



Ministry of Education & Training  
Government of Vanuatu

# VANUATU SCHOOL GRANTS CODE



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## REPUBLIC OF VANUATU

### EDUCATION AND TRAINING ACT NO. 9 OF 2014

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# REPUBLIC OF VANUATU

## EDUCATION AND TRAINING ACT NO. 9 OF 2014

### Grants Codes Notice No. 50 of 2021

In exercise of the powers conferred on me by section 40 of the Education and Training Act No. 9 of 2014, I, the Honourable SEOULE SIMEON, Minister of Education and Training, make the following Notice.

#### PART 1 PRELIMINARY

##### 1 Interpretation

In this Notice, unless the contrary intention appears:

**Act** means the Education and Training Act No. 9 of 2014;

**annual grant rates** means a financial grant paid by the Government to register Government and non-government schools in one year, at each level of education from kindergarten, primary, secondary and Post School Education and Training; for each student enrolled in a class;

**donations** means monetary or non-monetary assistance, and other educational resources donated to the school or provided by individuals, organizations and development partners;

**development partners** means non-government partners that contribute resources to the development and sustenance of the education and training sector;

**Education Services Directorate** includes all the units or offices that are located under the Director of Education Services;

**Government** means the Government of the Republic of Vanuatu;

**non-government assisted school** means a school which an Education Authority is responsible of its operation but the Government provides assistance by way of grants, teacher and other resources to the school;

**grant** includes any assistance to schools, whether monetary or non-monetary and may include funds disbursed for operational costs, products, services or gifted by

the Government, often (but not always) a non-profit entity, educational institution, organisation or an individual, to a recipient;

**Internal Audit Unit** means the Internal Audit Unit under the Ministry of Education;

**Quality Management System** means an internal quality management system that cultivates and maintains a culture of quality that permeates all levels of its operations;

**Open VEMIS** is an open Vanuatu Education Management Information System that is a database of schools, students, teachers, finance, infrastructure, assets, assessments, examinations, grants, and other information that simultaneously meets a range of the Ministry's needs and is accessible to all levels of the Ministry, the schools and the general public;

**Post School Education and Training** means all forms of education and training activities that occur outside the formal school system which includes tertiary or university, technical, vocational formal education that provides training in the Government and private school system;

**resources** is anything that is useful or valuable to the Ministry of Education and Training, such as the Human resources, Financial resources, Material resources, Equipment resources etc.

**tuition fee** means money that you pay to a school or to a Post School Educational and Provider to be taught in a classroom. This may include:

- (a) effective instruction fee; or
- (b) exam fee; or
- (c) medical fee; or
- (d) fees charges for textbooks, stationery, educational resources (library, science lab, ICT), furniture's (tables, chairs), excursions or field trips, student insurance, student registration, student ID cards, the development and review of the school manual and policy, security, and school staffing.

**tranche** means one part of the financial arrangement to be paid by the Government to schools or to Post School Education and Training providers, through grants;



**Vanuatu Quality Assurance Framework** means a framework that provides policy statements and guidelines to assist providers in understanding the expectations under the Vanuatu Qualification Authority Act No.1 of 2014 with regards to the provider registration, course accreditation and quality audit.

## 2 Purpose

The purpose of this Notice is to:

- (a) harmonise the grants system for all levels and types of education; and
- (b) promote equitable access to education by reducing discrepancies between schools and students teaching and learning conditions; and
- (c) contribute to quality education by improving quality of school environment, teaching and learning conditions; and
- (d) ensure an effective and efficient management of resources by improving administration proficiency; and
- (e) strengthen the school autonomy in ensuring financial sustainability of the school; and
- (f) guide and assist in the monitoring, evaluation, reporting and review of the various grants systems in the education sector; and
- (g) provide guidance to the staff of the Ministry, Provincial Education Boards, Education Authorities, schools or other beneficiaries and public about grants principles, processes and systems; and
- (h) inform key stakeholders and public about the general principles of the management of the grants program.

## 3 General Principals

- (1) The Notice aim at promoting an equitable, efficient and effective education funding. To achieve this, schools issued with the government grant under this Grant Code must ensure that:
  - (a) there is an equitable access to education to all Vanuatu's children regardless of their gender, income level, physical or mental ability; and
  - (b) school funding is focus on resourcing the teaching and learning process and materials to improve the quality of education; and

- (c) decisions towards grants disbursements and use of grants must be evidence based, and documented by all staff involved and the beneficiaries of the grant; and
  - (d) it report progress on the implementation of their school improvement plan and academic performance of the students; and
  - (c) beneficiaries of grant, namely all staff with planning, preparations, decisions on spending of grants, must receive regular information and training on the management of the grants and the systems used; and
  - (f) when benefiting from government grant, schools must consider a reduction or total elimination of school fees and follow Ministerial orders on school fees; and
  - (g) institutional managers involved in the grants processes, disbursements of grants, must be aware about the amount of the grant, its purpose, and how it is to be spent and accounted for; and
  - (h) government grant is directly destined to support the implementation of the school improvement plan and achieve the school minimum quality standards.
- (2) The Ministry must ensure that:
- (a) the open VEMIS is used to monitor the use of the school funding and the acquisition of assets; and
  - (b) all grants, regardless of sources of funding, recurrent or development budget, must be publicised in the Ministry website, with the indication of the purpose, beneficiary and amount.
- (3) The Government and other development partners are to continue to commit to funding the grants program over the long term.
- (4) Parents, education authorities, communities and other stakeholders have the responsibility to continue to support the Government in the delivery of education with contributions, community participation and support.
- (5) School councils are to:

- (a) approve a school improvement plan that guides the Principal to budget for the priorities in order to achieve the minimum quality standards; and
  - (b) approve a school annual report that describes how the school is progressing towards achieving the minimum quality standards and how it uses its funds.
- (6) All officers involved in the process preparations and decisions at the central, provincial and school level and individuals who may benefit from these public funds are responsible for its management and are to ensure that the grants achieve its purpose to support education and learning.

