. Commission endorsement 4. Submit to SLO for Gazetting 	December	Lack of HR, Budget, Arising Unplanned Activities

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

Teaching Service Performance Appraisal Policy	55AA	Reviewed and finalised TSC policy documents		<ol style="list-style-type: none"> 1. Review TSC policy documents 2. Convene workshops 3. Consult with key stakeholders 	December	Time and Budget Constraints, HR capacity
Teaching Service Deployment Policy	55AA	Reviewed and finalised TSC policy documents		<ol style="list-style-type: none"> 1. Review TSC policy documents 2. Convene workshops 3. Consult with key stakeholders 	December	Time and Budget Constraints, HR capacity
Review and Finalise Code of Conduct	55 AA	Code of Conduct Nationwide awareness		<ol style="list-style-type: none"> 1. Finalise and implement Teachers Code of Conduct 2. Convene workshops 3. Nationwide awareness 	December	Time and Budget Constraints, HR capacity

4.7.2 Vanuatu Qualifications Authority (VQA)

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.