

DEPARTMENT OF ENVIRONMENTAL PROTECTION & CONSERVATION: ENVIRONMENT EXTENSION PROVINCIAL GUIDELINES

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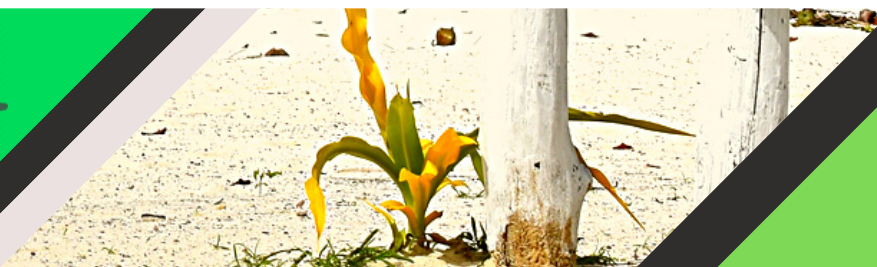


**DEPC DIVISIONAL REPRESENTATION AT
PROVINCIAL LEVEL**



CAPACITY BUILDING NEEDS

Guidelines surrounding the overall processes, management and responsibilities of the Department of Environmental Protection and Conservation (DEPC) Environment Extension Officers based in the Vanuatu's 6 provinces



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<https://environment.gov.vu/>

FORWARD

The Department of Environmental Protection and Conservation (DEPC) has 6 main Divisions: Biodiversity and Conservation; Environmental Planning and Impact Assessment; Provincial Outreach, Information and Communication (POIC); Environmental Protection; Enforcement and Compliance; and Finance, Administration & Support Services.

The Division of Provincial Outreach, Information and Communication (POIC) looks after DEPC's environment extension programmes and services. Currently, there are six extension positions which are structured under the Division of POIC, representing the six provinces of Vanuatu. The Environment Extension Officers will represent DEPC at the provincial level. Their responsibilities will cut across Divisions, including other sectors of the Government.

We would like to encourage the environment extension officers to always consult and work in accordance to these provincial guidelines (amongst other Public Service Commission guidelines). They are provided to guide, support and sustain the process, management and responsibilities of these officers. We wish them all the very best in implementing our Departments extension services to reach our provinces, area councils, communities and grass-root people in the villages.

Let us all work together to achieve the overall goal of DEPC “ Leading Vanuatu to a clean, resilient and sustainable environment.”

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PO DIVISIONAL STRUCTURE

Mission of POIC:

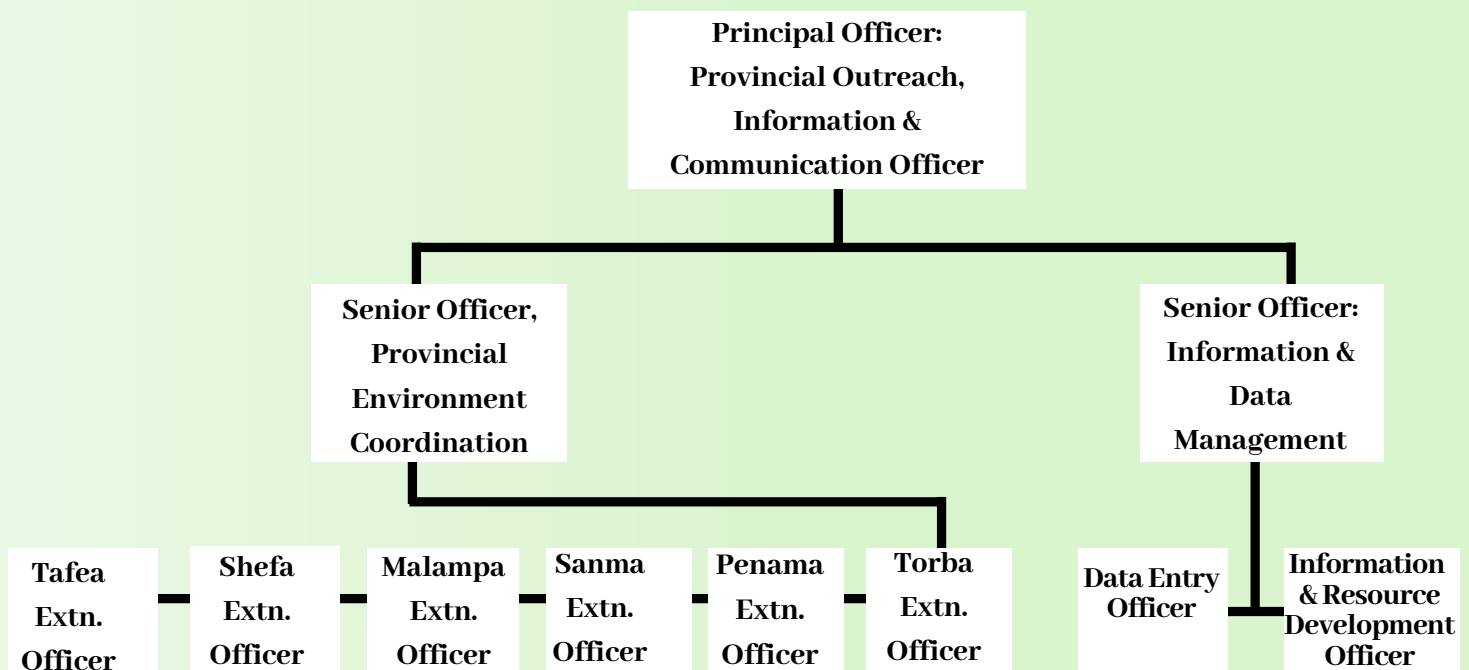
Work with the six provincial governments, chiefs, communities, women, men and youth to implement the Department's environment extension services


