



Food-Security & Agriculture Cluster

STANDARD OPERATING
PROCEDURES (SOP)



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1 Introduction

1.1 Purpose of SOP

This Standard Operating Procedure (SOP) provides guidance for the Food Security and Agriculture Cluster (FSAC) and its partners across all phases of disaster management (preparedness, response, and recovery). It outlines roles, processes, and tools to ensure a coordinated, timely, and effective response that supports food security and agriculture outcomes in Vanuatu. It can also serve as a reference tool to seek clarification on FSAC's role within the broader disaster management space in Vanuatu.

1.2 Background and context

Vanuatu faces frequent and compounding disasters, including cyclones, droughts, volcanic eruptions, earthquakes, and biosecurity threats. These hazards threaten lives, livelihoods, and food systems, requiring an organized and standards-based humanitarian response.

As a result of the immense amount of work needed to meet the needs of affected communities, Vanuatu has chosen to employ the cluster coordination framework as the coordination mechanism to emergencies. FSAC, led by the Ministry of Agriculture, Livestock, Forestry and Biosecurity (MALFB), serves as the coordination mechanism for food security and agriculture activities during emergencies. FSAC serves two main purposes: share the workload of emergency response among all parties involved in food security and agriculture; and mobilize resources to support the food security and agriculture sector's immediate and long-term recovery as emergency response efforts can be costly and can derail development efforts.

As the lines are often blurred between preparedness, response, and recovery, FSAC partners must remain engaged throughout all phases of disaster management, even outside formal activation periods. This SOP reflects that approach and the growing need for long-term planning alongside rapid response.

1.3 Humanitarian Principles

A humanitarian emergency, whether sudden onset (e.g., cyclones, earthquakes or disease outbreaks) or slow onset (e.g., droughts or sea level rise) can pose serious threats to people's livelihoods and wellbeing. Responding to these events requires a coordinated approach centred on the fundamental moral principle of humanity: that all human beings are born free and equal in dignity and rights. Based on this all-humanitarian response should be directed to fulfil the humanitarian imperative: that action should be taken to prevent or alleviate human suffering arising out of disaster or conflict, and that nothing should over-ride this principle.

FSAC operations are guided by global humanitarian principles:

- Humanity: All disaster-affected people have the right to sufficient, safe, and nutritious food.

- **Impartiality:** Support is based on assessed needs, not political or personal considerations.
- **Coordination:** Government ministries, UN agencies, NGOs, and local stakeholders work together to deliver an effective response.

To Achieve this, FSAC liaises closely with NDMO, provincial authorities, and other clusters, and ensures that food security considerations are incorporated into broader humanitarian planning. While FSAC facilitates technical coordination, the actual delivery of services is carried out by member agencies and implementing partners.

1.4 Scope and Role of FSAC

FSAC is as the coordination mechanism for food security and agriculture activities during emergencies. The Food Systems Committee within the Ministry of Agriculture, Livestock, Forests and Biosecurity (MALFB) acts as the secretariat for FSAC. FSAC operates under the national cluster framework, aligning with the Disaster Risk Management Act (2019), national response policies, and relevant MALFB plans. It is activated by the National Disaster Management Office (NDMO) during declared emergencies and plays a coordination role in the sector response. FSAC provides oversight and monitoring support at field level when food distributions to ensure distributions (conducted by NDMO) are implemented according to national standards and reach intended beneficiaries.

FSAC's plays a role in all phases of disaster management, as outlined below:

- **Preparedness** - Food Systems Committee and relevant MALFB, Supports Sector specific preparedness activities as part of routine operations, promote collaboration among partners, contribute to the updating of contingency plans, and identify sectoral risks.
- **Response**- FSAC Coordinates sectoral assessments, develops emergency response plans, and provides technical oversight and information management to support an efficient and timely food security response.
- **Recovery** – Handing over of responsibilities to the Food & Livelihoods Subcommittee (FSL) who will Work with the Project Management and Risk Resilience Unit (PMRRU), the National Recovery Unit (NRU), and MALFB departments to support damage and loss assessments and align sector-specific recovery efforts with national priorities.

This SOP primarily focuses on the immediate response phase of disaster management. However, it also includes guidance on preparedness activities to ensure the FSAC and its partners are ready to respond effectively when activated. While the recovery phase is briefly outlined, it will ultimately be led by the Food Security and Livelihoods (FSL) team and the Project Management and Risk Resilience Unit (PMRRU), with technical support from the National Recovery Unit (NRU) and relevant departments within MALFB.

1.5 Revision History

Since the first version of this Standard Operating Procedure (SOP), the Food Security and Agriculture Cluster (FSAC) has been activated and responded during:

- The evacuation and reallocation of 11,000 people from Ambae Island, due to the Manaro Volcanic eruption (2017 - 2018).
- Ashfall from Mt Yasur on Tanna (2020).
- The biosecurity incursion of the Coconut Rhinoceros Beetle on Efate (2019).
- COVID19 pandemic response and impacts on supply chains (March 2020-2022).
- TC Harold affecting over 150,000 people (2020).
- TCs Judy and Kevin which made landfall within 72 hours of one another (2023).

The SOP operationalizes policy directives on Climate Change and Disaster Risk Reduction under the mandate of the Ministry of Climate Change. It clearly outlines the roles and responsibilities of FSAC staff as well as FSAC partners, ensuring alignment with key national documents such as the Disaster risk Management Act of 2019, the Disaster Recovery and Resilience act of 2024 and other relevant policies and strategies. This ensures coherence with national priorities and strengthens coordination across preparedness, response, and recovery efforts. It is supported by the Emergency Food Assistance SOP 2017 (*see annex 6*).

1.6 Revision Process

The revision of this SOP draws on previous experiences and several consultative and lessons learned workshops, including one held on March 20th, 2025, and earlier sessions conducted in October 2021 in Port Vila and Santo. It incorporates recommendations that emerged from the December 2024 earthquake response, along with ongoing discussions with a wide range of stakeholders (including international partners, in-country NGOs, government departments, and private sector representatives) who generously contributed their time and insights to help strengthen and clarify FSAC's coordination mechanisms.

This SOP should be updated annually in a consultative workshop with FSAC partner agencies organised by PMRRUU. In the interim, the PMRRU and the Food Systems Committee may insert minor amendments as needed to capture new experiences and evolving sectoral or national policies, upon approval by FSAC chair. Annexes should be reviewed and updated every year by the secretariat.

2 FSAC Objectives

FSAC aims to ensure that partners are prepared and capable to support peoples' access to sufficient safe and nutritious food during and following disasters, and that their livelihoods are quickly restored. It will:

1. Assist the NDMO in calculating balanced food rations and advise on the appropriateness of food and non-food assistance to meet nutritional needs based on local context as predetermined in consultation with the Health and Nutrition cluster.
2. Facilitate and prioritise food aid and non-food items (including cash transfers) for distribution by NDMO and any other partners as designated by the Chair to support recovery. Ensuring that interventions are inclusive, and suitable considering the needs of affected and at-risk populations.
3. Facilitate timely and transparent information sharing among partners (including local authorities, humanitarian agencies, and international organizations) to support coordinated food security preparedness, response, and recovery efforts.
4. Coordinate 5Ws and other response tracking mechanisms within the cluster to identify who is doing what, where, and when, enabling real-time identification of service gaps, overlaps, and priority areas.
5. Assist NDMO and partners in conducting assessments and using assessment data and analysis to prioritize response activities and allocate resources based on identified needs, vulnerability, and response gaps.
6. Actively liaise with other clusters (e.g., Health or Nutrition) to ensure that food security interventions are integrated and address broader recovery and resilience objectives.
7. Support NDMO and partners in conducting post-distribution monitoring, needs assessments, and after-action reviews, and promote accountability to affected populations to improve response effectiveness and future preparedness.
8. Promote and support year-round preparedness activities by FSAC partners, including outside of cluster activation to ensure timely coordination, readiness and response capacity across all phases of disaster management.

3 Overview of Vanuatu Emergency Response Mechanisms

The emergency response system in Vanuatu operates as a structured coordination mechanism and involves national, provincial and community-level stakeholders. This system is governed by the Disaster Risk Management (DRM) Act of 2019 and ensures that all emergency response activities are planned and implemented through clearly defined roles with key leadership and direction provided by the National Disaster Committee (NDC) and the National Disaster Management Office (NDMO).

3.1 National Cluster Framework

The National Cluster Framework is Vanuatu's central coordination structure for disaster preparedness and response. Following Tropical Cyclone Pam, the Government of Vanuatu made a strategic decision to establish a standing national cluster system. This framework enables both government and humanitarian agencies to coordinate and implement disaster preparedness activities during peacetime, not just during emergency response. The cluster approach is in line with international humanitarian practices but was tailored to fit Vanuatu's unique context and legal frameworks, including the Disaster Risk Management Act (2019) and the Climate Change and Disaster Risk Reduction (CCDRR) Policy (2016–2030).

Each cluster is co-led by a government agency and a humanitarian partner, with members that include government entities, humanitarian organisations, community groups, and the private sector. This promotes collaboration between government ministries, humanitarian partners, NGOs and communities.