## PART 2 GOVERNMENT GRANT

### Division 1 Preliminary

#### 4 Purpose of government grant

(1) For the purpose of this clause:

**Registered Post School Education and Training** means Education and Training activities that occur outside of formal primary and secondary education and includes universities, colleges of higher learnings, technical training institutes, community colleges, nursing schools, and other institutions registered with Vanuatu Qualification Authority;

(2) The purpose of the government grant is to:

- (a) eliminate the parents' costs on tuition fees for:
  - (i) all early childhood care and education kindergarten schools for students age 4 and 5 years old; and
  - (ii) primary education for years 1 to 6; and
  - (iii) junior secondary education for years 7 to 10; and
- (b) progressively subsidise school costs for senior secondary education for years 11 to 14; and
- (c) progressively subsidise the Post School Education and Training institutions that are registered, accredited and complied with the Vanuatu Qualifications Authority Act No. 1 of 2014; and
- (d) promote greater autonomy of school's management by providing funding directly to the school's bank accounts while reducing transaction costs, improve the administrative efficiency financial reporting; and
- (e) promote greater involvement of communities in the management of grants; and
- (f) support the implementation of the school improvement plan that has been approved by the school council; and
- (g) support the implementation of the Quality Management System that has been approved for Registered Post School Education and

Training Providers against the Vanuatu Quality Assurance Framework.

**Division 2 Eligibility for government grant**

**5 Eligibility for receiving government grant**

- (1) Government grant is to be provided to schools that are:
  - (a) registered and approved by an Education Authority agreement (either as a government or non-government assisted school); or
  - (b) registered with the Vanuatu Qualification Authority.
- (2) To avoid doubt, paragraphs (1)(a) and (b) are inclusive of attached or feeder kindergarten schools.
- (3) To be eligible to receive government grant, a school must:
  - (a) enter and update all current student information into the Open VEMIS by the due date. Every student registered on Open VEMIS must have a birth registration number and or a citizenship number included in the students personal details. In addition, there must be no duplicate students registered on Open VEMIS; and
  - (b) enter and update all schools finances, including monthly and annual reports, school fee's structure and the school budget into Open VEMIS and submit them to the Provincial Education Office by the due date; and
  - (c) not have an audit pending problem; and
  - (d) have a school council that is approved by the Provincial Education Board and meets regularly, or at least once a term; and
  - (e) have a school improvement plan approved by the school council to ensure that minimum quality standards are met; and
  - (f) teach holistically the National Curriculum at kindergarten, primary and secondary levels.
- (4) In addition to subclause (3), a Post School Education and Training provider, maybe eligible to receive a government grant, if:

PART 2 GOVERNMENT GRANT

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- (a) it has been registered with the Vanuatu Qualification Authority and delivers accredited courses using the Vanuatu Qualification Assurance Framework that enables the Registered Training Provider to issue nationally recognized post-school education and training qualifications; and
- (b) it has a Quality Management System implementation plan approved by the Board to ensure registration standards are met; and
- (c) it provides a copy of the annual audited financial report to the Internal Audit Unit and information on the annual budget, cash flow projection, including the training fee structure, other income generating activity to the Post School Education and Training directorate; and
- (d) it registers all student in the Open VEMIS and all student must have a birth registration number or a citizenship number included in the students personal details. In addition, there must be no duplicate students registered on Open VEMIS; and
- (e) its compliance issues identified are addressed by the Internal Audit and External Audit Committee in the Ministry; and
- (f) innovative strategies are used to maximise the use of resources through flexible delivery:
  - (i) in short courses; and
  - (ii) in out of hours usage of facilities and equipment; and
  - (iii) in course delivery in non-institutional settings such as workplaces and through on-line and blended learning to meet the priority economic demand stated in the Government of Vanuatu National Sustainable Development Plan; and
- (g) there is no discrimination in enrolment and course delivery thereby enabling equitable and merit based access to all courses irrespective of gender, disability, official language of schooling, or geographic location; and

### **Division 3 Processing of government grant**

#### **6 Payment of government grant**

- (1) Government grant is to be disbursed by the Ministry directly to the school's authorised bank account.
- (2) The total amount of the government grant is to be based on the actual enrolment at the school as of 21<sup>st</sup> of March (school census day) of the current year.
- (3) Government grant is to be paid to schools on the following manner:
  - (a) 30% in January; and
  - (b) 30% in April; and
  - (c) 40% in July.
- (4) The government grants amount paid per student are to be determined by the Ministry and the development partners.

#### **7 Government grant – new or closed schools**

- (1) The amount of government grant to be paid to new schools or schools that are expected to close are to be determined by the Director General, but must be consistent with the calculations for each level of schooling.
- (2) Closed schools are to be confirmed by the Policy and Planning Unit within the Ministry by the 1<sup>st</sup> of December of the previous year for the following year.
- (3) New schools must be registered with the Ministry by 31<sup>st</sup> of May of the current year.

#### **8 Process for payment of grant**

- (1) For the purposes of this clause, **grants calculator** means a spreadsheet developed on Open VEMIS to calculate the amount of grant to be paid to a student who is officially enrolled in kindergarten, primary or secondary level, based on the different grant rates that is applicable for the different levels of education.
- (2) All information necessary to process the payments of the grants must be recorded in the Open VEMIS at school or at the Provincial and Central level.

PART 2 GOVERNMENT GRANT

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- (3) The Education Services Directorate is to be responsible for data input, Policy, Planning Directorate and the Administration and Finance Directorate for ensuring the quality of the information by schools and provincial offices.
- (4) The Education Services Directorate is responsible to ensure that the grants calculator listing for the Government and non-government assisted schools is accurate and is inclusive of kindergarten schools. The list must include the following information for each school:
- (a) the Open VEMIS ID; and
  - (b) the school's name; and
  - (c) the language of instruction; and
  - (d) the level offered, whether kindergarten, primary or secondary school; and
  - (e) whether it is a Government or non-government assisted school; and
  - (f) the island where the school is located; and
  - (g) the province where the school is located; and
  - (h) the school cheque account number; and
  - (i) the enrolments from the previous and current year specifically :
    - (i) the number of students (ages 4 and 5) in kindergarten; and
    - (ii) the number of students in years 1 to 6; and
    - (iii) the number of students in years 7 to 13 or 14; and
    - (iv) the number of students in Post School Education and Training institution; and
    - (v) tranche 1, tranche 2 and total tranche; and
    - (vi) the amount of government grant in vat.



