



MINISTRY OF EDUCATION AND TRAINING

POLICY ON VANUATU EDUCATION MANAGEMENT INFORMATION SYSTEM: Open VEMIS September 2017

Policy and Planning Directorate

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ABBREVIATIONS

AFD	Administration and Finance Directorate
CP	Corporate Plan
DG	Director General
EA	Education Authorities
ET MW	Education and Training Management Website
ICT	Information and Communication Technologies
M&E	Monitoring and Evaluation
MoET	Ministry of Education and Training
MTEF	Mid Term Expenditure Framework
NDSP	National Development Sustainable Plan (2016-2030)
NEAC	National Education Advisory Council
OGCIO	Office of the Government Chief Information Officer
OV	Open VEMIS
PEB	Provincial Education Board
PEO	Provincial Education Officer
PFM	Public Financial Management
PFO	Provincial Financial Officer
PPD	Policy and Planning Directorate
PSC	Public Service Commission
PVO	Provincial VEMIS Officer
SC	School Committees or Councils
SCA	School Community Association
SQL	Structured Query Language
TA	Technical Adviser
TRR	Telecommunications and Radio communications Regulator
TSC	Teachers Service Commission
VEMIS	Vanuatu Education Management Information System
VETSS	Vanuatu Education and Training Sector Strategy
VNPF	Vanuatu National Provident Fund
DFAT	Australian Department of Foreign Affairs and Trade
NzAID	New Zealand Aid
UNESCO	The United Nations Educational, Scientific and Cultural Organization

Division	Responsible Officer	Review date
Policy and Planning Directorate	Director, Policy and Planning	2020

1. FOREWORD

Ministers Message

The Ministry of Education and Training (MoET) is the largest ministry of the Government of Vanuatu based on its human resources and budget, including responsibility for our most precious resource, our children. The tools to better manage our responsibility and accountability are being developed through the ICT system of Open VEMIS. VEMIS is the Vanuatu Education Management Information System and “Open” refers to its live, transparent, online access to all stakeholders in the country.

Our National Information and Communication Technology Policy recognises that ICT have a strong potential to transform the methods of educating our children, expand and improve government services, make us more resilient in the face of natural disaster, preserving and promoting our culture.

Open VEMIS is a comprehensive information management tool to allow the Director General of Education and Training, all other directors, provincial officers, principals, school managers and my office to use information and develop policies based on evidence, and up to date data. This is essential to ensure we make the best decisions, plan realistically and appropriately to develop a quality education system within the resources we have available.

While Open VEMIS has its home in Education, its capacity and usefulness reaches beyond education system needs. As well as being used currently for basic information such as student and teacher data, school registration, infrastructure, and finances, it is built for the future. Other government departments can access and interface with the data, and reporting to provincial, national, regional and world forums becomes simple and efficient. In addition, it provides the platform for enhancing distance education. Its ability to interface with PSC payroll and be accessed by Disaster Management, the Civil Register, the Electoral Office, and the Ministry of Internal Affairs are examples of its accessibility and usefulness. It has the capacity to house health data of students should that be required or desired in the future.

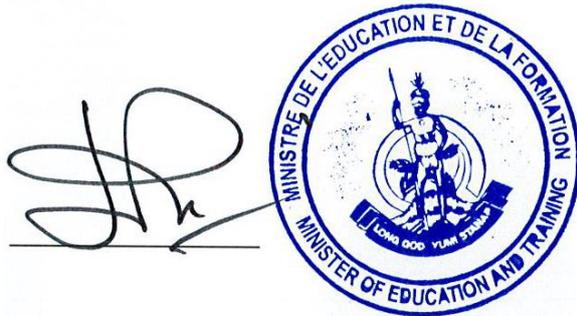
Donors are encouraged to familiarise themselves with the existing capacity and plans for the future development of Open VEMIS, to ensure they do not either ignore existing information, or direct energy and resources to duplicating information/data which already exists or is already planned for management through Open VEMIS. It is a world class tool, made in Vanuatu that needs all contributors to education to use and develop, rather than divert scarce resources and energies to redundant, less sustainable and less integrated systems.