Disaster related activities are coordinated through the work of nine clusters as seen below¹:

Table 1: Lead Ministries and Co-Lead Organizations in National Cluster framework

Cluster	Lead Ministry	Co-Lead Organization
Food Security & Agriculture (FSAC)	Ministry of Agriculture, Livestock, Forestry & Biosecurity (MALFB)	Food Agriculture Organization (FAO)
Gender and Protection	Department of Women's Affairs	CARE & Save the Children

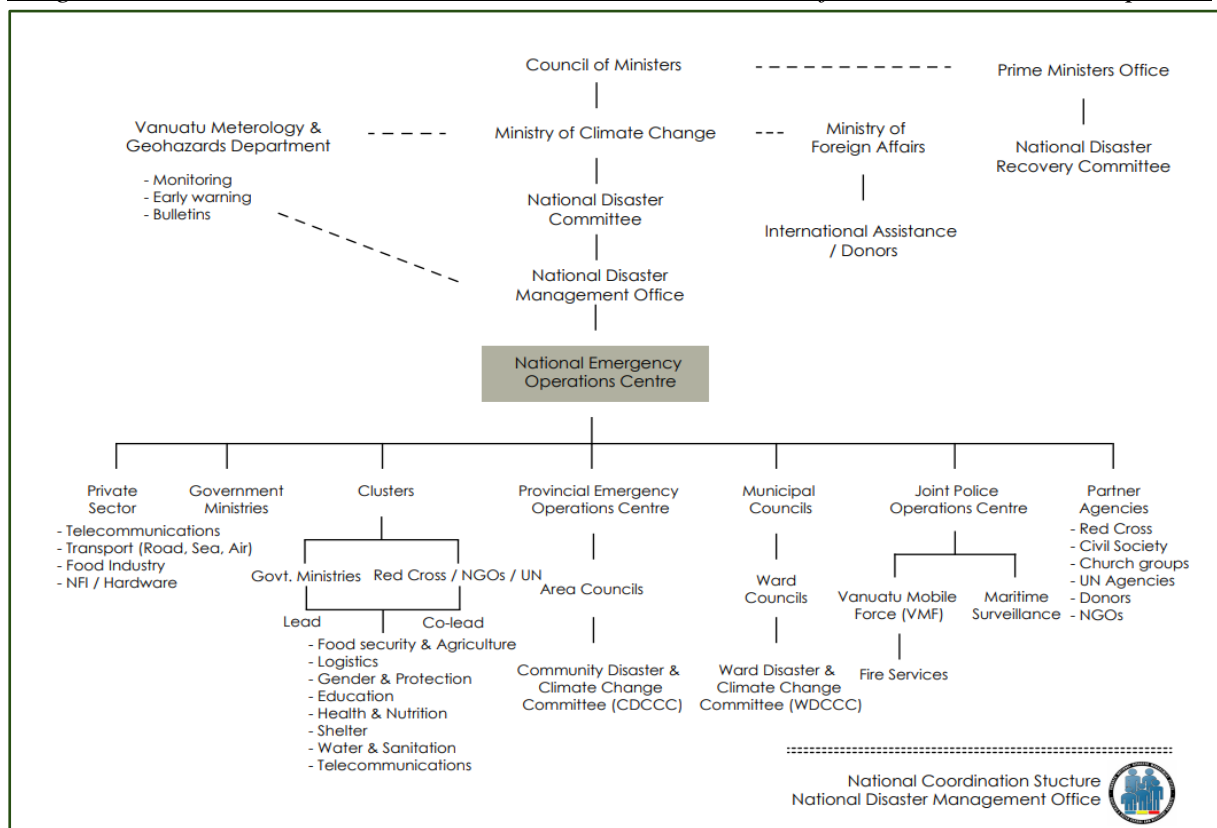
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Health & Nutrition	Ministry of Health	World Health Organization (WHO)
Shelter	Ministry of Infrastructure & Public Utilities	International Federation of Red Cross (IFRC)
WASH	Ministry of Lands & Natural Resources	UNICEF
Emergency Telecommunications (ETC)	Office of the Government Chief Information Officer (OGCIO)	Digicel
Logistics	National Disaster Management Office (NDMO)	Oxfam
Education	Ministry of Education and Training	Save the Children
Inter-Cluster Coordination	National Disaster Management Office (NDMO)	N/A

3.2 National coordination structure for disaster response.

Vanuatu's national disaster response is centrally coordinated by NDMO, under the guidance of the National Disaster Committee (NDC). The National Coordination structure for disaster response ensures clearly defined responsibilities across different sectors and levels of government to enable faster decision-making, minimize duplication, and strengthen collaboration between agencies.

Image 1: National coordination structure for disaster response.



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² <https://ndmo.gov.vu/about-us>

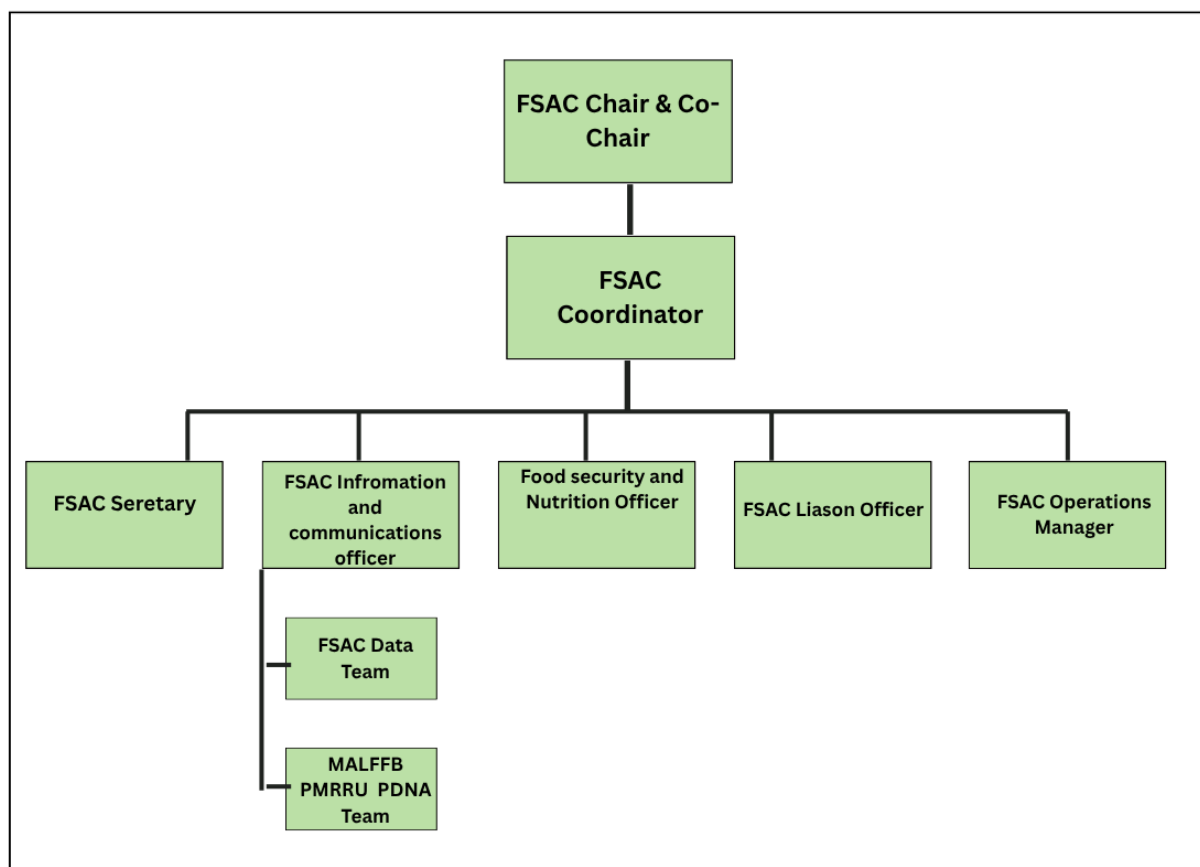
Table 2: Key National Entities and Their Roles in the National coordination structure for disaster response.

Entity	Role in structure
Council of Ministers (COM)	Final decision-making body in emergencies. Allocates emergency funds, which are managed by NDMO.
National Disaster Committee (NDC)	Develops disaster response strategies and policies. Ensures implementation through NDMO and other government agencies and NGOs.
National Disaster Management Office (NDMO)	Leads emergency coordination and executes NDC decisions. Oversees NEOC and facilitates international aid.
National Emergency Operations Centre (NEOC)	Central command hub during emergencies. Managed by NDMO, with multi-agency support including line ministries and clusters. Brings together technical personnel from NDMO and other line ministries and the humanitarian sector, guided by the NEOC Controller
Provincial Disaster and Climate Change Committee (PDCCC)	Coordinates provincial-level disaster preparedness and response. Links PEOCs and CDCCCs with NDMO.
Provincial Emergency Operations Centres (PEOCs)	Activated in affected provinces. Serve as operational centres for emergency response at the provincial level.
Community Disaster and Climate Change Committees (CDCCCs)	Conduct community-level assessments and develop localized response plans in collaboration with Area Councils.
Department of Strategic Policy, Planning and Aid Coordination (DSPPAC)	Leads the national recovery coordination through the National Recovery Unit. Responsible for initiating the recovery phase after a disaster, coordinating the Post-Disaster Needs Assessment (PDNA), and overseeing the development and prioritization of recovery plans from line ministries.

3.2.1 FSAC operational structure

The core roles of Food and Agriculture Cluster during the response phase. Staff within the Ministry may be reassigned to take these roles with the approval of the Chair through writing. *For FSAC operational structure when requested to conduct field distributions, see annex 2*

Image 2: FSAC Operational structure



3.2.2 Member roles and responsibilities

This section outlines the roles and responsibilities of FSAC members during each phase of emergency management to ensure clarity, accountability, and an efficient response. *For member roles and responsibilities during food distributions, see annex 2.*

FSAC Chair/Co-Chair (Director DARD/ DG MALFB with FAO as Co-chair)

Responsible for Strategic leadership, high-level approvals, inter-cluster & partner engagement

- Responsible for the activation of the FSAC Cluster.
- Call and lead FSAC meetings.
- Attend Inter-Cluster Meetings.