- (5) Prior to the process of the tranche 2, the Education Services Directorate is responsible to ensure that the school grant criteria is confirmed by the Provincial Education Officer regarding:
  - (a) the previous year's financial report approved; and
  - (b) the current year's school improvement plan approved; and
  - (c) no student enrolment issues for current year; and
  - (d) active school council approved for current year; and
  - (e) no audit issues in current year; and
  - (f) national curriculum taught in schools in current year.
- (6) The Internal Audit Unit must confirm that all school bank accounts are correct and updated on Open VEMIS for all schools.
- (7) The government grant is to be paid directly to the schools authorized bank accounts.
- (8) The Finance Unit within the Ministry must make a quality data check and cross-check the calculations and must then raise a Local Purchase Order.
- (9) The Finance Unit must consult with the Department of Finance and Treasury on the availability of funds considering the Government overall cash flow position.
- (10) The Local Purchase Order must be submitted to the Department of Finance and Treasury which will then draw a cheque, pending availability of funds and signed by authorized personnel at the Department of Finance and Treasury.
- (11) The cheque and the detailed list as outlined in subclause (4) are forwarded to National Bank of Vanuatu. The Ministry must email a softcopy of the listing to National Bank of Vanuatu for ease of processing by National Bank of Vanuatu.
- (12) The National Bank of Vanuatu is to confirm to the Ministry that government grants have been credited to the schools' bank accounts of the Ministry who will then inform the Provincial Education Officer that the grants have been paid.

PART 2 GOVERNMENT GRANT

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- (13) The Principal Education Officers are to inform schools that the grants have been paid.
- (14) The Ministry is to publish detailed information regarding the payment of school grants on the public Ministry website.
- (15) Internal Audit Unit is to reconcile the grants payment on the Open VEMIS.

**Division 4 Other government grants**

**9 Government grant to address natural disasters and emergency**

- (1) For the purpose of this Division, **special purpose grants** means financial assistance used for a specific purpose that has its own set of criteria for schools or Post School Education and Training providers to be eligible to receive a grant.
- (2) Specific government grants may be received in response to the disaster and other emergency cases.
- (3) The Ministry and development partners are to develop specific guidelines and criteria's for specific government grants to support the delivery of education and training for the population affected.
- (4) Grants received under this clause are to be used for the following purposes:
  - (a) for immediate response to support additional costs for specific events such as natural disasters, in particular in addressing movement of students and teachers, reallocation of school resources, to provide a safe learning environment for the school community; and
  - (b) to replace damaged or loss of assets, teaching and learning materials, text books, equipment; and
  - (c) to assist in infrastructure repairs; and
  - (d) to address water, sanitation and hygiene issues; and
  - (d) to carry out psychosocial activities with the school community; and
  - (e) for other purposes as specified by the Director General.

**10 Government grant for special purposes**

- (1) Government and development partners may fund special purpose grant to address specific needs or promote explicit objectives.
- (2) Grants funded under subclause (1), are to be paid to the Government's bank account and managed by the Ministry.
- (3) The Ministry and development partners may develop grants guidelines and criteria to address special purposes for improving education and training.
- (4) Individuals or small non-government organisations may in an agreement with the Provincial Education Officer or school council, provide assistance to schools in the form of assets, material services or funding which must be valued and recorded.
- (5) Government grants received under this clause are to be used for the following purposes:
  - (a) gender, equality and social inclusion; and to fund initiatives to address special needs for students with disabilities, orphans; consultation to develop and implement gender equality and social inclusion policies in schools or other gender equality and social inclusion initiatives; and
  - (b) water, sanitation and hygiene to implement WASH activities or improve facilities from awareness and training to maintenance and small infrastructure projects; and
  - (c) health in schools – the Ministry is to work in cooperation with the Ministry of Health to support activities regarding promoting health in schools initiatives, awareness activities or collection of data on body mass index, or other health indicators; and
  - (d) target disadvantaged schools that :
    - (i) have low enrolment; and
    - (ii) are remote; and
    - (iii) are overcrowded; and
    - (iv) lack teaching resources and well-trained teachers; and

PART 2 GOVERNMENT GRANT

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- (v) have poorer academic results, where teaching staff are less trained and have high teacher pupil ratio; and
- (e) small projects to fund for small facilities to be built with community participation; and
- (f) maintenance of infrastructure, ICT assets; and
- (g) other purposes to be specified by the Director General.

**11 Incentive or motivational grants**

- (1) Government may develop grant schemes to provide funding to specific areas, individuals, students or teachers, to complement the improvements on teaching and learning of the Vanuatu's education system.
- (2) Government grants received under this clause are to be used for the following purposes:
  - (a) for scholarships – as a government grant or financial aid for individuals and students, to assist funding their education. These are scholarship bonded students; and
  - (b) for fellowship and individual research grants– as a government grant or financial aid to an individual, staff or student, to develop further training or research and focus on professional development; and
  - (c) for research – as a government grant to a public or private entity to develop a study to find new knowledge about something; and
  - (d) for government grant incentives - to recognise merit or outstanding performance of individuals or entities; and
  - (e) for other purposes to as specified by the Director General.

**PART 3 CONDITIONS FOR ACCESSING AND USE OF GOVERNMENT GRANT**

**12 General conditions**

All schools provided with a government grant must:

- (a) have its school staff on the ministry's government payroll, registered with the Teaching Service Commission; and
- (b) have a bank account approved by the Director General of the Ministry of Finance; and
- (c) ensure that all enrolments are recorded and updated in the Open VEMIS; and
- (d) ensure that all students' records on the Open VEMIS have the reference of their birth certificate to prove the date of birth for grants calculation purposes; and
- (e) ensure that schools keep their financial records in the Open VEMIS; and
- (f) ensure that all financial and administrative records are kept in accordance with the school financial management manual; and
- (g) ensure that all education authorities are directly informed about the grant amounts for their schools in the Ministry's public website.

**13 Conditions to access kindergarten government grants**

The following are the conditions for schools intending to access kindergarten government grants:

- (a) the school must be a registered kindergarten school with registered teachers; and
- (b) the school must comply with clause 5 of this Regulation, taking into account that grants for kindergarten school is to be paid to a government or a non-government assisted primary school, of which the kindergarten school is either a feeder or attached to the primary school.