The development and maintenance of Open VEMIS is prioritised by the Ministry because the system is web-based and owned and developed by MoET. This is the most cost effective way to meet Ministry needs now and into the future. With relatively little up front and ongoing cost, the Ministry owns a multi-million vatu tool, which is continuing to be developed based on prioritised business needs of the ministry and schools. By world standards, it is best practice. However, to reach its potential, the Ministry requires an ongoing partnership with the Telecommunications and Radio Communications Regulator (TRR) and the Office of the Government Chief Information Office (OGCIO) to fully realise the benefits to Vanuatu. It is dependent on connectivity to the internet being rolled out across the country, and then it will continue to enhance the IT capacity of teachers, school

leaders, provincial managers, Directors and my office to better manage our roles and responsibilities; that of delivering better outcomes for students.

I commend this policy to facilitate the effective use and ongoing development of Open VEMIS.

Yours Sincerely,

The image shows a handwritten signature in blue ink on the left, which overlaps with the left side of a circular official seal. The seal is blue and contains a central figure holding a staff and a shield, with the motto 'LONG OOD YUM STANAN' below it. The text around the seal reads 'MINISTRE DE L'EDUCATION ET DE LA FORMATION' at the top and 'MINISTER OF EDUCATION AND TRAINING' at the bottom.

Honourable Jean Pierre Nirua
Minister of Education and Training (MoET)

Director General's Message

All activity and planning within the Ministry (including schools, provinces, the central ministry including my office) must be focussed on improving the educational outcomes for the students of Vanuatu.

To know what planning, priorities and resources are best applied and where, we must have accurate, up to date information and the ability to integrate information from various sources to allow analysis which is meaningful to those who provide data and also to policy makers who rely on the data.

Open VEMIS collects and stores data on students; their age, location, progress through school. In time, it will record which class they are in and who their teacher is. Open VEMIS has information on teachers, their location, salary and postings and professional development. In this coming year with Teacher Registration and licensing through TSC, teachers' qualifications will be recorded, enabling the Ministry to identify and analyse training needs to develop a cohort of teachers who meet basic standards for the profession. Open VEMIS has data on the location of schools, the number of buildings, the quality of the infrastructure and other facilities. Financial management in central office, the provinces and schools is managed in Open VEMIS allowing for open and transparent use and accountability of public funds. The development of a formula for equitable staff allocation in schools is monitored through Open VEMIS and enables schools to see their staffing establishment/entitlement and for Finance to predict the national budget for teachers based on student enrolments. All this data can be cross referenced in reports which inform quality decision making at all levels of the Ministry. This leads to improved planning, service delivery and a more accurate assessment of the cost of that service.

Open VEMIS is a work in progress and continues to be developed. Many schools and provincial offices are becoming aware of its benefits. There is work to be done in training all users to understand and appreciate its value; that Open VEMIS provides a unique single capacity for storage and use of data, that information is immediate, up to date, and the users are part of a live system, which extends beyond their immediate work area or responsibility. Through this tool, it can be assessed how well they are engaging with and understanding the wider education community. Information about a student, teacher or a school only needs to be entered once, and from then on it is available across the system. The efficiencies and coordination are self-evident.

The range of information stored the complex integration and analysis of information available and easy access is not possible through any system other than one such as Open VEMIS. Standalone, unconnected software packages work against the easy cost effective integration of information which Open VEMIS provides.

This policy provides direction and instructions for MoET staff to ensure the quality of the processes, the data and its subsequent usefulness. Open VEMIS relies on its owners and users (the People of Vanuatu) to appreciate the value of ensuring its integrity through applying this policy faithfully and staff are encouraged to accept their role in making this system work.