- Determine the necessary partners based on the nature of the emergency and ensure proper coordination between all invited FSAC partners.
- Receive and provide proper approval for non-FSAC partner attendance at FSAC meetings.
- Provide final signature on RFAs.
- Appoint FSAC Controller and all other FSAC Roles.
- Determine appropriate working groups and/or strategic team for the emergency and responsibility of each.

FSAC Coordinator

Responsible for operational management, RFA preparation & submission and internal tasking of the cluster

- Responsible for the coordination and tasking of the FSAC.
- Advise the FSAC Chair/Co-Chair.
- FSAC Focal points to NDMO.
- FSAC Focal points to Donor Partner consultation.
- Approval of all communications and messaging.
- Responsible for appraisal and approval of RFAs for signing by FSAC Chair.
- Responsible for preparation and submission of Request for Assistance (RFA) to NDMO.
- Responsible for management, coordination, and approval of procured items through FSAC.

FSAC Information and Communication Officer

- Collect and manage FSAC 5Ws and communicate to NDMO and regional cluster daily.
- Recirculate 5Ws to cluster partners and NDMO daily (if 5Ws are not live).
- Draft and organise media releases.
- Act as a focal point for media communications.
- Develop and print FSAC awareness materials.
- Update FSAC social media network.
- Lead FSAC data team as required.
- Assessment forms an up to date and coordinating return of data from the field.
- Produce analysis reports from the assessment data and submit them to FSAC Coordinator.

FSAC Data Team

- Liaise with logistics and Assessment Phase Team for the analysis of data.
- Provide daily data updates to FSAC Information and Communication Officer.

- Produce daily data updates.
- Provide Necessary data to FSAC Secretary for compilation of Sitrep

Food Security and Nutrition Officer

- Calculate food rations requirements based on affected population figures from NDMO
- Liaise with the DECM Cluster
- Provide technical support to Post Disaster Assessments specifically on rations and nutrition needs
- Liaise with the Nutrition sub-cluster to determine the food ration package.
- FSAC Liaison Officer
- *Real-time FSAC representation at NEOC, feedback loops with Coordinator/Chair*
- Serves as the primary link between FSAC and the National Emergency Operations Centre (NEOC).
- Attends NEOC briefings and ensures FSAC updates, requests, and response plans are communicated in real time.
- Brings back critical updates, decisions, and requests from NEOC to brief FSAC Coordinator & Chair.
- Responsible for submitting Request for Assistance (RFA) to NDMO.
- Supports information flow between FSAC, NDMO, and other clusters.

FSAC Secretary

- FSAC Partner Meetings Minute Taker.
- Responsible for dispatch of FSAC Partner Meeting notices.
- Assist FSAC Chair to prepare FSAC Meeting Agendas.
- Manage FSAC Meetings in collaboration with the FSAC Coordinator
- Compile and produce daily Situation Reports (SitReps).
- Compile and present planning reports.
- Prepare FSAC presentations.

Post-Disaster Needs Assessment (PDNA) Lead (MALFB PMRRU)

- Responsible for the planning and execution of the Damage and Loss Assessments and developing the overall Post-Disaster Needs Assessment.
- The PMRRU is the focal for DSPPAC communications.
- Leads the PDNA reporting team

3.3 NDMO and FSAC Division of Responsibilities

In disaster times, NDMO leads the overarching coordination of national emergency response, while FSAC manages sector-specific operations. FSAC is responsible for coordinating assessments, planning, and response activities within their sector. In addition to participating in national-level coordination through NDMO, FSAC also independently coordinates logistics for its sector through its partner agencies, pre-existing supply chains, and sectoral relationships or mechanisms. This division of responsibilities ensures alignment, reduces duplication, and enables an efficient, needs-based response.

Table 3: Division of Responsibilities

NDMO Responsibilities	FSAC Responsibilities
Coordination Overview	
Coordinate all cluster activities across the response and early recovery periods, ensuring no role duplications or gaps	Coordinate food and agriculture response activities among FSAC partners including government, NGOs, and community groups.
Hold Inter-Cluster meetings as regularly as necessary to ensure cross-sectoral alignment.	Attend Inter-Cluster meetings and report on FSAC's progress, needs and gaps.
Engage and connect clusters with NEOC, PEOCs, and CDCCCs to support response logistics	Utilize PEOCs and CDCCCs to conduct assessments and support distributions as relevant.
1. Assess the Situation	
Aerial Surveillance	
Coordinate aerial surveillance and satellite imagery assessments to assess impact of event and determine the highest priority areas.	Engage FSAC partners in satellite imagery as needed to determine agriculture impacts.
Rapid Technical Assessment	
Conduct Initial Community and Rapid Multi-Sectoral Assessments and disseminate results to all clusters to inform emergency response plans	Provide up-to-date relevant (to the event) assessment templates to the Initial Community and Rapid Multi-Sectoral Assessments and designate appropriate personnel to conduct the assessments as required by NDMO
Detailed Sectoral Assessment	
Conduct detailed sectoral assessment and provide a recovery plan to the National Recovery Unit (DSPPAC).	Conduct Detailed Sectoral Assessment and provide a recovery plan to the National Recovery committee.
2. Develop Emergency Response Plan	
Coordinate requests from international partners for international assistance	Develop FSAC emergency response plans as determined by findings from aerial surveillance, satellite imagery and assessment results and disseminate plans to FSAC partners in a timely manner.

3. Execute Emergency Response Plan	
Provide accurate household data to all clusters	Develop distribution plan and provide to NDMO and FSAC Partners
Coordinate Requests for Assistance (RFA) from clusters and connect them with other relevant clusters	Submit Requests for Assistance (RFA) to NDMO for immediate response NFIs items needed.
Compile the comprehensive emergency response plan and submit to the National Disaster Committee and COM for their approval	Conduct Detailed Sectoral Assessment
Lead the Logistics Cluster: identifying available dry rations stocks	Identify available local Kakae stock (Existing Food Basket)
Procure food relief rations stocks and transport them to distribution sites	Verification and monitoring of distributions
Coordinate Food Distribution	Assist with Food distribution Monitoring on distribution sites

4 General Timelines for Emergency Response

FSAC meets both during emergencies and in non-emergency periods to strengthen preparedness and ensure effective coordination. While a State of Emergency (SOE) formally activates national disaster mechanisms, FSAC partners may begin preparedness activities in response to early warning signs or advisories from VMGD or NDMO. In addition, the duration and timing of the response phase are determined by NDMO based on the scale and impact of the disaster.

- FSAC partners may initiate preparedness actions when hazard alerts are issued by VMDG. These actions may include internal coordination, stock mapping and confirmation of 5Ws.
- If an SOE is declared, it provides legal and logistical support to expand the national emergency operations. FSAC activities and engagement is then aligned with NEOC activation by NDMO.
- Upon NEOC activation by the NDMO Director, FSAC secretariat calls a cluster meeting to initiate disaster response.
- FSAC supports the NEOC and affected provinces (or communities) through coordinated and appropriate food security and agriculture support. This may occur regardless of SOE status if NDMO requests cluster support due to the impact of the disaster event.
- The formal emergency phase concludes with the declared ending of the SOE. However, FSAC may continue response activities according to instructions from NDMO to address remaining unmet needs, especially in cases of concentrated impact.

- FSAC coordinates the disaster response activities of the Food security and Agricultural sector in accordance with available data from rapid assessments with overall guidance from NDMO and support from other relevant clusters.
- The immediate, medium, and long-term recovery planning is initiated and coordinated by the National Recovery Committee (NRC) who oversee the development and implementation of the recovery plans by MALFB and the FSL subcommittee.

5 Preparedness

As the cluster systems are not activated during peacetime per the DRM ACT (2019), FSAC cannot operate as a cluster prior to the declaration of an SOE. However, FSAC partners may conduct individual preparedness activities year-round and ensure open communication between their agencies. Proactive planning and coordination by partners will contribute to timeliness and efficiency of the FSAC response once activated.

To strengthen preparedness across the food security and agricultural sector, all agencies and cluster partners/members have a role to play in the preparedness phase:

5.1 The PMRRU

- Create and disseminate a live Excel spreadsheet of the 5Ws to all FSAC Members. This spreadsheet should include contact details for all FSAC partners, Area Secretaries, and key distribution focal points. Check in with agencies twice a year to ensure that they (5Ws) are up to date.
- Coordinate with responsible MALFB units/ offices to verify availability of warehouses for food storage in all provinces and communicate this information with partners by updating 5Ws Spreadsheet/ report
- Review and update (as needed) the food basket guidelines with aid from MOH/ or appropriate cluster partner to ensure that food basket/ration contents are aligned with the Gudfala Kakae and are nutritionally appropriate for locals and various population groups such as children and elderly people. These guidelines are to be shared with all partners and donor agencies to guide food donation items.
- Organize monthly checking and reporting of available emergency food and non-food stockpiles (seeds, tools, gardening equipment) across MALFB departments.
- MALFB to map available food stocks around the country, identifying farmers with readily available local food supplies, including their locations, types of local food available, and estimated quantities.
- Conduct biannual preparedness meetings (one in the first week of July and one in the first week of October) wherein partners are required to update each other on status of preparedness and what they have to offer in next response. In this meeting, the secretariat should be able to:

- Identify which partners are available and best positioned to support distributions in each province, based on their current operations and logistics capacity and map potential distribution partners.
- Update partners on updates from point 4 above.
- Prepare Hazard- specific, standardized early warning and activation messages that can be quickly sent out when a disaster alert is issued.
- Ensure Hazard specific assessment templates (for Rapid and Sectoral Assessments, SitReps, and food distribution tracking templates and beneficiary forms) are up-to-date and accessible.
- Coordinate hazard risk mapping for farmers in collaboration with MALFB departments and VMGD to identify areas vulnerable to climate and disaster risks (e.g., drought, flood, cyclone, volcanic activity) and Ensure maps are updated regularly and used to inform contingency planning, and farmer outreach.
- Map areas that lack active partners (as seen in previous disasters) and engage with partner organizations to fill those gaps before the next disaster response.