**14 Bank account conditions**

The followings are the required bank account conditions for schools intending to apply for a government grant:

PART 3 CONDITIONS FOR ACCESSING AND USE OF GOVERNMENT GRANT

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- (a) all government and non-government assisted schools must have an authorized bank account before being issued with a government grant; and
- (b) only the Director General of the Ministry of Finance is to authorize specific bank accounts for use by all schools; and
- (c) government grant and school fees must only be paid into these specific accounts; and
- (d) schools must not operate any other accounts with any financial institution.; and
- (e) each school must have two accounts opened with the National Bank of Vanuatu, one for cheque account and another one as a savings account; and
- (f) cheque account is to be used for deposits and payments; and
- (g) savings account may be used to hold money that the school does not need immediately and the moneys kept in the savings account must earn interest for the school; and
- (h) only transaction permitted on the savings account are transfers from the cheque account and back to the cheque account; and
- (i) savings account must not be used for general deposits and payments; and
- (j) if a school has funds that are not needed for a few months, the money may be placed on term deposit with National Bank of Vanuatu. The term deposit must be established by a transfer from the cheque account, and the principal and interest must be paid back into the school's cheque account; and
- (k) schools must not borrow or take out loans or overdrafts unless authorized by the Minister of Finance;
- (l) schools must not accumulate debts exceeding 20% of their annual school grant without expressed permission from the Director General; and
- (m) the Director General is to write to the Director General of Finance requesting that he or she authorize the new accounts and the signatories to operate the accounts; and

PART 3 CONDITIONS FOR ACCESSING AND USE OF GOVERNMENT GRANT

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- (n) the Provincial Education Officer, with assistance from the Internal Audit Unit is to facilitate the required correspondence as soon as a new school is authorized to open a new bank account; and
- (o) the principal, the chairperson of the school council and one other person nominated by the school council are to be the registered signatories of all banks accounts of the school; and
- (p) for any withdrawal or transfer from one of these accounts two of these three signatories under paragraph (s) are to sign the cheque or transaction slip; and
- (q) if one of the signatories dies, or is no longer available to be a signatory for some reason, the school council must nominate a new signatory within 7 days and submit the National Bank of Vanuatu form to the Provincial Education Office for approval; and
- (r) the name of the new signatory and the name of the school are to be forwarded to the Director General who must arrange for authorization of the new signatory by the Director General of Finance; and
- (s) schools must not use credit cards; and
- (t) The Minister may in special cases and in consultation with the Minister of Finance:
  - (a) approve schools to open and operate special category bank accounts in other Commercial Banks to facilitate transactions by the school with suppliers; or
  - (b) approve loans by school to fund capital development that may not be funded by the Government.

**15 Fees conditions**

The followings are the fees conditions for schools that receives government grant:

- (a) school council must approve the school's fee structure prior to the start of the year and this must have already been presented and approved in the previous year's school annual general meeting; and
- (b) schools must have their fee structure approved by the Minister before the start of the academic year, and must follow the guidelines within the Education Regulation Order No. 44 of 2005; and

PART 3 CONDITIONS FOR ACCESSING AND USE OF GOVERNMENT GRANT

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- (c) schools must input their current year's fee structure in the Open VEMIS; and
- (d) tuition fees for primary education is to be paid by the Government; and
- (e) tuition fees for secondary education, years 7 to 10, is to be paid by the Government pending budget support, the Government may extend tuition fees to senior secondary education, years 11 to 13 or 14, and also cater for exam fees for years 12, 13 and 14; and
- (f) school fee and government grant amounts per student are to be revised, if needed; and
- (g) any school that are intending to charge higher fees than the prescribed fees, is to have the reduction or withdrawal of support through government grant and is to have the school principal or school council members removed from their positions.

**16 Use of government grant and school fees**

- (1) Schools must ensure that all monies collected by the school must be spent in implementing activities within the school improvement plan and the school annual plan. Schools must use the government grant and school fees only as permitted in this Grants Code Notice.
- (2) Government grant and school fees must only be used for expenditure that directly benefits students which includes the following:
  - (a) education supplies such as:
    - (i) effective instruction; and
    - (ii) desks, chairs, and school furniture; and
    - (iii) teaching and learning materials, equipment, books and stationery; and
    - (iv) educational resources such as Library, Science Laboratory, Information, Communication and Technology (ICT); and
    - (v) school professional development training and other capacity developments for students and teachers, including other school staff; and



- (vi) school excursions and field trips; and
- (vii) freight of school materials and resources; and
- (b) administration which includes:
  - (i) administration costs, including internet access to maintain data on the Open VEMIS; and;
  - (ii) IT assets and communication to allow maintenance of school records on the Open VEMIS and improve reporting and monitoring of grants by schools; and
  - (iii) student insurance, student registration, student ID cards and student transfer fees; and
  - (iv) transport for Principal or school finance officer to attend bank for school banking or provincial centre for administration support, shopping for school needs, and other essential school related activities; and
  - (v) school sports and development; and
  - (vi) a member of the school council is to be reimbursed for expenses incurred when engaged on the business of the school council, as provided under Part 6, Division 3, Section 49, Paragraph 7 of the Education Act No.9 of 2014, ;and
  - (vii) development and review of school manuals and policies; and
- (c) operations and maintenance such as:
  - (i) water, Sanitation and Hygiene facilities; and
  - (ii) electricity, water, gas, oil, fuel for school use; and
  - (iii) minor maintenance of school buildings; and
  - (iv) minor maintenance of school vehicles and equipment; and

PART 3 CONDITIONS FOR ACCESSING AND USE OF GOVERNMENT GRANT

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- (v) for extension or expansion of a classroom, dormitory or any other school building, with approval of the Director administration and finance division; and
- (d) personnel such as:
  - (i) wages and Vanuatu National Provident Fund contributions for non-teaching staff, approved by the school council, with consideration of the school budget, legislated minimum wage and Vanuatu National Provident Fund requirement; and
  - (ii) wages and the Vanuatu National Provident Fund contributions for teaching staff that are approved by the Director Education Services, the Director Finance and Administration and the Ministry, based on recommendation of the Ministry, Teacher Management Unit and with consideration of:
    - (A) the school annual plan; and
    - (B) the school budget; and
    - (C) the legislated minimum wage; and
    - (D) the Vanuatu National Provident Fund requirements; and
    - (E) addressing the teacher- pupil ratio.
- (e) student boarding which includes:
  - (a) ration for students for boarding schools, but in certain occasions may apply to day schools; and
  - (b) kitchen cooking equipment and resources to improve hygiene in kitchen services and better nutrition for the students; and
  - (c) toilet paper and cleaning agent; and
  - (d) boarding furniture and supplies for students; and
  - (e) security equipment, materials, resources; and

