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DE VANUATU

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OFFICE OF THE DIRECTOR GENERAL - BUREAU DU DIRECTEUR GENERAL

## Summary Report for Day 4 [10<sup>th</sup> March 2023]

### Summary points covered in Report 4:

- Letters to UNICEF and Save the Children to secure prepositioned stock supplies.
- Data entry update for KOBO software.
- School contacts and principals' contacts by Shefa Education.
- School Assessment update for all schools.
- Update on schools with minor/major damages and number of evacuation centres.
- Cluster meeting update for WASH cluster.

## Emergency Response Report Day 5 [11<sup>th</sup> March 2023]

Objectives for Operational Period	Activity	Start Date	End Date	Responsible person/groupings	Action (s)	Feedbacks
<i>Draft letters to directors UNICEF and SCA for assistance and</i>	Assistance letter drafting	11 <sup>th</sup> March 2023	11 <sup>th</sup> March 2023	Jineth & Florence (VESP)	Issuing of signed assistance letters to: <ul style="list-style-type: none"><li>• UNICEF</li><li>• Save the Children</li></ul>	-Letters to UNICEF and Save the Children to secure prepositioned stocked signed by Director General. -Letter to provincial PEOs and school principals to inform schools that are affected or non-affected to fill up the Rapid Assessment Forms and signed by Director General.

<i>coordination of prepositioned stocks distribution, fuel, principals' instruction and evacuation.</i>					<ul style="list-style-type: none"> <li>• Provincial PEOs &amp; Principals</li> <li>• NDMO</li> <li>• Shelter cluster</li> </ul>	<ul style="list-style-type: none"> <li>-Letter to NDMO requesting support in purchasing fuel for MoET vehicles and signed by Director General.</li> <li>-UNICEF &amp; Save the Children letters, NDMO letter and Shelter cluster letter scanned and emailed to William Nassak (Liaison officer)</li> <li>-Letter of assistance to shelter cluster to evacuate used classrooms during TC Judy and Kevin.</li> </ul>
<i>Upload schools' data into KOBO software.</i>	Data Entry Update	11 <sup>th</sup> March 2023		Ivanna B, MoET HR	Register incoming forms and upload Data on Kobo	<ul style="list-style-type: none"> <li>-EOC data entry officer, Ivanna continued registering and uploading registered forms data from yesterday into KOBO software.</li> <li>-HR Lolina F helped out with the data upload.</li> </ul>
		11 <sup>th</sup> March 2023		Hilaire	Recording of minor/major damages	-Continuity of recording schools with minor and major damages from received forms as of yesterday (10 <sup>th</sup> March 2023)
<i>To assist and provide immediate response to support school re-opening.</i>	Tent allocation & distribution	11 <sup>th</sup> March 2023		EOC officers, Maxime Charley & PEO ESD	Loading Urata with Tents	<ul style="list-style-type: none"> <li>-Logistic priority – load Urata with tents to Tongoa</li> <li>-11 tents (33 boxes) to be shipped to Tongoa</li> <li>-School principals to be informed that they will be responsible for organizing who will set the tent as support to MoET team.</li> <li>-UNICEF available on Monday, 13<sup>th</sup> March 2023 to do tent set-up and MoET EOC team to support.</li> <li>-EOC logistic to contact schools and enquire on who does the setting of tent.</li> <li>-Tents delivered to; Centre-Ville and St. Jeanne d'Arc and need 10 people each to set-up tents at these schools.</li> <li>-Keep log registration for tent deliveries.</li> </ul>
	Handbag distribution	11 <sup>th</sup> March 2023		EOC logistic cluster	Updating data on spreadsheets	<ul style="list-style-type: none"> <li>-Virana Lini preparing school listing for school bags distribution.</li> <li>-Prepared list given to Maxime (logistic) to arrange for when to do the distribution to affected schools.</li> <li>-Teacher-student ration: 1:25 used for handbag distribution.</li> <li>-Classes enrolments for 2022 from OV are used for fair allocation.</li> </ul>

Boarding school ration	11 <sup>th</sup> March 2023		Smith Anderson	Contact schools	-Boarding schools to be contacted and provide information on the quantity of ration. -Seek assistance from NDMO to supply required school ration to affected schools.
School checklist	11 <sup>th</sup> March 2023		Adrian Tari	Prepare spreadsheet for school checklist	-For continuous update on minor/major damages, number of evacuation centres and which school to or not open on Monday.
New Caledonia Students' travelling	11 <sup>th</sup> March 2023		Director TED	Book tickets and sort documents	-Booking of flights for Vanuatu students to travel to New Caledonia. - sorting out of documents for students travelling to NC be done immediately.
Vehicle Register Book	11 <sup>th</sup> March 2023		Angeline	Development of EOC Vehicle register book	-A spreadsheet to keep record of the EOC vehicle is required. -Amount of fuel used for operation be recorded on the sheet too for better monitoring.
COM's Station	11 <sup>th</sup> March 2023		Jineth & Florence (VESP)	Re-activate & centralization of COM's station	-COM's station is re-activated and centralized. -Florence and Jineth to carry out responsibilities allocated for COM today for the purpose of supporting the needs of EOC.
Communication plan	11 <sup>th</sup> March 2023		Florence (VESP)	Construction of communication plan	-A proper communication plan is required. -Any communication regarding school re-opening needs to be communicated through any means that most favorable to reach the schools.
Reaching schools needing drinkable water	11 <sup>th</sup> March 2023		Jayson	Listing schools needing drinkable water	-Record list of schools that need drinkable water. -A letter to NDMO requesting assistance in providing schools with drinkable water.
Schools needing clean-up	11 <sup>th</sup> March 2023		Angeline	Listing schools needing clean-up	-Record list of schools that need assistance in cleaning-up. -A letter to NDMO requesting assistance from Australian Armies to do the cleaning up at various schools.

	School VSAT	11th March 2023		Adrian Tari	Contact schools	<p>-A list of school contacts downloaded from shared drive.</p> <p>-Schools are contacted but encountered these challenges:</p> <ul style="list-style-type: none"> <li>• Call declines due to unavailability of network coverage</li> <li>• Mobile phone turned off</li> <li>• Principals unanswerable to calls made.</li> <li>• School contacts not updated.</li> </ul>
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