5.2 Partner agencies

- Strengthen local level engagement by engaging provincial agriculture officers and Area Administrators in preparedness activities for a timely and efficient response.
- Remain alert to hazard alerts from VMGD and share relevant updates with their field teams and stakeholders. The PMRRU may initiate informal coordination, share messaging, or request partners to review and confirm 5Ws if a hazard presents a potential risk to food security.
- Share best practices relevant to the different hazards with communities via their established networks and area of expertise (e.g., food preservation or agriculture)
- Participate in contingency planning processes led by PMRRU.
- Coordinate with the PMRRU on stocktaking of local food and agricultural supplies.

5.3 Stock management procedures

The PMRRU should be the main responsible officer for stock tracking, working in coordination with provincial counterparts and the Procurement Lead. Stock tracking and management practices can be guided by the stock management guidelines that were recently developed by PMRRU. The responsible persons should ensure the stock management guidelines are complied with and that the following practices are implemented to ensure that all emergency stock (of food & non-food items) is tracked, maintained, and ready for distribution during disasters.

- Use a standardized stock register template to record all incoming and outgoing items. This can be a live excel template that is updated directly or through information collected on paper forms.
- Work with Vanuatu bureau of Standards to Record and monitor expiry dates for donated or stored food and perishable goods. The system of First-in, first-out should be followed to reduce food wastage.
- Physically verify all items monthly and update the stock register to reflect actual quantities available.
- Submit updated stock information to the FSAC Secretariat and/or PMRRU within 7 business days of the completion of step 4, or immediately upon request in response to emergency alerts from VMDG.
- Ensure that all stock is stored in clean, secure spaces and clearly labelled for easy identification.
- Immediately report low stock levels or expired items to FSAC Secretariat and/or PMRRU for action or disposal.

5.4 Information management

During the preparedness phase, the PMRRU will establish and maintain an information management system that is accessible, consistent, and ready for activation.

5.4.1 System and Database Requirements

- The system must use free, open-source platforms where possible (e.g., Google Workspace, Kobo Toolbox, ODK, Excel-based 5W templates).
- Ideally, these tools must allow for offline functionality and mobile data collection, particularly in remote or low-connectivity areas.
- The database should be capable of displaying a live dashboard to display real-time results from Initial Community Assessments, Rapid Technical Assessments, and Detailed Sectoral Assessments. The dashboard must be accessible to FSAC partners and aligned with national data standards.
- If technical assistance is required, PMRRU and FSAC secretariat may work with the Department of Communications and Digital Transformation (DCDT) to ensure the information management tool meets national standards and government IT requirements.

5.4.2 Data Ownership and Use

- All data produced, collected, or uploaded under FSAC coordination is the property of FSAC and the Government of Vanuatu.
- No ownership rights are to be claimed by co-lead agencies, donors, or technical partners.

5.4.3 Responsibilities

- The PMRRU Information and Communication Officer is responsible for managing the information system and ensuring all partners are trained in its use.
- Partners must adhere to agreed data-sharing protocols, and standardized FSAC-approved reporting formats.
- A data readiness check must be completed once a quarter by FSAC Secretariat or designated MALFB unit/ officer to confirm access, permissions, and tool functionality.

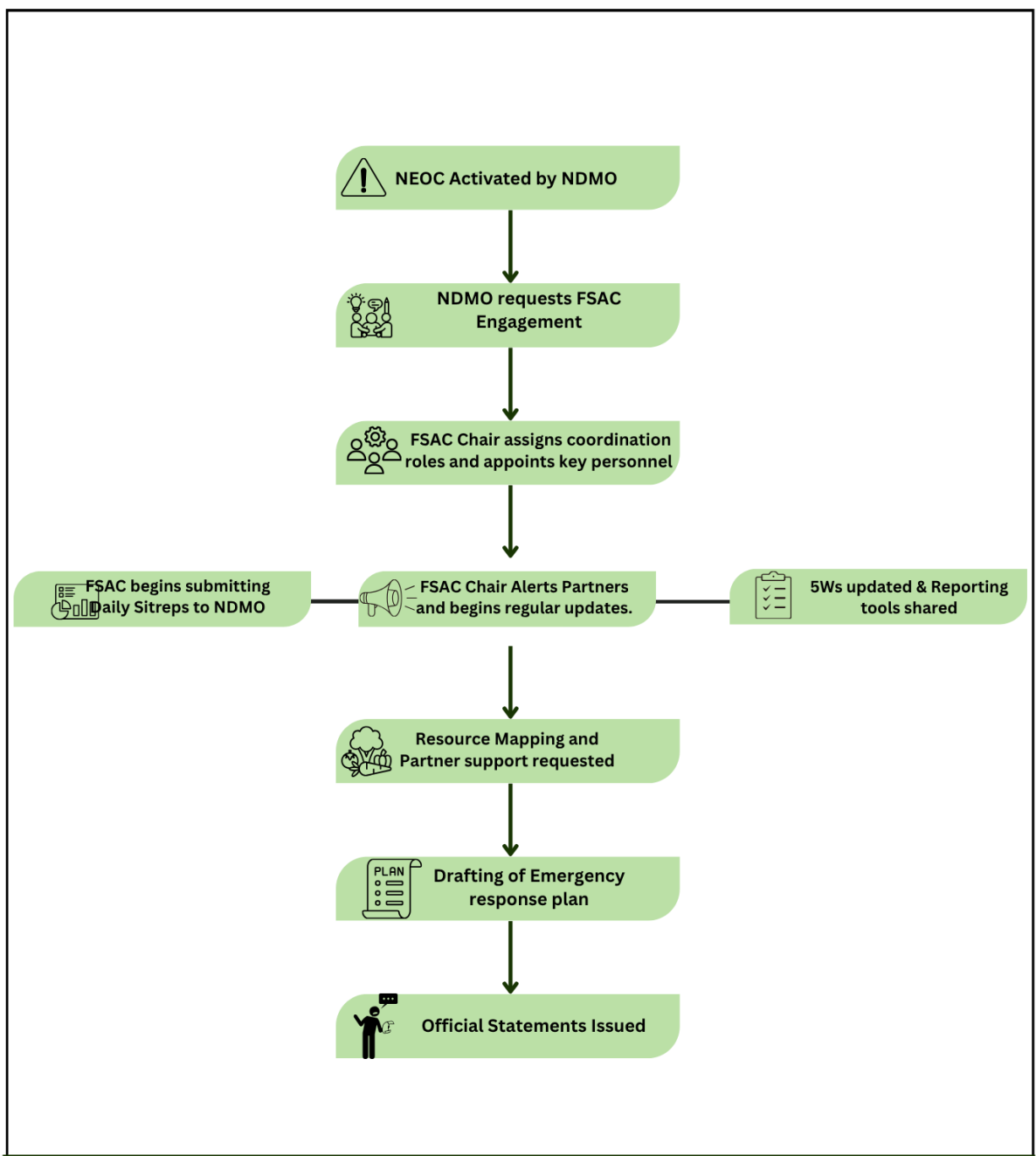
6 Response

6.1 Activating the FSAC Secretariat

- When a disaster or emergency is declared, FSAC must be activated efficiently through the following actions:
- NDMO activates the National Emergency Operation Centre (NEOC) and,
- makes direct contact with the MALFB to request FSAC engagement on food and agriculture related impacts, emergency food security, national strategies and response capacities.
- FSAC Chair assigns MALFB staff to emergency coordination roles in the FSAC Secretariat with final approval from MALFB DG.
- The FSAC Chair appoints key personnel including strategic advisors, a cluster controller, and a liaison officer to support coordination, decision-making, and communication with NEOC.
- The FSAC Secretary sends out alerts and meeting invite to partners as soon as activation is confirmed.
- FSAC begins regular updates to all partners via **FSACreport@gmail.com** and WhatsApp/email groups.
- FSAC will submit daily Situation Reports (SitReps) to NDMO until otherwise specified by NDMO. SitReps will capture cluster activities, gaps in information and needs of the cluster.
- FSAC Secretary will request cluster partners to update 5Ws form with relevant information.
- The FSAC Information officer will disseminate all relevant tracking templates, beneficiary forms, and assessment tools to FSAC partners to ensure consistent data collection and reporting.
- MALFB and partners conduct resource mapping (staff, logistics, supplies) and share this with FSAC.
- MALFB Department Directors identify available financial and human resources for response efforts.

- The FSAC Chair will request FSAC Partners to support response activities through mobilizing resources such as staff, vehicles, funding, and available food stocks.
- FSAC Chair will convene FSAC meetings and engage partners in assessments, developing response plans, and engaging in distributions.
- The Secretariat drafts an initial response plan based on existing contingency plans and updates it after field assessments based on assessment findings
- The FSAC Secretariat prepares official statements, including a ministerial response statement and a biosecurity clearance for the import of emergency food and supplies.