PART 3 CONDITIONS FOR ACCESSING AND USE OF GOVERNMENT GRANT

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- (f) extra curricula for boarding students; and
- (f) Development projects such as:
  - (i) specific development project for the school, as approved by the School Community Association , through the school council; and
  - (ii) school's self-sufficient projects.
- (3) Schools may use school monies for other activities if, authorized jointly by the Director of Education Services and Director of Finance and Administration, and must be in line with the school improvement plan or school annual plan.
- (4) Government grant and school fees must not be used for any of the following:
  - (a) loans or advances;
  - (b) wages or salaries for non-certified or non-qualified teaching staff;
  - (c) maintenance of school houses;
  - (d) any expenditure of over 500,000 vatu per item, unless approved in writing by the Ministry. These items must be funded by separate contributions or donations;
  - (e) capital improvements;
  - (f) transporting students and staff to or from school, except as provided under subclause (2);
  - (g) entertainment, gifts, hospitality, alcoholic beverages or kava for any reason;
  - (h) subsidising or establish a commercial activity within the school;
  - (i) investing in any commercial Investment activity without the approval of the Ministry;
  - (j) maintenance of a school house (as rental payments paid by the teachers or staff are to be used to cover the maintenance costs of the house);

(k) any purpose which does not directly benefit students.

**17 Capital works**

- (1) For the purpose of this clause **capital works** means the acquisition of land, the construction, modification and renovation of buildings and the purchase of plant and equipment, or any of those things.
- (2) Capital works may be funded by the Government or stakeholders such as development partners, individuals, or others.
- (3) Capital works is to be undertaken by schools upon the prior approval of a capital works plan by the Facilities Unit in the Ministry to ensure that the Building Standards are met.
- (4) Money for capital works are permitted to be saved over a period of time until the target is reached.

**18 Inventory of assets**

- (1) Schools must use the Open VEMIS assets module to register assets and produce the school inventory.
- (2) Schools must keep their assets registered and up to date, including assets donated or assets acquired with school funds from the grant or any other school income.
- (3) Schools must have an asset replacement plan.
- (4) The inventory of the assets is part of the school annual report and needs to be approved by the school council.

**PART 4 EARLY CHILDHOOD CARE AND EDUCATION,  
PRIMARY EDUCATION, SECONDARY  
EDUCATION AND POST SCHOOL EDUCATION  
AND TRAINING**

**Division 1 Early Childhood Care and Education**

**19 Government support to kindergarten**

- (1) The Government is to provide the following types of support to kindergartens:
- (a) access to professional development training for teachers and curriculum materials; and
  - (b) government grant for operational costs and wages for teachers until the Government directly pay for kindergarten teachers in the Government payroll.

**20 Responsibility for managing kindergarten funds and kindergarten schools network**

- (1) School principals of a government or non-government assisted primary schools on the government payroll, are to manage kindergarten grants and its administrative requirements, subject to public sector financial management procedures.
- (2) Kindergarten schools are to be registered within primary schools in one of the two forms:
- (a) attached kindergarten –the kindergarten school is within the same boundary as the school;
  - (b) feeder kindergartens – a kindergarten school that is in the catchment area of the school, and the children are predictable to be transferred to the school when enrolled in year 1.
- (3) A school with kindergarten schools must have at least a representative of the kindergarten attached, or kindergarten feeder, as member of the school council.

**21 Activity and financial reporting for kindergarten activities**

- (1) A kindergarten teacher must assist the Primary school principal nominated to manage the kindergarten grant by recording the receipts and payments and providing the kindergarten financial report to the primary school

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Principal prior to providing it to the Provincial Education Office by the due date.

- (2) The school council must approve the school improvement plan, school annual plan and financial reports which includes plans and budget of the kindergarten schools.

**22 Determination of the annual grant rates of per kindergarten student**

- (1) The student annual rate is determined by the Government and the development partners. Development partners must confirm to assist to fund government grant. The amount of funds contributed may result from the joint partners' negotiations by the development partners and is subject to specific conditions, as agreed in the negotiations.
- (2) For the purpose of calculation of student's age and enrolment to apply in the grants calculation, the reference date are to be the annual school census day, on 21<sup>st</sup> of March each year.
- (3) The amount of the kindergarten grant per student must only be paid to children aged 4 and 5 years old, evidenced with a birth certificate.
- (4) The government grants are to be paid in three tranches, 30% in January, 30% in April and 40% in July.
- (5) Determination of the annual grant rates per student and calculations must be updated annually.

**Division 2 Primary Education**

**23 Determination of the annual grant rates of per primary student**

- (1) A student's annual grant rates is to be determined by the Government and development partners in which the development partners must confirm assistance to fund government grants.
- (2) The amount of funds contributed by the development partners may result from the joint partners' negotiations and be subject to specific conditions, as agreed in the negotiations.
- (3) The government grants are to be paid in three tranches, 30% in January, 30% in April and 40% in July.
- (4) The annual grant rates per student and calculations must be updated annually.

**Division 3 Secondary Education**

**24 Determination of the annual grant rates of per secondary student**

- (1) The student annual grant rate is to be determined by the Government.
- (2) Development partners may assist to fund government grants. The amount of funds contributed by the development partners may result from the joint partners' negotiations and be subject to specific conditions, as agreed in the negotiations.
- (3) Tuition fee subsidy is a government grant that must add Government support at junior secondary education level in which all general and specific rules must apply.
- (4) The government grants and fees subsidy are to be paid in three tranches, 30% in January, 30% in April and 40% in July;
- (5) Determination of the annual grant rates per student and calculations are to be updated annually.

**Division 4 Post School Education and Training**

**25 Performance based funding**

Funding provided must be in line with the objective of the Post School Education and Training Policy.