Yours Sincerely,



Jesse Dick Joe

Director General, Ministry of Education and Training (MoET)



1.0 DEFINITIONS

1.1. Director General

Means the Director General of the Ministry of Education and Training;

1.2. Early childhood and care education

Means Child Education and Care programs and services provided to children at the age of 4 – 5 years old;

1.3. Minister

Means the Minister responsible for the Ministry of Education and Training;

1.4. Principal

Refers to the person who is in charge of the day-to-day administration of the school;

1.5. Government School

Means a school where the Provincial Education Board (PEB) is responsible for the operation of the school;

1.6. Non-Government School

Means a school where an Education Authority (not the government) is responsible for the operation of the school;

1.7. Provincial Education Officer

An officer appointed by the Public Service Commission tasked with ensuring that all schools within the province have provided log in access to Open VEMIS database to enter, update, and manage the school data. The Provincial Education Officer has the function of being responsible to the Director of Education Services Division for ensuring proper management of the Provincial Education Office in relation to Early Childhood and Care, Primary, Secondary Education and Higher Education;

1.8. Vanuatu Education Management Information System (VEMIS)

Open VEMIS is a database of schools, students, teachers, finance, infrastructure, assessments, examinations, grants and other information that simultaneously meets a range of MOET's needs and is accessible to all levels of the Ministry, the Schools and the general public;

1.9. Structured Query Language (SQL)

SQL is a computer language designed for users to formulate complex requests for specific data in a relation to database management system;

1.10. School

School in this policy refers to all premises where learning and teaching take place, such as Government schools, Church and Government assisted schools, and Non-Government schools, whether it is formal and informal education;

1.11. Users with Read Access

Users with read access to data can only view the data on Open VEMIS database but will not be able to change it in any way;

1.12. Users with Write Access

Users with write access to log in Open VEMIS database can be able to view and change the data, including entering, editing and deleting data in the Open VEMIS database;

1.13. Provincial VEMIS Data Entry Officer

An officer based at the Provincial Education Office who is responsible for updating, uploading, managing and reporting accurate data into or from the Open VEMIS database using the Open VEMIS hard copy survey forms provided to him/her by schools that do not have internet connectivity.

2.0 BACKGROUND

2.1. Vanuatu education sector comprises of MOET and Teaching Services Commission as the main employers of over 3,760 teachers. According to 2015 Statistics, there were 1,105 schools of which 433 were primary, 96 were secondary and 576 were ECCE centres. Most of the schools are administered by religious communities and school committees or councils (SCs) with the support of School Community Association (SCA) providing education services to over 80,000 students.

2.2. The main national services provided by the MoET consist of: -

- 3.2.1. Early Childhood and Care Education (ECCE);
- 3.2.2. Primary Education;
- 3.2.3. Secondary Education;
- 3.2.5. Technical Vocational Education and Training (TVET);
- 3.2.5. Distance Education, and Tertiary Education;
- 3.2.6. Teacher Training;
- 3.2.7. Curriculum and Examinations;
- 3.2.8. Scholarships and Grants.

2.3. The MoET provides overall leadership, management, monitoring and evaluation of the education sector, through six Provincial Education Officers, and over 50 School Improvement Officers, and the School principals; together they are responsible for the collection and management of education data.

2.4. The MoET through its Policy and Planning Directorate is required to provide this education data for the regular reporting requirements of the MoET and on a needs basis. And also the education data are often supplied on regular basis to some departments within the government ministries and donor agencies for reporting purposes and publication, and these includes:

- a. Vanuatu Bureau of Statistics Report
- b. Ministry of Education and Training Annual Report
- c. Department of Strategic Policy / Planning and Aid Coordination Report (DSPPAC)
- d. Reports for Ministry of Finance and Treasury
- e. Report for Ministry of Trade and Commerce
- f. Report to Ministry of Energy
- g. Reports to NZAid, DFAT and other donors
- h. Reports to University of the South Pacific
- i. Reports to UNESCO

2.5. In the past, information has been collected by various Divisions or individuals and stored in hard copy VEMIS survey form or in a variety of excel spread sheets or databases such as PINEAPPLES, ATLAS, MYOB and SmartStream etc. In addition to the significant duplication of information collected contributing negatively to work loads of schools, zones and provinces and MoET staff, the lack of access and connectivity to information, limited planning and coordination across the system.