Image 3: FSAC Activation Process



6.2 Assessments

FSAC plays a primary technical role in advising when food distributions are required, and what types of food and immediate recovery resources are required. Regarding emergency relief and the food distribution coordination, FSAC supports and complements NDMO-led assessments. FSAC may also initiate sector-specific assessments, as needed. There are 4 types of assessments required in rapid onset disasters. FSAC should undertake the relevant assessments following directives by NDMO or FSAC Chair.

* For cyclone responses, please also refer to NDMO's Vanuatu National Cyclone Support Plan 2020-2021 for further information (*see annex 6*).

6.2.1 Aerial Assessments and Satellite Imagery (if necessary)

NDMO will coordinate aerial assessments and satellite imagery to identify the most affected areas. However, FSAC can submit formal requests to partners such as SPC and FAO to conduct geospatial assessments to understand the impact on the agriculture sector.

6.2.2 Initial Community Assessment

Initial Community Assessment should be conducted by members of the Community Disaster and Climate Change Committees (CDCCC) or community members at the Area Council Level, and the Provincial Disaster & Climate Change Committee (PDCCC) at the Provincial Level, led by the Secretary Generals. Where PDCCC are not yet fully operational, assessments are to be carried out collaboratively with representatives from CDCCCs in each Area Council. Assessments need to be finalized as soon as practicable following the 'All Clear'. Assessments should be carried out by trained personnel where possible using agreed standard tools and reporting processes that are identified before the disaster event by each cluster³. FSAC can engage MALFB Extension Officers to support PEOC with initial assessments in the most affected areas.

6.2.3 Rapid Technical Assessment

Rapid Technical Assessment will involve all relevant clusters and be coordinated and led by NDMO. It is done after the Initial Community Assessment or at other times as deemed necessary by the NDC. This assessment is done to determine the nature, scale and extent of a cyclone, and the needs of the affected population. Multi-sectoral assessment teams will perform the assessment with local representation. PDCCC and CDCCC representatives will standby support the cluster representative on ground to carry out the assessment. Depending on the

³ <https://ndmo.gov.vu/resources/downloads/1-about-ndmo/103-cyclone-support-plan>

areas to be covered and availability of Government Officers, this exercise is usually supported by Police/VMF Officers, and cluster members as determined by Director NDMO.

FSAC will provide sector-specific questions to NDMO to include in the questionnaire and will identify technical specialists to travel with assessment teams to collect data (particularly for fisheries data collection). All FSAC partners conducting food security assessments must include disaggregated data. Summary tables should be submitted to the FSAC secretariat for cluster-level analysis by the information management officer. *A checklist of disaggregated data types and coping mechanism checklist can be found in annex 5*

Rapid Technical assessments are to be completed within 72 hrs of the cluster activation and initial report produced within 48 hrs of completion of rapid assessment. *A link to access sample of the Rapid technical assessment form can be found in annex 6*

6.2.4 Detailed Sectoral Assessment

The detailed sectoral assessment is coordinated by the NDMO and implemented by FSAC within two to three weeks of the disaster event impact. It is done right after the Initial Community Assessment or at other times as deemed necessary by the NDMO. It is designed to provide the Government with a more detailed damage assessment in respect to different sectors such as infrastructure, agriculture, health, water, sanitation, communication, shelter and other long-term issues that may have an adverse impact on social and economic environments and development.

The NDC will provide all necessary assistance to ensure that there are no unnecessary delays. It is essential that gender and protection questions and observations are included by each sector in their assessment and recommendations. Assessment teams should have gender balance composition.⁴

FSAC will engage all MALFB Extension Officers and Cluster Partner agencies to undertake the Detailed Sectoral Assessment. Each FSAC agency can collect their own data and the MALFB will develop a questionnaire for Extension Officers to employ in the affected areas. All data collected will be compiled into one report and submitted to NDMO and the NDC to provide a much more detailed assessment on the medium and long-term effects.

All FSAC partner agencies may conduct their individual assessments as required by their agency's protocols. However, all findings must be compiled into a report template of FSAC's choosing and communicated with FSAC Information and communications officers within two weeks of the assessment's completion. All reports will be compiled into the final detailed cluster report of assessments and submitted to NDMO and NDC as required

⁴ <https://ndmo.gov.vu/images/download/NDMO/Post-Disaster-Needs-Assessment/ndmo-draft-assessment-guidelines-december-2016.pdf>

6.3 Emergency Response Plan

The FSAC Secretariat is responsible for developing a coordinated Emergency Response Plan to guide food security and agriculture interventions. This plan must be time-sensitive, and developed in coordination with partners, clusters, and affected provinces, based on the Aerial Assessments, Satellite Imagery, Initial Community Assessment, and Rapid Technical Assessment. This plan should be reviewed by all FSAC partners through a cluster meeting prior to submission to NDC.

The Emergency Response Plan should be drafted within 48 hours of receiving validated assessment data (from Aerial, Initial Community, and Rapid Technical Assessments) and finalized within 72 hours for submission to NDMO and use by implementing partners.

Determining distribution of food relief should ***not be taken lightly***. Often food rations contribute negatively to Vanuatu's health outcomes and are contradictory to Vanuatu's Gudfala Kakae Policy. Only after all available information has been assessed should a recommendation be made to distribute food rations.

To ensure consistency and nutritional adequacy, FSAC will lead the development of standardized food basket criteria. These criteria will be tailored to reflect local dietary needs, logistical feasibility, and the guidance of the Nutrition Sub-cluster, and must be reviewed and agreed upon by partners prior to distribution. The Gender and Protection Cluster and Nutrition Sub-cluster should be consulted while developing the Response Plan to determine the best food packages for pregnant women, children, and other marginalized populations in need. Refer to the Emergency Food Assistance SOP (2017) (*see annex 6*) and NDMO Cyclone Support Plan for further guidance.

All cluster partners should be involved in the development of the Emergency Response Plan and the decision to distribute food relief.

The Emergency Response Plan should include:

- What is Needed:
 - Estimated number of households needing assistance.
 - Type of assistance needed
 - Food relief packages
 - Non-food items (seeds, tools, and fencing materials)
 - Cash or voucher-based support (where feasible)
- What is Available:
 - What is available from cluster partners on NFIs (seeds, tools, and fencing materials)?
 - Where partners will provide NFIs.
 - MALFB seed banks, livestock or extension services
 - Logistics and transport resources
- What is the Gap:

- A summary of the needs of communities to restore food security.
- Areas with no partner coverage
- Urgent requirements for procurement or surge capacity
- Other considerations:
 - Food basket customization for vulnerable populations
 - Alignment with the Gudfala Kakae Policy and nutrition standards
- Recommended logistics
 - Recommended distribution methods (provincial delivery or direct community engagement)
 - Storage and transport needs
 - Expected distribution timelines and key actors
- Food ration calculations and requirements are forwarded by FSAC to NDMO for procurement. (*See annex 6 for the Minimum Food Basket Daily Rations (2021)*) .
- FSAC & PMRRU must obtain from NDMO the receipt of all food procurements and shipments made. This information from NDMO supports coordination for storage and distribution and further food distribution planning.

FSAC must consult with the Nutrition Sub-Cluster and relevant Health Cluster actors throughout the response planning, and food basket design. Their involvement is required to ensure that food assistance meets minimum nutrition standards and is appropriate for vulnerable groups (*see annex 6 for the Emergency Food Assistance SOP 2017*).

The Emergency Response Plan must be reviewed and validated by FSAC partners, then finalized by the FSAC Coordinator and submitted to NDMO for the NDC's approval. After which may be copies shared to NEOC, the PMRRU, and relevant provincial authorities to guide implementation.

6.4 Requests for Assistance (RFA)

In the event of a disaster, COM will allocate emergency funds for the use by clusters for distributions. However, before requesting external assistance, MALFB resources (including any available food stocks or logistical support) should be prioritized for immediate response. As part of the Emergency Response Plan, FSAC is responsible for identifying available locally produced food items that can be mobilized. If MALFB lacks the financial capacity to procure these items, a Request for Assistance (RFA) must be prepared and submitted to NDMO.

RFAs may include funding requests for:

- Procurement of food items
- Transport and logistics (e.g. shipping, boat hire, trucking)
- Other distribution-related costs

All RFAs must follow FSAC's internal approval process and be endorsed by the FSAC Chair, following appraisal by the FSAC Coordinator, before submission to NDMO.

Food Distribution Process

6.5 Food Distribution Procedures

Once the Emergency response plan has been approved, the below process should be followed to ensure food is delivered efficiently, equitably, and in accordance with FSAC and national standards.

- Initial beneficiary data should be provided by NDMO, including affected household figures and contact details for Area Administrators and Secretaries. This data is used to calculate food rations and coordinate distribution logistics.
- The FSAC information officer should contact the Department of Local Authorities (DLA) to confirm household numbers
- Food baskets are packed according to FSAC standards & rations and loaded for transport.
- The Logistics Cluster coordinates movement of food rations to PEOCs and/or designated distribution points as approved by FSAC coordinator.
- If necessary, FSAC can delegate Island Managers to follow and monitor the distribution packages to ensure they reach their intended destinations.
- The Provincial Technical Advisory Group (PTAG) should be informed of incoming distribution packages. They will in turn notify the Area Administrators and Area Secretaries.
- FSAC representatives and local authorities supervise dissemination, and recipients collect their items and sign or fingerprint receipts upon collection.
- To verify all distributions, Beneficiary forms and receipts should accompany each package. Area Secretaries, CDCCCs and/or Island Managers should ensure these forms are completed, scanned, and returned to FSAC.
- Distribution data must be updated daily and shared with NDMO, by the FSAC Information and Communications Officer who is also responsible for ensuring timely reporting of any gaps, issues, or delays from field officers and partners. They may seek assistance from the FSAC Liaison officer

A basic complaints mechanism must be activated during distribution such as a phone number or designated focal officer and all complaints or incidents must be logged, addressed within 72 hours, and reported to the FSAC Coordinator and NDMO when necessary.