**26 Eligibility conditions to access grants**

- (1) All public and private Post School Education and Training Providers, including Rural Training Centres, have a direct and continuing responsibility to deliver only qualifications registered on the Vanuatu Quality Assurance Framework.
- (2) To access funding, Post School Education and Training Providers must ensure that:
  - (a) they comply with the Vanuatu Quality Assurance Framework including Post School Education and Training provider registration and course accreditation requirements; and
  - (b) they submit their annual financial report to the Post School Education and Training Directorate; and
  - (c) they meet the requirements under subclause 5(4).

DIVISION 4 POST SCHOOL EDUCATION AND TRAINING

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**27 Determination of the annual grant rates**

- (1) The Government may provide grants to Post School Education and Training Government Institutions.
- (2) The government grants are to be paid in three tranches, 30% in January, 30% in April and 40% in July.
- (3) Determination of the annual grant rates per student and calculations are to be updated annually.



## **PART 5 MONITORING, VERIFICATION AND COMPLAINTS**

### **28 Sources of information**

- (1) School principals are responsible for updating all Open VEMIS records directly related to the government grant processes.
- (2) Schools that do not have access to the Open VEMIS, must receive the Open VEMIS annual census forms from the Ministry.

### **29 Financial Reporting**

- (1) Schools must submit annual financial reports to the Provincial Education Board as part of the annual Open VEMIS returns.
- (2) The School Principal can request assistance from the PEO to assist in completing the annual financial report. The annual financial report is to be used for the following purposes:
  - (a) to assess whether government grants and fees have been used for proper purposes; and
  - (b) for public transparency and accountability of the use of public moneys for education services.
- (3) The financial reports must be completed, be accurate, approved by the school council, uploaded to the Open VEMIS and submitted by the Principal of each School to the Provincial Education Office on the due date.
- (4) The Provincial Education Boards are required to submit the schools financial reports to the Ministry by end of February of each year.
- (5) The financial reports may be made available to the parents and community of each school.
- (6) The Provincial Education Officer is responsible for the timely checks on schools to comply with the government grant criteria, in order to classify each school for the purpose of eligibility and ineligibility to receive government grant.

### **30 Auditing and Verification of the Open VEMIS data**

- (1) All schools must enter their financial information into Open VEMIS, and may be selected for audit by the Internal Auditors. Considering the

**PART 5 MONITORING, VERIFICATION AND COMPLAINTS**

financial management risks, schools that are not eligible to receive grants, must have priority to be selected for audit by the Internal Audit Unit.

- (2) As part of the audit testing for each school, the Internal Auditors must verify the number of students enrolled at the school. Student numbers and other Open VEMIS data must also be verified from time to time by Provincial Education Officers, Executive Officers, Education Authority Officers, School Inspectors and School Improvement Officers.
- (3) If it is found that the Open VEMIS data or census returns have been falsified or are materially incorrect for any reason, the Ministry and the Teaching Service Commission may take disciplinary action against the school principal or school staff concerned.
- (4) All schools are required to verify all data on Open VEMIS by 31<sup>st</sup> May each year to be eligible to receive the grant.

**31 Reviewing of Financial Reporting**

- (1) Every Provincial Education Officer and every Education Authority are to ensure that all schools within their jurisdiction update the Open VEMIS data or, in case of impossible internet connection, submit the Open VEMIS returns and the financial reports, in hardcopy, by the due date.
- (2) The Provincial Education Officer, in close partnership with Education Authority, are responsible for reviewing the financial reports, then providing further training and support that has been identified.

**32 Updating of School Bank Accounts in the Open VEMIS**

- (1) The National Bank of Vanuatu provides a listing of all transactions on all authorized school bank accounts in electronic format each week, to the Department of Finance and Treasury ("DFT") and to the Internal Audit Unit in the Ministry. It is the responsibility of the Internal Audit Unit to upload the file in the Open VEMIS.
- (2) These transactions in sub-clause (1) are collated and reviewed by both the Ministry's Internal Audit Unit and the DFT. Any risks and concerns identified by review of these reports, would require an audit investigation to identify causes of concern and recommend actions to resolve it.

**33 Penalties and Offences**

- (1) Penalties for offences in line with Part XV of the Public Finance and Economic Management Act [CAP 244], are to be imposed on individuals or persons that have committed the offence.

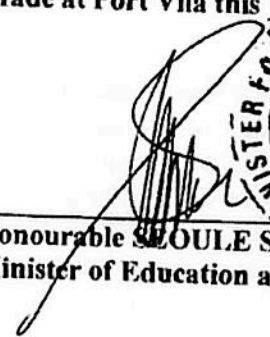

PART 5 MONITORING, VERIFICATION AND COMPLAINTS

- (2) A person who fails to comply with this Notice requires disciplinary action.
- (3) A person who is alleged to have committed an offence under this Grant Code must have the opportunity to respond to the allegations.
- (4) A person who breaches any provisions of this Regulation, commits an offence and is liable on conviction to a fine not exceeding 500,000VT.

**34 Commencement**

This Notice is taken to have commenced on 1 January 2020.

Made at Port Vila this 14<sup>th</sup> day of MAY, 2021.

  
  
Honourable **SIOULE SIMEON**  
Minister of Education and Training

## SCHEDULE 1

### ANNUAL GOVERNMENT GRANTS RATES

- 1 Determination of the annual government grants rates and its calculation**
- (1) All government grants are paid, 30% in January, and 30% in April and 40% in July.
  - (2) The Government must provide updated amount through an official circular to inform all schools of the change, if any.
- 2 Calculation of the school grant: kindergarten, primary and secondary**
- (1) 30% of the total annual grant is paid in January and 30% of the total annual grant paid in April. This is paid for each child enrolled in a kindergarten centre aged 4 and 5 years old, a primary school or a secondary school, at the date of the National School Census (21st March of the current year). The enrolment is based on the student enrolment as recorded in the Open VEMIS, when paying for Tranche 2, in the previous year.
  - (2) 40% of the total annual grant is paid in July. This amount is to be calculated for each school level as stated below:
  - (3) The total annual grant number of students in a kindergarten centre aged 4 and 5 years old, a primary school or a secondary school, in the current year as recorded in the Open VEMIS at the date of the National School Census (21<sup>st</sup> March each year); Minus the amount paid in Tranche 1 of the current year.