2.6. The existing database at the MOET is now evolved into the web-based Open VEMIS. This new database system not only extends the functionality that was available in the old databases, but also links with the other major databases of MOET such as Smart Stream database with plans to extend it to other stakeholders such as the Civil Registry and other Ministries.

2.7. The school data can now be entered by the schools themselves through the Open VEMIS database web interface. Schools without access to the internet connectivity enter the data on Open VEMIS hard copy survey form and it is entered by the Provincial VEMIS data entry Officers into Open VEMIS database. Schools also enter daily attendance data into Open VEMIS database, which provides timely reports on student attendance. 2.8. The Open VEMIS database also supports the use of Structured Query Language (SQL) to create arbitrary queries that are not covered by the set of education indicators. These queries are normally formulated by the ICT Unit of MOET making it possible for the Policy and Planning Directorate to continue to generate queries on request.

3.0 OBJECTIVES

3.1. The purpose of this policy is to provide a framework that will enhance and facilitate quality data (relevant, accurate, complete, consistent and timely) collection from schools and reporting to the Ministry of Education and Training of the Republic of Vanuatu (hereinafter referred to as MoET).

3.2 The policy also helps to differentiate the roles for each unit and provide clear guideline and procedures on the responsibilities undertaken by data entry people and as well as the users of the Open VEMIS data. For example, to ensure that the collection and entry of data by school Principals, Deputy Principals, School Secretaries or Bursars, School Improvement Officers, School Inspectors and Provincial Education Officers has clear procedures, and is accurate to support education based management and administrative activities.

3.3 The purpose of the Open VEMIS database is to ensure all MoET data are integrated and accessed in one central database (Open VEMIS) for transparency and accountability purposes that provides evidence-base for better planning and decision making within the MoET.

4.0 KEY ROLES

4.1. The school data collection and data entry shall be done by the Principal, Deputy Principal, the School Secretaries or Bursars into Open VEMIS database in an efficient and timely manner without hindering the learning and teaching process.

4.2. The deadline for the submission of registration of students, including class lists and student individual details into Open VEMIS database for grant purposes will be completed during the third

week of March each year, given the actual School Census date which is the 21st of March as decided annually by the Policy and Planning Directorate.

4.3. Each Principal, Deputy Principal, School Secretary or Bursar in a school with internet connectivity shall upload their relevant school data directly into Open VEMIS database in a timely manner. Schools without internet connectivity shall accurately complete the Open VEMIS hard copy survey Forms and promptly submit the original hard copy to the relevant Provincial Education Office where the Provincial VEMIS data entry officers will update Open VEMIS data on behalf of the school. Where a school does not have connectivity, the school shall retain a hard copy of the completed Open VEMIS Survey Forms for their records.

4.4. The Principal, Deputy Principal, School Secretary or Bursar are responsible for Open VEMIS data entry for their school and shall enter all relevant school data in the Open VEMIS database, irrespective of the fact that the school may have purchased, received from a donor, and/or uses other education management software.

4.5. The Teacher Placement and Recruitment Unit (in Education Services Directorate)¹ is responsible for entering data into Open VEMIS database on teachers who are transferred or newly recruited. It shall include all current information on the teacher including their VNPF number. The Teacher Placement and Recruitment Unit is responsible for ensuring the number and type of teacher establishments for each school are filled in government and government assisted schools under section 43 of the Education Act of Vanuatu considering the available resources of the Teaching Services Commission (TSC).

4.6. The Teaching Services Commission, having delegated responsibility for Teacher Placement and Recruitment to the MOET (2nd March 2016, as per Section 12, Teaching Service Act 2013) shall, in signing letters of placement and recruitment, check compliance of data entry within Open VEMIS database. The TSC retains responsibility for data entry and management of the Teacher Registration, Appointment, Licensing and including the public and restricted access to information, and records on teacher's disciplinary actions.