The distribution process outlined above may be adjusted depending on the specific nature of the event, logistical constraints, or context-specific needs, as approved by the FSAC Chair and Coordinator.

7 Recovery Phase

The Recovery Phase is coordinated by the Department of Strategic Policy, Planning and Aid Coordination (DSPPAC) under the Prime Minister's Office (PMO) and is implemented by respective departments. DSPPAC will activate the Recovery Operations Centre following a disaster. During the recovery phase, the National Recovery Committee (NRC) assumes leadership of recovery coordination, including the mobilization and oversight of international recovery assistance. The NRC guides sector-specific recovery activities, ensuring alignment with national recovery priorities and frameworks.

In this structure, recovery responsibilities within the Food Safety and Agricultural sector are formally handed over to the Food Security and Livelihoods (FSL) Subcommittee, who are responsible for coordinating ongoing recovery activities. The FSL Subcommittee will continue to work with the MALFB PMRRU and DSPPAC to support the implementation of recovery programs through departmental business plans. The FSL Subcommittee acts as the sector lead representative to the NRC, ensuring that food and agriculture recovery priorities are reflected in national planning, reporting, and implementation processes.

The FSL subcommittee will support DSPPAC with the Loss and Damage Assessment, the Post-Disaster Needs Assessment (PDNA), and the development of the Recovery Plan based on ongoing programs and projects of MALFB and partner agencies. These inputs can be drawn from response-phase data, partner reports, and field assessments.

All Recovery planning should consider long-term food system sustainability, nutrition security, and be aligned with national frameworks such as the National Disaster Recovery Framework, the Disaster Recovery and Resilience Bill (2024), and the Vanuatu Climate Change and Disaster Risk Reduction (CCDRR) Policy (*see annex 6*).

7.1 Monitoring Assessment

A Monitoring Assessment should be conducted within one month after the end of the emergency response phase to identify any remaining food security issues or unmet community needs. This assessment will help determine areas where more support is required and inform the priorities of the Food Security and Livelihoods (FSL) Subcommittee during the recovery phase. The findings should be shared with relevant partners to guide ongoing recovery activities and ensure continuity of support through coordinated efforts.

**See annex 6 for links to access the Disaster Crop Loss Assessment and Livestock Loss Assessment forms*

8 Lessons Learned Workshop

A Lessons Learned Workshop should be convened approximately three months after the end of the response period to reflect on the FSAC response, identify operational strengths and gaps, and document recommendations for future improvement. The PMRRU will determine the scope, format, and participant list of each workshop based on the scale of the disaster and level of FSAC activation. A lesson learnt report should be completed after every workshop and disseminated to partners. Updates to the SOP can be made after LL workshops as deemed necessary by FSAC chair.

9 Simulation Exercise

To ensure operational readiness, the PMRRU will coordinate a simulation exercise with relevant sector representatives and partners to test and validate the SOP annually or following a major revision of the SOP. The simulation will assess the functionality of activation procedures, coordination roles, assessments, and distribution processes. Findings from the exercise may be used to refine the SOP and build partner capacity.

10 Annexes

10.1 Annex 1: Abbreviations

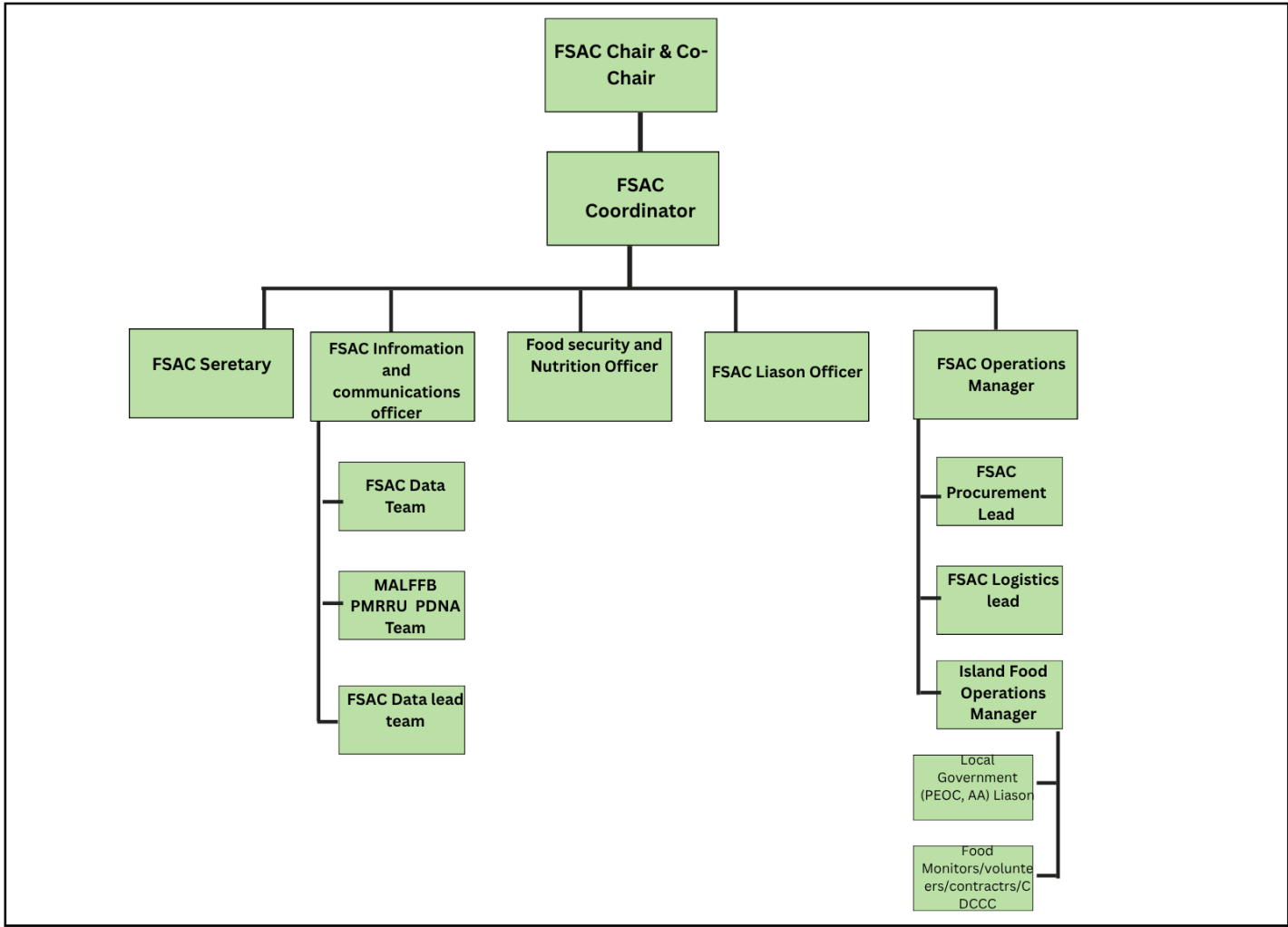
Abbreviation	Full Name
5W	Who, What, When, Where and to Who
Action Aid	Action Aid
ADRA	Adventist Development and Relief Agency
CARE	CARE International
CCCPIR	Climate Change and Community Programme for Inclusive Resilience
CCDRR	Climate Change and Disaster Risk Reduction
CDCCC	Community Disaster & Climate Change Committee
CDCs	Community Disaster Committees (Shorter form of CDCCC)
COM	Council of Ministers
CRB	Coconut Rhinoceros Beetle
CSU	Central Services Unit (Likely, associated with MALFB/VAMU)
DARD	Department of Agriculture and Rural Development
DCDT	Department of Communications and Digital Transformation
DECM Cluster	Displacement Evacuation Center Management
DFAT	Department of Foreign Affairs and Trade (Australia)
DG	Director General
DoF	Department of Fisheries
DRM	Disaster Risk Management
DSPPAC	Department of Strategic Policy, Planning and Aid Coordination
EOC	Emergency Operations Centre
EDP	Estimated Delivery Point
ETC	Emergency Telecommunication Cluster
FAO	Food and Agriculture Organization of the United Nations
FDP	Final Delivery Point
FSL	Food Security and Livelihoods (Subcommittee/team)
GIS	Geographical Information System
GIZ	German Agency for International Cooperation
HH	Household
IFRC	International Federation of Red Cross and Red Crescent Societies
IM	Information Management
INAC	Indigenous Ni-Vanuatu Agribusiness Council