For 2021 the following student annual rates apply:

School level	Age / Level	2021 Annual rate	63% (used for 1 <sup>st</sup> & 2 <sup>nd</sup> tranche)	40% (used for 3 <sup>rd</sup> tranche)
Kindergarten	4 and 5 years old	9,000 VT	2,700 VT	3,600 VT
Primary	Years 1 to 6	8,900 VT	2,670 VT	3,560 VT
Secondary	Years 7 to 13/14	8,125 VT	2,437 VT	3,250 VT

SCHEDULE I  
ANNUAL GOVERNMENT GRANTS RATES

Secondary fee subsidy	Years 7 to 10	42,000 VT	12,600 VT	16,800 VT
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**3 Calculation of the school grant: Post School Education and Training**

The Government normally pays an annual grant to the 3 Government Post School Education and Training institutions: Vanuatu Institute of Technology, Vanuatu Institute of Teacher Education and National University of Vanuatu.

For 2021 the following annual grant is appropriated:

Institution	Government grants (in vatu)
Vanuatu Institute of Teacher Education (VITE, including the In-Service Unit and Untrained Teachers Program)	63,507,900 VT
Vanuatu Institute of Technology (VIT)	40,221,670 VT
National University of Vanuatu	186,409,840 VT

**4 Grants to Post School Education and Training providers**

The Government through other line Ministries also provides grants to other Post School Education and Training providers, as listed in the table below:

No.	Government Ministries	Institutions
1	Office of the Prime Minister	<ul style="list-style-type: none"> <li>Vanuatu Institute of Public Administration and Management, Public Service Commission</li> </ul>
2	Ministry of Health	<ul style="list-style-type: none"> <li>Vanuatu Nursing College</li> </ul>
3	Ministry of Education	<ul style="list-style-type: none"> <li>Vanuatu Institute of Teacher Education</li> <li>Vanuatu Institute of Technology</li> <li>Vanuatu National University</li> </ul>
4	Ministry of Internal Affairs	<ul style="list-style-type: none"> <li>Police College</li> </ul>
5	Ministry of Agriculture, Livestock, Forestry, Fisheries, and Biosecurity	<ul style="list-style-type: none"> <li>Vanuatu Agriculture College</li> </ul>

SCHEDULE 1  
ANNUAL GOVERNMENT GRANTS RATES

6	Ministry of Public works and Infrastructure	• Maritime College
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**5 Scholarships**

The Government continues to commit to funding scholarship on an annual basis to different institutions in Vanuatu and other Pacific countries as stated in clause 6 below.

**6 Fully funded scholarships allowances**

Fully funded scholarship can be awarded to eligible students attending Post School Education and Training institutions. This is a grant that is paid to students during the period of an award that must cover air travel, transport, accommodation, meal, pocket, book, research and an establishment allowance.

For 2021 the following scholarship rates **may** apply for each institution:

Institutions	Accommodation per Month (Vatu)	Transport Allowances per Month (Vatu)	Meal Allowance per Month (Vatu)	Pocket Allowances / per Month (Vatu)	Book Allowances/ per Semester (Vatu)	Research Package/ per Semester (Vatu)	New awards ONLY Establishment (One off per year)	Transport allowance (One off per year)
<b>Vanuatu National University (VNU)</b>								
VNU - Bachelor		5,000	20,000	15,000	30,000		15,000	
VNU - Master	30,000	5,000	20,000	15,000	30,000	50,000	15,000	
VNU - PhD	30,000	5,000	20,000	30,000	30,000	100,000	15,000	
<b>University of the South Pacific</b>								
USP Emalus, VAN	25,000		25,000	20,000	59,000		15,000	5,000
USP Alafua, Samoa	15,000		38,300	20,000	38,500		15,000	5,000
USP Laucala, Fiji	15,000		38,300	20,000	38,500		15,000	5,000
<b>Fiji National University</b>								
CMNHS	15,000		38,300	20,000	38,500		15,000	5,000
CoA	15,000		38,300	20,000	38,500		15,000	5,000
Nasinu Campus	15,000		38,300	20,000	38,500		15,000	5,000
Derick Campus	15,000		38,300	20,000	38,500		15,000	5,000
<b>University of Fiji</b>								
Lautoka Campus	15,000		38,300	20,000	38,500		15,000	5,000
Suva Campus	15,000		38,300	20,000	38,500		15,000	5,000
<b>University of Papua New Guinea</b>								
Port Morsby Campus	20,000		20,000	20,000	35,000		15,000	5,000
<b>University of New Caledonia</b>								
NC Campus	25,000		36,000	20,000	30,000		15,000	5,000
Lycees, NC	25,000		36,000	20,000	30,000		15,000	5,000
<b>Philippines</b>								
Colleges	15,000		15,000	20,000	20,000		15,000	5,000
<b>Australia</b>								
Aussie Uni	70,000		50,000	20,000	30,000		15,000	5,000
<b>New Zealand</b>								
NZ Uni	70,000		50,000	20,000	30,000		15,000	5,000

SCHEDULE I  
ANNUAL GOVERNMENT GRANTS RATES

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**7 Government partial funding scholarship**

The Government may also partially fund students studying in Post School Education and Training institutions and the allowance rates and fees are to be determined by the National Training and Scholarship Board.

**China:**

In 2021, the Government must continue to fund airfares for students on full scholarship with the Government of the Republic of China.

SCHEDULE 2  
2020 SCHOOL GRANTS CHECKLIST

**SCHEDULE 2**

**2020 SCHOOL GRANTS CHECKLIST**

**1 Disbursement of School Grants**

The following process are to be followed for the transfer of each of the annual fund tranches