4.7. The Personnel Management Unit is responsible for payroll data entry for all employees required by Open VEMIS database. The Workforce Planner works closely with all stakeholders to ensure Open VEMIS data for teachers is accurate and relevant for planning and reporting purposes for the Director General and all Directors.

4.8. The TSC, Teacher Placement and Recruitment Unit (ESD) and Personnel Management Unit shall coordinate to ensure that mutually owned and used data in Open VEMIS database is regularly cleansed. This is the responsibility of The Workforce Planner in collaboration with relevant officers in Policy and Planning Directorate.

4.9. All training needs related to the usage of the Open VEMIS Database shall be coordinated by the Policy and Planning Directorate.

4.10. Each section within the Ministry, under its respective Director, shall take ownership and management over the data in Open VEMIS database relating to that section. The Director Policy and

¹ Currently Data Cleaning Team, until the Teacher Placement and Recruitment Unit is formalised.

Planning Directorate shall have overall coordination and control over the maintenance, data cleaning and updating of information in the Open VEMIS database. This is done to ensure coordination of the data/information is reliable and accurate to inform policies and planning for the Ministry of Education and Training.

5.0 PRINCIPLES

5.1. Ownership

The Open VEMIS is owned by the Ministry of Education and Training of Vanuatu.

All innovations “Made in Vanuatu” in Open VEMIS will be registered and recorded in the Intellectual Property office.

5.1.1. Data

All Open VEMIS data will reside on government owned servers.

MoET will retain full rights and control all data held in Open VEMIS.

Although OGCIO is responsible for maintaining the physical servers, OGCIO will not access or use Open VEMIS data in any way without written authorisation from the Director General MoET.

All requests for access to raw data must have written approval from the Director General MoET.

5.1.2. Source Code

Source code is a collection of files, similar to spreadsheets that instruct Open VEMIS how to function. These files determine the colours of Open VEMIS, how to display the web pages, and how calculations are performed. This collection of files is collectively known as the source code.

MoET will retain control of the source code. MoET will maintain the right to alter the Open VEMIS source code at all times.

Specifically, OGCIO will not sell, copy, use or alter the Open VEMIS source code in any way.

5.1.3. Physical Location of Open VEMIS Data

OGCIO will host MoET servers in the OGCIO data centre with OGCIO accepting full responsibility for ensuring the servers are backed up daily. OGCIO will take reasonable steps to ensure high availability of all MoET servers.

OGCIO will assume full responsibility for ensuring the servers are secure at all times.

MoET to work in collaboration with other line Ministries with the support from OGCIO to ensure database system interface.

5.2. Cost to Schools

MoET will provide access to Open VEMIS free of charge to all schools. MoET will also provide ongoing training to schools free of charge. Schools need only pay for Internet usage to connect to Open VEMIS.

Open VEMIS developments should achieve savings of public funds, regardless these are coming from Ministry of Education and Training, other Government Agency, a Donor partner or NGO's. These stakeholders must consult with MoET Policy and Planning Directorate before offering any software solution.

Any plan for outsourcing or development of software to manage the education records, independently of the source of funding, needs to be justified and requested in a written form, for the approval of the Ministry of Education and Training by the Director General through the advice from the Policy and Planning Directorate.

5.3. Public Access

Open VEMIS will provide limited public access to MoET data. Open VEMIS will provide "Open" access to financial, mapping, infrastructure, staffing, and student data. Public access to student data is limited to aggregated student information that does not display student names or any individual student details. Class lists will only display a count of students, not individual student details. Staff information is limited to the staff name and position. VNPF and other staff details are not accessible by the public.

MoET will control the release dates of some public data. For example, MoET may restrict public access to the Net Enrolment Rate reports to the previous year's enrolment.

5.4. Risks

5.4.1. Private Sector

The private sector is a recognised risk to the ongoing stability of Open VEMIS. Open VEMIS is currently worth several hundred million Vatu and the value is expected to increase each year. This high value makes Open VEMIS a lucrative target for the private sector. As Open VEMIS increases in value, private sector pressure will increase to take over Open VEMIS, or small parts of Open VEMIS, as an ongoing business opportunity.