IOM	International Organization for Migration
MALFB	Ministry of Agriculture, Livestock, Forestry and Biosecurity
MDF	Market Development Facility
MFAT	Ministry of Foreign Affairs and Trade (New Zealand)
MOCC	Ministry of Climate Change
MOCCA	Ministry of climate change, Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management
MOH	Ministry of Health
NDC	National Disaster Committee
NDMO	National Disaster Management Office
NEOC	National Emergency Operations Centre
NFI	Non-food item
NGO	Non-government Organisation
NRC	National Recovery Committee
OGCIO	Office of the Government Chief Information Officer
PDCCC	Provincial Disaster and Climate Change Committee
PDNA	Post Disaster Needs Assessment
PEOC	Provincial Emergency Operations Centres / Provincial Disaster Operations Centre
PLWD	People Living with Disability
PMO	Prime Minister's Office
PMRRU	Project Management and Risk Resilience Unit (of MALFB)
PTAG	Provincial Technical Advisory Group
Red Cross	Red Cross
RFA	Request for Assistance
SG	Secretary General
Sitrep	Situation Report(s)
SOE	State of Emergency
SOP	Standard Operating Procedure
SPC	South Pacific Community
TC	Tropical Cyclone
UN	United Nations
UN OCHA	United Nation Office of the Coordination of Humanitarian Affairs
UNDP	United Nations Development Programme
UNICEF	United Nations International Children's Emergency Fund
VAMU CSU	Vanuatu Agriculture Marketing Unit CSU
VARTC	Vanuatu Agricultural Research and Technical Centre
VBS	Vanuatu Bureau of Standards
VCCI	Vanuatu Chamber of Commerce and Industry
VMF	Vanuatu Mobile Force
VMGD	Vanuatu Meteorology and Geo-hazards Department
VNSO	Vanuatu National Statistics Office
VPPA	Vanuatu Primary Producers Authority
WFP	United Nations World Food Programme
WHO	World Health Organization
WVI	World Vision International

10.2 Annex 2: FSAC Operational structure During Distribution

At times when NDMO will advise and upon their requests to delegate other roles and responsibilities to FSAC to undertake food distribution and Monitoring of LOCALLY PRODUCED FOOD, the following roles and responsibilities are activated.

Image 4: FSAC operational structure during distributions



10.2.1 FSAC Member Roles and Responsibilities during distributions

FSAC Chairman/Co-Chairman

- Responsible for the activation of the FSAC Cluster.
- Call and lead FSAC meetings.
- Attend Inter-Cluster Meetings.
- Determine the necessary partners based on the nature of the emergency and ensure proper coordination between all invited FSAC partners.
- Receive and provide proper approval for non-FSAC partner attendance at FSAC meetings.
- Provide final signature on RFAs.
- Appoint FSAC Controller and all other FSAC Roles.
- Determine appropriate working groups for the emergency and delegate cluster members to working groups.

FSAC Coordinator

- Responsible for the coordination and tasking of the FSAC.
- FSAC Focal point to NDMO.
- FSAC Focal point to Donor Partner consultation.
- Approval of all communications and messaging.
- Responsible for appraisal and approval of RFAs for signing by FSAC Chair.
- Responsible to submit Request for Assistance (RFA) to NDMO.
- Responsible for management, coordination and approval of procured items through FSAC.

FSAC Operations Manager:

This role becomes operational exclusively when FSAC receives the mandate to coordinate food and NFI distributions nationwide.

- Oversees all Island Food Operations Manager in the distribution of food and NFIs.
- Manages and coordinates the deployment of Assessment Teams.
- Collaborates with the IM Officer, Procurement Lead and FSAC Logistics Lead to develop the Food and NFIs distribution plan.
- Appraises and approves Request for Assistance (RFAs) for Food and NFI distributions provided by the FSAC Procurement Team for the FSAC Chair's signature.
- Submits approved RFAs to the National Disaster Management Office (NDMO).
- Works with the Logistics Lead for logistics arrangements with NDMO.
- Works with the IM Officer to compile food distribution reports for submission to NDMO.
- FSAC Information and Communication Officer
- Collect and manage FSAC 5Ws and communicate to NDMO and regional cluster daily.
- Recirculate FSAC 5Ws to cluster partners and NDMO daily (if 5Ws are not live).
- Draft and organise media releases.
- Act as focal point for media communications.
- Develop and print of FSAC awareness materials and submit to the Logistics Lead.
- Develop and Print FSAC Receipts, Purchased and Delivery Dockets for Distributions and Submit to Logistics Lead.
- Update FSAC social media network.
- Provide daily data update to FSAC Coordinator.

- Managers the FSAC Data Team
- Work with the FSAC Operations Manager, FSAC Procurement Lead and FSAC Logistics Lead to draft the Food and NFIs Distribution Plan.
- Works with the FSAC Operations Manager to compile food distribution report for submission to NDMO.

FSAC Data Team

- Liaise with logistics for the analysis of data.
- Provide daily data update to FSAC Information and Communication Officer
- Produce daily data updates.

During Assessment phase;

- FSAC to Provide relevant assessment forms to the Initial Community and Rapid Multi-Sectoral Assessments and designate appropriate personnel to conduct the assessments as required by NDMO
- Conduct Detailed Sectoral Assessment
- Develop emergency response plan for food security and agriculture sector as determined by aerial surveillance, satellite imagery and assessment results
- FSAC Secretary
- FSAC Partner Meetings Minute Taker.
- Responsible to dispatch FSAC Partner Meeting notices.
- Assist FSAC Chair to prepare FSAC Meeting Agendas.
- Manage FSAC Meetings in collaboration with FSAC Coordinator.
- Compile and produce daily Situation Reports (SitReps).
- Compile and present planning reports.
- Prepare FSAC presentations.

FSAC Procurement Lead

- Complete Request for Assistance (RFA) form upon approval from FSAC Operation Manager.
- Manage RFA registry.
- Collect quotations.
- Focal point of FSAC EOC with service providers/local suppliers.
- Provide weekly procurement update.
- All payment updates submitted to NDMO NEOC for purchase through the National Emergency funding available.

FSAC Logistics Lead

- Support NDMO in the coordination of food distribution to respective affected island/area.
- Coordinate the implementation of the response and recovery plan.
- Liaise with CDCs and MALFB staff for the collation of relevant baseline data.
- Consult with EOC Operation Manager to organise transportation of goods and personnel.
- Liaise and manage logistic team welfare in consultation with NDMO finance.
- Liaise with FSAC Operations Manager and Procurement Lead for additional volunteers.
- Dissemination of FSAC awareness materials.

- Organise printing of FSAC uniforms/awareness materials.
- Provide weekly logistics update.

Island Food Operations Manager

- Identify Extended Delivery Points on each Government-caseload Island.
- Identify Final Distribution Points on each Government-caseload Island.
- Provide FSAC Team with an accurate and updated number of individual beneficiaries based on household registrations.
- Communicate distribution approaches, standards, locations and times with local government units.
- Organize local level government to control/oversee food distribution.
- Obtain receipts for each beneficiary transaction.
- Collect and report on concerns and feedback from individual beneficiaries.
- Reporting back to FSAC Operations Manager on food distribution in a transparent and timely manner.
- Report excess stock for FSAC future distributions to the FSAC Operations Manager.

Local Level Government (Provincial Emergency Operations Centre/Area Council/Community) Liaison

- Accurately and comprehensively register all household population statistics for distribution and provide data to the Island Food Operations Manager.
- Communicate distribution approaches, standards, locations and times with local beneficiaries.
- Control/oversee food distribution.
- Obtain receipts for each beneficiary transaction.
- Reporting back on food distribution in a transparent and timely manner provide data to the Island Food Operations Manager.
- Collect and report on concerns and feedback from individual beneficiaries.
- Return/stockpile any excess stock for future distributions to the Island Food Operations Manager.

Food Monitors/Volunteers/Primary Contractors/CDCCC

- Travel with rations to EDP and FDP distribution points on individual islands or villages
- Communicate distribution approaches, standards, locations and times with local beneficiaries.
- Observe that distributions follow all standards and guidelines.
- Report any irregularities immediately to FSAC Operation Manager.
- Collect and report on concerns and feedback from individual beneficiaries.
- Report to FSAC any excess or shortfalls in rations/allocations.

10.3 Annex 3: FSAC Partners

The Chair of the FSAC will decide which, if any, of the partners to invite to the FSAC meeting based on the nature of the emergency and the potential response.

In addition to the partners listed below, FSAC must be aware of, and seek to cooperate with all clusters. There should be close working relationships with Gender and Protection, Health & Nutrition, and the logistics cluster. FSAC has a role to make sure other clusters are invited to FSAC cluster meetings organised, to brief on the response plan and where cluster support is necessarily required.

Table 3. Current FSAC Partners (2024)

Government Agencies
MALFB CSU
Department of Biosecurity
Department of Fisheries
Department of Forestry
Department of Livestock
Department of Agriculture and Rural Development (DARD)
VARTC
Vanuatu Primary Producers Authority (VPPA)
Department of Strategic Policy, Planning & Aid Coordination (DSPPAC)
Department of Industry
Office of the Registrar of Cooperatives (ORCBS)
VAMU CSU
Vanuatu Bureau of Standards (VBS)
VCCI
Clusters
Inter-cluster
Education Cluster
Emergency Telecommunication Cluster (ETC)
Gender and Protection Cluster
Health and Nutrition Cluster
Logistics Cluster
Shelter Cluster
Water, Sanitation and Hygiene Cluster
Sub-national entities
Representative of Malvatumauri
Representatives from Each Clusters
Vanuatu Cooperative Business Network
Development Partners
Australian High Commission/ DFAT
New Zealand High Commission/ MFAT
China Embassy
European Union Delegation to the Pacific
French Embassy

US Embassy
Japanese Embassy/JICA
British High Commission
SPC
PHAMA PLUS
UN Agencies
UN Women
UNICEF
Food and Agriculture Organization of the United Nations (FAO)
World Health Organisation (WHO)
United Nations World Food Programme (WFP)
United Nations Development Programme (UNDP)
Non-Government Organizations
Action Aid
ADRA
CARE International
Live & Learn
Oxfam
Save the Children
World Vision
VanGo
Vanuatu Christian Council
Vanuatu National Youth Council
Vanuatu Society for People with Disability
Wan Smol Bag
Farm Support Association

10.4 Annex 4: FSAC Partner contacts

This information is correct as of 27th May 2025. For an updated contact list and 5Ws, please contact the PMRRU unit.