Obligations;

1. To develop and expand the Department's extension services to the six provinces
2. To help implement the Vanuatu Government's decentralization policy
3. To provide environmental information and awareness to the people of Vanuatu
4. To develop and disseminate information and resource materials to the schools, communities and the general public
5. To work with the media, schools, provinces and the general public to help promote the sustainable use and management of our natural resources and environment

The Environment Extension Officer's positions are structured under the Division of Provincial Outreach, Information and Communication(POIC)

Provincial Outreach Division Structure





FOCUSED AREAS OF CONSIDERATION: ADMINISTRATION, BUDGETING, FINANCE, REPORTING AND DEPC REPRESENTATION

1. Office space

- DEPC must provide office space to each of the environment extension officers who are based in the 6 provinces
- DEPC must provide the necessary office assets and resources for all provincial extension offices

2. Telephone

- Land line with VOIP numbers must be provided to each of the provincial extension offices

3. Mail registry

- A proper mail registry must be developed or provided and used by each of the provincial extension offices

4. Filing system

- A proper filing system must be developed and used by each of the provincial extension offices

5. Government intranet, email and Internet.

- Government intranet system must be installed and used by each of the provincial extension offices
- Extension Officers should have access to government email and internet.

6. Access to DEPC salmon

- DEPC must include provincial extension officers to access DEPC's salmon

7. Access to electronic and hard copies of important documents and awareness materials.

- DEPC must supply the extension offices with both electronic and hard copies of important reports, PSC staff manual and other documents & awareness materials

8. Access to other work related information

- DEPC officers must copy any important work related information through email to extension officers

9. Transport needs

- DEPC may provide the provincial extension offices each with a vehicle or other means of transport to help with the implementation of DEPC activities at the provincial level
- Where there is no vehicle provided to extension offices by DEPC, the extension officers may use vehicles belonging to other government departments that are based in the provinces provided that they have a fuel budget which can enable them to contribute to pay for fuel.