The private sector agenda typically runs contrary to ministry objectives. It is in the best interest of the private sector to destabilise Open VEMIS as an opportunity to provide ongoing services. This is typically achieved by introducing newer technologies that require skills only available in the private sector or by offering to "fix" a problematic area in Open VEMIS using replacement technology when the problem is not related to technology but is caused by unavoidable logistical or resource issues that the ministry is addressing already.

It is not in the best interest of a private company to have fully operational systems. The private sector business model is based on ongoing maintenance of systems that do not ever fully work.

The private sector is also expected to offer systems and/or technology that the ministry already has established in an effort to reinvent the wheel. Specifically, these offers are often at high level to avoid the scrutiny of finance and IT staff that would otherwise halt the procurement.

As such, any private sector initiatives must involve full consultation with the following MoET Units; IT, PPD, Curriculum Assessment, and Finance before any agreements are reached. This includes any projects dealing with data collection, digital literacy, laptops or tablets, connectivity and specifically software procurement.

Vendors and OGCIO will not set or lead MoET objectives. OGCIO and vendors will respond to MoET requirements.

5.5. Institutional and Capacity development

The development of Open VEMIS, ultimately aims to improve the management capacity of the Ministry and Schools to manage education and training.

The Open VEMIS ultimately aims to increase the integration of data, within MoET and other Ministries that will enhance the Government of Vanuatu to better plan, and improving in decision making processes.

5.6. E-government system

The Ministry of Education and Training will cooperate with OCGIO to ensure that OCGIO fully understand the importance of maintaining Open VEMIS as an e-government system assessing the OGCIO capacity of maintaining the servers where Open VEMIS is hosted.

6.0 PROCEDURES

6.1. Collection of School Information from Schools

6.1.1. All schools are required to submit data into Open VEMIS database in a timely and efficient manner and must always be completed according to the annual Census date which is the 21st March.

6.1.2. The Principal's job description will ensure that their school information is entered into the Open VEMIS database strictly adheres to the guidelines in this policy and the data is current, correct and complete.

6.1.3. Schools shall upload or submit certain compulsory information on student registration in the respective fields provided either in Open VEMIS database (Schools with connectivity) or on Open VEMIS hard copy survey forms (schools without connectivity). For local students, the Birth Registration number shall be asked and entered into Open VEMIS database as a record for each student details. For international students, the passport number shall be requested and entered in Open VEMIS database in place of the Birth Registration Number. The citizenship classification of the student must also be provided.

6.1.4. In an event that students are unable to provide their birth certificates to the schools, school Principals are to assist their students to enquire with the Provincial Education Officer or the Civil Registry on obtaining birth certificates of the students. This is to ensure that student information is not duplicated and to assure data quality.

6.1.5. Any Open VEMIS hard copy survey forms shall be submitted to the Provincial Education Officers in a timely fashion as emphasized by the Policy and Planning Directorate. Data from such forms is entered into the Open VEMIS database by the respective Provincial VEMIS Data Entry Officers (for schools with limited or no internet access).

6.2. Financial Information in Open VEMIS database

6.2.1. Submission of School Financial Report shall be provided by the School Management by the end of February in each year.

6.2.2. Financial information entered into the Open VEMIS database by the school to account for payments made or receipts raised shall be entered by the school with internet connectivity within five (5) days of the payment being issued.

6.2.3. Financial information entered into the Open VEMIS database on behalf of a school, to account for payments made or receipts raised by the school with no connectivity shall be entered by the School Improvement Officer or Provincial VEMIS data entry officer or Provincial Financial Officer (PFOs) within a month of valid documentary evidence that such a payment or receipt was made by the school.

6.2.4. School Principals and /or Deputy Principals and /or School Secretaries and/or Provincial VEMIS data entry Officers and/or PFOs discovered to have deliberately entered false information into the Open VEMIS database budget acquittal system, or submitted such information to the MOET will be subject to disciplinary penalties.