Table 4. Current FSAC Partners list

Name	Title/Organization	Email(s)	Phone
Abraham Nasak	Director, NDMO	anasak@vanuatu.gov.vu	
-	ACTIV association	activassociation@hotmail.com	7748503 5464200 5682346
Ada Kettner	Department of Fisheries (DoF)	akettner@vanuatu.gov.vu	-

Adimaibole Rasinupate	RIMI Coordinator, MDF Fiji and the Pacific	adimaibole.rasinupate@thepalladiumgroup.com	-
Albert Ruddley	SG Sanma	aruddley@vanuatu.gov.vu	-
Alvan Natuoivi	VPPA	alvannatuoivi@gmail.com	-
Ana Duran	OIC for RO Latin America and Caribbean, IOM	aeduran@iom.int	-
Andrew Finlay	Adra	andrew@tearfund.org.nz	-
Anna Bule	-	abule@vanuatu.gov.vu	-
Anna Downing	Adra	adowning@adra.org.au	-
Anna Krikun	Adra	anna.krikun@adra.de	-
Annie Obed	CASH Program Officer, Save The Children, Vanuatu	annie.obed@savethechildren.org.au	
Arieta Sokota	World Food Programme	arieta.sokota@wfp.org	-
Benuel Lenge	Director, VNSO	blenge@vanuatu.gov.vu	-
Brenda	NDMO	brendandmo23@gmail.com	-
Brian Maltera	-	maltera1995@gmail.com	521 4506
Bridgette Thorold	Country Director, CARE	bridgette.thorold@careint.org	-
Brigitte	Admin, STAP	admin@stap-vanuatu.com	-
Brooks Rakau	A/ Director, Department of Water Resources	brakau@vanuatu.gov.vu	-
Bruce Williams	DARD	bmwilliams@vanuatu.gov.vu	-
Carl Adam	IOM	Caadams@iom.int	-
Carol Angir	-	Carol.Angir@actionaid.org	-
Caroline Alick	PMU - MALFB	acaroline@vanuatu.gov.vu	-
Cathrine Lessa	-	Catherine.lessa@fao.org	-
Charity Alick	DARD	calick@vanuatu.gov.vu	-
-	Chinese Embassy	vu@mofcom.gov.cn	-
Christophe Crowby	VCCI Ag Rep	ctof09@gmail.com	-
Christopher John	DSPPAC	cjohn@vanuatu.gov.vu	-
Christopher Kalnar Arthur	MALFB	carthur@vanuatu.gov.vu	-
Christopher Sumptoh	Logistic Manager, NDMO	cumtoh@vanuatu.gov.vu	-
Claudette Toa	Climate Resilient officer, World Vision	claudette.toa@wvi.org	730 8159
Clifford Vusi Vusi	-	vusic@vanuatu.gov.vu	-
Bosboom, Coen	GIZ VU	coen.bosboom@giz.de	
Cornelia Wyllie	Vanuatu Direct	- cornelia.wyllie@vanuatudirect.com.vu - ceo@finefoods.vu	7724720
-	-	cwombur@vanuatu.gov.vu	-

Daniel Yang Yi HUNG	Data Analyst, WFP	yang.hung@wfp.org	-
Danielle Masoe	Adra	DanielleMasoe@adra.org.vu	-
David Lynn	Butterfly Trust	david.lynn@butterflytrust.org	-
Dennis Berger	GIZ VU	dennis.berger@giz.de	-
Eleanor Kennet	VPPA	ekenneth@vanuatu.gov.vu	-
Elenoa DIANI	WFP	elenoa.diani@wfp.org	-
Elissa Webster	-	Elissa.Webster@careint.org	-
Elizabeth Graham	-	elizabeth.grhm@gmail.com	-
Emily Starrett Wright	MFAT	Emily.Wright@mfat.govt.nz	-
Emma CONLAN	WFP	emma.conlan@wfp.org	-
Emma Doras	WAN SMOL BAG	edorras@wansmolbag.org	-
Erickson Sammy	Director, Department of Water	esammy@vanuatu.gov.vu	-
Esline Garaebiti	Director General of MOCCA, Ministry of climate change, Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management	gesline@vanuatu.gov.vu	-
Esther Jens	Response Manager, MFAT	Esther.Jens@mfat.govt.nz	-
Fernand Massing	DARD	mfernand@vanuatu.gov.vu	-
Fidel Zebeta	SPIO, NDMO	fzebeta@vanuatu.gov.vu	511 3550
Fisher Young Dinh	-	fdinh@vanuatu.gov.vu	-
Flora Vano	Action Aid	flora.vano@actionaid.org	-
Florence Bule	World Vision	florence_bule@wvi.org	552 5042
François JAPIOT	-	fjapiot@cap-nc.nc	-
Gibson Alu	Ministry of Health	gna20221972@gmail.com	-
Glarinda Andre	Team Leader, Live & Learn	glarinda.andre@livelearn.org	7335523 513 3952
Godfrey Bome	Senior Forestry Officer, Department of Forestry	gbome@vanuatu.gov.vu	-
Graham Nimoho	FAO	graham.nimoho@fao.org	-
Gwen Tari	DARD	gntari@vanuatu.gov.vu	7786279
Gwendoline Kalsev	PMU - MALFB	gkalsev@vanuatu.gov.vu	-
Hanson Rose Stanley	CCDRR Officer- MALFB	hstanley@vanuatu.gov.vu	7633239

Hanington Tate Tamla	National project coordinator ISLCM project, FAOVU	Hanington.Tamla@fao.org	-
Harriet Sam	Ministry of Health	hsam@vanuatu.gov.vu	-
-	Red Cross	health.assistant@redcross.org.vu	
Helen Corrigan	World Vision	helen_corrigan@wvi.org	555 1268
Henry Tavo	Director, Department of Youth and Sports	htavo@vanuatu.gov.vu	-
Henry Vira	-	henryvira@gmail.com	-
Hinton Nixon	ICT Officer, CSU MALFFB	nixonh@vanuatu.gov.vu	-
Hon Ralph Regenvanu	Minister of Climate Change, Ministry of Climate Change, Change Adaptation, Meteorology, Geo- Hazards, Environment, Energy and Disaster Management	rregenvanu@vanuatu.gov.vu	-
Isaac Savva	MFAT	isaac.savva@mfat.govt.nz	-
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10.5 Annex 5: Disaggregated Data Checklist

This checklist supports FSAC partners and assessment teams in collecting disaggregated data and identifying common coping strategies. It should be used during initial community assessments, rapid technical assessments, and post-distribution monitoring activities. Partner agencies who already have established assessment templates are to ensure that their templates capture the below information.

Collect and report data disaggregated by the following attributes:

Attribute	Details
Area council	_____
Village or Community name	_____
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other
Age Group	<input type="checkbox"/> 0–5 <input type="checkbox"/> 6–17' <input type="checkbox"/> 18–59 <input type="checkbox"/> 60+
Disability Status	<input type="checkbox"/> No <input type="checkbox"/> Yes - Mobility <input type="checkbox"/> Yes - Visual <input type="checkbox"/> Yes - Hearing <input type="checkbox"/> Yes - Cognitive
Household Type (tick all that apply)	<input type="checkbox"/> Female-headed <input type="checkbox"/> Child-headed <input type="checkbox"/> Elderly-headed <input type="checkbox"/> Persons with Disabilities <input type="checkbox"/> Still residing in own home <input type="checkbox"/> Evacuation Centre resident <input type="checkbox"/> Host household (hosting displaced persons)
Total number of people receiving food	

10.6 Annex 6: Links to Additional Resources

This annex provides live links to key national policies, operational guidelines, and reference documents that inform FSAC's preparedness, response, and recovery activities. These resources support alignment with national priorities and enhance coordination across sectors. For any document that isn't available here, please check the NDMO website or contact the PMRRU unit at MALFB.

<u>Sphere Handbook 2018</u>
<u>Sendai Framework for Disaster Risk Reduction;</u>
<u>Vanuatu's Climate Change and Disaster Risk Reduction (CCDRR) Policy 2016 – 2030</u>
<u>Disaster Risk Management Act (No. 23 of 2019)</u>
<u>Seeds & Farming Tools Guidelines 2019</u>
<u>FSAC Memo on Seed Import and Approved Seed Suppliers 2015</u>
<u>FSAC seed sowing advice 2015</u>
<u>Vanuatu Logistics Cluster Emergency Response SOP draft 2016</u>
<u>http://www.humanitarianresponse.info</u>
<u>National Cyclone Support Plan 2020-2021</u>
<u>Minimum Food Basket Daily Rations 2021</u>
<u>Rapid Technical Assessment Form</u>
<u>Emergency Food Assistance SOP 2017</u>
<u>National Disaster Recovery Framework</u>
<u>Disaster Recovery and Resilience Bill (2024)</u>
<u>Disaster Crop Loss Assessment</u>
<u>Livestock Loss Assessment</u>

10.7 Annex 7: FSAC Templates

Name of template
1. <u>FSAC letterhead</u>
2. <u>Meeting agenda template</u>
3. <u>Meeting attendance template</u>
4. <u>Seeds Distribution template</u>
5. <u>SitRep template</u>
6. <u>Response plan template</u>