10. **Application of leaves**

- Application of leaves must be approved and co-signed by the immediate supervisor based in the province and POPOIC, and copy to the Administration and Finance Officer

11. **Submission of sick leaves**

- Submission of sick leaves must be approved by the immediate supervisor based in the province or the POPOIC, and copy to the Administration Officer

Planning and budgeting

1. Extension officers must develop annual work plans with their costings/budget– linking to annual business plan and work plan in the appraisal form
2. Extension officers must develop monthly work plans and submit to POPOIC and copy to their immediate supervisor based in each of the provinces
3. DEPC to Include extension officers in important DEPC planning and budgeting meetings or retreats
4. DEPC to provide the necessary budget for each of the provincial based environment extension offices
5. Extension officers must liaise with Financial Service Bureaus (FSB) established within their Provincial Headquarters to raise LPOs and cash cheques for Imprests and DSAs. It would be an advantage for each provincial officer to have an NBV Account when it comes to cashing of cheques.
6. Extension officers must be familiar with all the Government Financial procedures in terms of raising of payments to acquittal of funds for an Accountable and Standing Imprest.
7. Each Provincial officers should be familiar with their respective business plans and their budgets to direct them each year.
8. Extension offices will have different chapter head accounts for the sake of reporting purposes.

Processing of LPOs

Environment Extension Officers will be given a chapter head account that caters for their respective budget lines. Payments will be raised by the DEPC Finance officer or the Financial Service Bureau (FSB). Their chapter head will be given to finance officers at the Financial Service Bureau to use when raising LPOs. Before raising LPOs, requisition forms must be filled out and approved by the Director.



Invoicing

Standard invoice will be given to extension officers to use and issue to clients wishing to acquire permits for research, CITES, Ozone and Environmental Permits. All the invoices include revenue chapter head accounts and sales items for the different fees. Invoices should be presented to FSB Cashier for payment and in return 2 copies of receipts will be provided. One copy of the receipts should be given to the Extension Offices before a particular permit may be issued.

Aquitting of funds

The Extension Officers should follow the budget templates when applying for funds through an accountable or standing imprest. This template will be provided by the Finance officer of DEPC. Another template should also be filled out when acquitting for funds after it has served its purpose. The whole process of applying and acquitting of funds should be outlined in explanatory notes for each template.

Supervision

DEPC to identify a recognised government officer based in each province to be the immediate supervisor of each environment extension officer. This supervisory role includes the following areas:

- Attendance, punctuality, day to day administration of office, personal presentation, capacity, receiving and following instructions, attitudes towards their job performances (including all supervisory roles/aspects as outlined in the appraisal form)
- monthly & annual work plans
- work undertaken on behalf of other divisions in the province
- Assist in the appraisal of extension officers

Reporting

- Reporting on monthly, six monthly and annual work plans, budget and divisional work related matters must be channeled to the POPOIC and copy to the immediate supervisor based in the province.
- Reporting on other divisional work related activities must be channeled to the POPOIC and copy to the Head of the Divisions.
- Provincial Outreach Division to provide a template for extension officer to report on their participation in meetings and workshops
- Extension officers are expected to fill out the monthly Participation Reporting Template and report to Senior officer, Provincial Environment Coordination (SOPEC)



Representation of DEPC in the provinces

- Provincial extension officers are required to effectively implement DEPC environment extension programmes and activities to be in line with the following documents: National Environment Policy and Implementation Plan (NEPIP) 2016-2020; Vanuatu National Waste Management, Pollution Control Strategy and Implementation Plan 2016-2020; National Invasive Species Strategy and Action Plan (2014-2020); National Biodiversity Strategy and Action Plan (NBSAP) 2018-2030; and the National Sustainable Development Plan (NSDP) 2016-2030.
- Provincial extension officers are also required to attend to any other activities, workshops or events that are organised by other government agencies, NGOs or communities based in the province where they are located, but only if they require their participation.
- Provincial extension officers may also be required to represent DEPC to undertake an assessment of the impact of any disaster that may occur within the province they are located particularly on the general environment (forest, fauna and flora, important rivers and lakes, the marine environment, including disaster wastes) and provide a report to the POPOIC and copy to the Director of DEPC and the immediate supervisor.