6.3. Ownership of Accuracy of Data

6.3.1. Schools shall have the full write access to update all information/data in the Open VEMIS database excluding the data on Facilities, teacher placements salary and teacher particulars. The School Principals and/or Deputy Principals and/or School Secretaries shall only have read access to information relating to the teachers of their schools.

6.3.2. The information on teachers shall be updated only by the Personnel Management Unit and Teacher Placement and Recruitment Unit. Provincial VEMIS Data Entry Officers shall not have the write access to enter teacher information.

6.3.3. The resolution of issues relating to the personal data of individual teachers is the responsibility of the Personnel Management Unit and the Teacher Placement and Recruitment Unit: the demarcation of roles to be agreed and shared between both. If the Provincial Education officer or Provincial VEMIS Data Entry Officer receives notification of such issues from the teachers, it must pass these on to the Personnel Management Unit as soon as possible, at the same time notifying the teacher concerned that this has been done. The issues should be dealt with, and the relevant teachers notified to this effect, within fourteen (14) days of the receipt of notification of the issues by the Personnel Management Unit.

6.3.4. MOET level users have only read access. The Directors in MOET in charge of its section shall take control over the data relating to that section in Open VEMIS database and shall only have read access to the data. The Director Policy and Planning Directorate shall coordinate, manage and shall have overall coordination of the Open VEMIS database at all times.

6.3.5. Director Administration and Finance of MOET with assistance from Provincial Finance officer shall have the overall charge and ownership over the data relating to finance data entered into the Open VEMIS database and shall have the responsibility that the data is up to date and accurate.

6.3.6. The Principal Education Officers of each province shall have overall coordination and ownership over the Primary and Secondary Schools' data respectively in Open VEMIS database. They shall have the responsibility to liaise with school principal to ensure that the school data is updated and accurately entered in the Open VEMIS database.

6.3.7. The Early Childhood Care Education (ECCE) coordinator with the assistance from Provincial ECCE coordinators shall have the overall charge and ownership over the ECCE data in Open VEMIS database and shall have the responsibility that the ECCE data is up to date and accurate.

6.3.8. The Director Tertiary Education, Post-Secondary and Training shall have overall charge and ownership over the scholarships data as well as the data for higher education and post-secondary institutions and shall have the responsibility that the data in Open VEMIS database is up to date and accurate.

6.3.9. The Principal Education Officer (PEO) for Facilities Unit shall have overall charge and ownership of the school facilities data and have the responsibility for the accuracy of the school facility/infrastructure data entered in the Open VEMIS database.

6.3.10. The Director Education Services are responsible for any Curriculum, Examination and Assessment data, Teacher Placement and Recruitment data, and have the responsibility for the accuracy/verification of the school data in the Open VEMIS database.

6.3.11. The Teaching Service Commission is responsible for the Teacher Registration, Appointment, Licensing and including disciplinary determinations.

6.3.12. Internal Audit Unit is responsible for uploading monthly school bank statements, confirm money paid to school accounts and upload and update school bank account in Open VEMIS database.

6.3.13. Ownership of the Open VEMIS Database shall rest with the Ministry of Education and Training.

6.4. Disciplining Officers for Non Compliance

6.4.1. Discipline measures for Principals and/or Deputy Principals or School Secretaries shall be undertaken by the employer being either Teaching Services Commission or Public Service Commission after being referred by the Provincial Education Officer and may result in suspension of salaries and/ or as determined under proper disciplinary proceedings.

6.4.2. Any user who deliberately corrupts or removes any data from the Open VEMIS database without authorisation or enters any data knowing it to be erroneous or access any data they are not authorised to view, for example, by logging in using an authorised person's log in name and password will be subject to disciplinary procedures and criminal charges.

6.4.3. Any user who allows another person to log in to Open VEMIS database using that user's log in details may have his or her user account removed from accessing Open VEMIS database. If the unauthorised access results in any of the cases of misconduct described immediately above both users may be subject to disciplinary action.

6.5 Training in using Open VEMIS database

6.5.1. Training of MoET senior staff, Provincial VEMIS Officers (PVO), Principals and other users at the schools on how to update, extract information, standards and needs basis reports from the Open VEMIS Database will be coordinated by the Policy and Planning Directorate upon request. The training of trainers on usage of Open VEMIS database shall be coordinated and managed by the ICT unit.

6.6 Transparency of Data in Open VEMIS database

6.6.1. With the exception of confidential data such as scholarships, teacher salaries, allowances and grading, and disciplinary outcomes, all other information in Open VEMIS database shall be made accessible to the school and school community and Education Authorities within the zone. Contact details and personal information of any teacher or staff member or students shall not be made visible to the community for security and privacy purposes.

6.6.2. For reasons of transparency on the use of public money, all schools shall disclose and update all financial information on Open VEMIS database. Schools must upload their financial statements/reports in the Open VEMIS database to make it visible for scrutiny by the school community and Education Authorities.

6.7. Timelines

6.7.1. The Principal Education officers (PEO) in each province shall ensure that all schools which have access to the internet are provided with the necessary school user log in account. PEO will provide all technical support to schools for the school to install Internet connections.

6.7.2. Open VEMIS hard copy survey forms shall be distributed by the VEMIS Data Entry Officers based at the Provincial Education Office to schools with no internet connectivity within the zone by the start of the school year, monthly during the school year for attendance data, and before the end of the school year for end of school year data.

6.7.3. All student registration and other school-based data available at the start of the school year should be entered either into the Open VEMIS database or on the prescribed Open VEMIS hard copy survey forms during the third week of March in the current school year. The VEMIS data entry

Officers at Provincial Education Office shall monitor and follow-up on the compliance of this procedure.

6.7.4. Principal Education Officer (PEO) in each province are responsible for promptly deactivating Open VEMIS database user accounts for any school Principal or Deputy Principal or Secretary who leaves the school and shall promptly advise the Policy and Planning Directorate and the IT unit within the MoET.

6.7.5. The Principal Education Officer (PEO) in each province is also responsible for issuing the user account and password for a newly arriving Principal, Deputy Principal or School Secretary, as soon as he/she assumes duty.

6.7.6. The ICT unit is responsible for the database development and building reports, maintenance of the Open VEMIS database and to manage the log in access to the Open VEMIS database for the staff with in the MOET. The Unit will also be in charge to train the Trainers of the Open VEMIS database on any new development or Menu build in the Open VEMIS database and also to developed user's manual of the different menus of the Open VEMIS database.

6.7.7. Access to Information for Disaster management process:

Emergency response and data management including detail information about schools, teachers, students, facilities, water and electricity access shall be managed in the Open VEMIS data base.

6.7.8. Annually, in addition to this policy, respective Units within the MoET will produce and update simple flow charts, timeframes in relation to the following processes:

- school planning, grants and school annual reporting
- teachers' placement in schools
- procurement
- assets management

These simple guidelines need to be annual updated taking into consideration the academic calendar and ongoing administrative and OV reforms.

7.0 REFERENCE DOCUMENTS

7.1. Education Act of Vanuatu 2014

7.2. Teaching Services Act 2013

7.3. Vanuatu Integrated Government Initiative 2011 – 2013

7.4. Education Policy Statement 2009 - 2012

7.5. Education Policy on Information Management in the Education Sector 2014

7.6 National Information and Communication Technology Policy 2013

7.7 Interim Vanuatu Education and Training Sector Strategy 2017 – 2018

8.0 EFFECTIVE DATE: _____ 2018 _____

9.0 REVIEW DATE: _____ 2020 _____

10.0 KEY SEARCH WORDS

Open VEMIS, Principal, database, Information, School Financial Report

11.0 APPROVED BY THE HONOURABLE MINISTER FOR EDUCATION AND TRAINING

SIGNATURE 



DATE 26th 10. 2017

Annex 1 - Annual School survey process and important timelines