DEPC DIVISIONAL REPRESENTATION AT PROVINCIAL LEVEL

Biodiversity and Conservation

- Assist in conducting general awareness about biodiversity and conservation related activities.
- Assist in conducting awareness about Community Conservation Area (CCA) 's process and registration
- Assist in development of CCA management plans
- Assist in enforcement, compliance and monitoring of CCAs and application of penalties where necessary but with authorisation of Head of Division and Director.
- Represent DEPC when needed as local collaborator and where appropriate with permitted researches.
- Assist and provide support to CCA rangers when needed.
- Assist with organisation of the CCA management committee meetings including their annual monitoring meetings.
- Assist CCAs management committees with their CCA management annual reports.
- Assist with the ad hoc CCA technical assessments.
- Assist with rapid biodiversity assessment (flora and fauna).
- Assist with boundary mapping of CCAs.
- Assist with the establishment of PA or CCA networks.
- Work closely with Vanua Tai Resource monitors and CCA rangers at their respective provinces.
- Assist with invasive species management, control and eradication activities.
- Assist biodiversity and conservation related projects taking place in their respective provinces.

Environmental Protection

- Assist in conducting general awareness about the environment protection divisional programmes and activities to the schools, business community and the general public
- Assist in general awareness about waste management and pollution control activities
- Assist coordination of clean-up campaigns within the provinces
- Assist in enforcement, compliance and monitoring of activities related to the Environmental Protection division and apply penalties where necessary but with authorisation of Head of Division and Director



Environmental Planning and Impact Assessment

- Assist in conducting general awareness about the Vanuatu EIA process to schools, business community and the general public
- Assist in conducting PEA of development projects, and provide PEA reports to the Head of Division and copy to the POPOIC
- Assist in enforcement, compliance and monitoring of conditions stated in the approved Environmental Permit, and apply penalties where necessary but with authorisation of Head of Division and Director

Compliance and Monitoring

- Assist in carrying out enforcement and compliance work on behalf of DEPC Compliance Unit
- Report on non-compliance activities to Head of Compliance Unit and Director
- Issue penalties subject to approval of the Head of the Compliance Unit and Director



CAPACITY BUILDING NEEDS

- Head or appropriate officer of each division in DEPC to conduct training to the Environment Extension Officers regarding any matter in their division which the Extension officer shall be expected to undertake on behalf of the division.
- Environment Extension Officers are required to attend to those workshops and trainings in country or overseas that are related to their job description and other areas of responsibility.



ABBREVIATIONS

1. **CCA** - Community Conservation Area
2. **CITES** - Convention on International Trade in Endangered Species of wild fauna and flora
3. **DEPC** - Department of Environmental Protection and Conservation
4. **EIA** - Environmental Impact Assessment
5. **FSB** - Financial Service Bureaus
6. **LPO** - Local Purchase Order
7. **NEPIP** - National Environment Policy and Implementation Plan
8. **NBSAP** - National Biodiversity Strategy and Action Plan
9. **NSDP** - National Sustainable Development Plan
10. **NGO** - Non-Government Organization
11. **PA** - Protected Area
12. **PEA** - Preliminary Environment Assessment
13. **PEEO** - Provincial Environment Extension Officer
14. **POPOIC** - Principal Officer - Provincial Outreach, Information and Communication
15. **PO** - Provincial Outreach
16. **POIC** - Provincial Outreach, Information and Communication
17. **PSC** - Public Service Commission
18. **SOPEC** - Senior Officer - Provincial Environment Coordination
19. **VOIP** - Voice Over Internet Protocol
20. **Extn** - Extension

APPENDIX

Monthly Work plan & reporting Template For PEEO

Months **January**

PEEO Work Plan & reporting Template

	Week 1	Week 2	Week 3	Week 4
	Week 1 Activity & Outcomes Title	Week 2 Activity & Outcomes Title	Week 3 Activity & Outcomes Title	Week 4 Activity & Outcomes Title
Activities	List of activities	List of activities	List of activities	List of activities
	Clean up Laplas	Activity 1		
	Activity 2	Activity 2		
	Activity 3	Activity 3		
	Activity 4	Activity 4		
	Activity 5	Activity 5		

To add more Activities, insert new rows above this line				
	Week 1 Outcomes Title	Week 2 Outcomes Title	Week 3 Outcomes Title	Week 4 Outcomes Title
Outcomes	List of Outcomes	List of Outcomes	List of Outcomes	List of Outcomes
	Outcome 1	Outcome 1		
	Outcome 2	Outcome 2		
	Outcome 3	Outcome 3		
	Outcome 4	Outcome 4		