Action	Completed (signature)/ date	Indicative timeline
<b>A. Preparation for Grants Disbursement</b>		
1. Principal Finance Officer is to inform Principal Education Officer Education Services, Principal Education Officer Higher Education, Principal Education Officer Policy and Planning and Principal Education Officer Internal Audit of the government grant payment schedule. <b>Query: Please confirm.</b>		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 7 <sup>th</sup> 3 <sup>rd</sup> tranche April 23 <sup>rd</sup>
2. Ministry data validation process completed on the Open VEMIS, following Ministry Census data on 21 <sup>st</sup> March.		31 <sup>st</sup> May
3. Principal Education Officer Policy and Planning provides an approved schools registry, signed by the DG, of all government school and government assisted education authorities schools to the Principal Education Officer, Education Services, Finance and Audit. This will include new schools/year levels, closed schools/year levels.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 7 <sup>th</sup> 3 <sup>rd</sup> tranche June 5 <sup>th</sup>
4. Principal Education Officer Internal Audit with the assistance of the Principal Education Finance Office to confirm any changes (new or closing or joint) of bank accounts references of all government schools ad government-assisted schools.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 7 <sup>th</sup> 3 <sup>rd</sup> tranche June 9 <sup>th</sup>
5. Principal Education Officer Policy and Planning liaises with Principal Education Officer Education Services, Principal Education Officer Internal Audit, and		1 <sup>st</sup> and 2 <sup>nd</sup> tranche



SCHEDULE 2  
2020 SCHOOL GRANTS CHECKLIST

Principal Education Officer Finance to confirm status about completeness and accuracy of data on the Open VEMIS.		December 13 <sup>th</sup> 3 <sup>rd</sup> tranche June 13 <sup>th</sup>
<b>B. Grant Disbursement Process for Compliant Schools</b>		
6. Principal Education Officer Education Services must compile signed notification from the 6 Provincial Education Officers to confirm which schools are eligible to receive the government grant, and which schools are not. The six Provincial Education Officers must confirm: <ul style="list-style-type: none"> <li>• All schools offer and teach the Vanuatu National Curriculum.</li> <li>• All the students' information in a school is completed and entered accurately on the Open VEMIS, with no duplicate students recorded.</li> <li>• All eligible schools' financial reports have been approved.</li> <li>• All eligible schools' improvement plans have been approved</li> <li>• All eligible schools have an approved school council.</li> <li>• All eligible schools have no audit issues.</li> </ul>	1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 7 <sup>th</sup> 15 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>	
7. Principal Education Officer Internal Audit Unit signs confirmation of schools that have audit issues, at the time of payment of grant.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 17 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>
8. Director Education Services signs cover letter confirming schools that are eligible to receive the government grant, and schools that are not eligible.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 17 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>
9. School Finance Officer provides Principal Education Office Financer with the listings of the government grant calculator, including for each school any correction of over/under payment from previous tranches, and Principal Education Office Finance to discusses any errors/discrepancies and way forward, with the School Finance Officer.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 22 <sup>nd</sup> 3 <sup>rd</sup> tranche July 8 <sup>th</sup>

SCHEDULE 2  
2020 SCHOOL GRANTS CHECKLIST

10. Principal Education Officer Finance provides School Finance Officer and the Director of Administration and Finance with a signed copy of the final eligible school list.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 22 <sup>nd</sup> 3 <sup>rd</sup> tranche July 8 <sup>th</sup>
11. The Director of Finance and Administration signs the checklist, indicating approval of eligible schools to be paid the government grant.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 22 <sup>nd</sup> 3 <sup>rd</sup> tranche July 12 <sup>th</sup>
12. Finance Unit raises Local Purchase Order to National Bank of Vanuatu for eligible schools according to the approved checklist.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 23 <sup>rd</sup> 3 <sup>rd</sup> tranche July 12 <sup>th</sup>
<b>C. Grant Disbursement Process for Non-Compliant Schools</b>		
13. Principal Education Officer Finance must draft a letter for Director General to instruct Internal Auditor to carryout check on individual bank statements and audit records to determine whether a school is subject to further audit action (desktop or full audit)		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 25 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>
14. For all non-compliant schools, grants are to be paid, except for those which are <u>under audit or non-updated enrolment data</u> . Schools that are not submitting financial report are to be paid, but supported, <b>in bullet point 25 to 29)</b>		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 17 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>
15. In case a Principal Education Officer Audit unit confirms that there is no need for further action beyond desktop audit, government grant is to be paid.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche

SCHEDULE 2  
2020 SCHOOL GRANTS CHECKLIST

		January 17 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>
16. Finance Unit in the Ministry of Education and Training raises Local Purchase Order to the National Bank of Vanuatu for ineligible schools that have no audit and enrolment issues according to the approved checklist.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche January 23 <sup>rd</sup> 3 <sup>rd</sup> tranche July 12 <sup>th</sup>
17. In case Principal Education Officer Audit detects any inappropriate practices, a full audit will be carried out and a report will be provided to the Audit Committee for decision.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche March 12 <sup>th</sup> 3 <sup>rd</sup> tranche August 15 <sup>th</sup>
18. Ministry will implement the decisions of the Audit Committee and will decide on payment of grant. Process must not be more than 2 months.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche March 12 <sup>th</sup> 3 <sup>rd</sup> tranche August 15 <sup>th</sup>
19. Finance Unit in the Ministry of Education and Tertiary raises Local Purchase Order to the National Bank of Vanuatu for ineligible schools that Audit Committee decided payment of grant, and the Policy and Planning Unit have confirmed enrolment issues.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche March 12 <sup>th</sup> 3 <sup>rd</sup> tranche August 15 <sup>th</sup>
<b>D. Operations after each payment into school accounts</b>		

SCHEDULE 2  
2020 SCHOOL GRANTS CHECKLIST

<p>20. Once confirmation has been received from National Bank of Vanuatu that cheque has been received and transfers to schools bank accounts is completed, the Internal Audit Unit with the assistance of the Finance Unit, must need to confirm that the funds were correctly transferred to the accounts listed, and transactions reconciled.</p>		<p>1<sup>st</sup> and 2<sup>nd</sup> tranche between January 31<sup>st</sup> and Mar 31<sup>st</sup> 3<sup>rd</sup> tranche between July 31<sup>st</sup> and August 31<sup>st</sup></p>
<p>21. Principal Education Officer Internal Audit will need to perform reconciliation of transfers to schools bank accounts on Open VEMIS.</p>		<p>1<sup>st</sup> and 2<sup>nd</sup> tranche between January 31<sup>st</sup> and March 31<sup>st</sup></p>
<p>22. Principal Education Office Internal Audit sends confirmation email to Principal Education Officer Finance that school grants are processed and paid into school banks accounts.</p>		
<p>23. Principal Education Officer Finance sends email to DG, all Directors, 6 Provincial Education Offices, Provincial Education Officer Audit and Provincial Education Officer Policy and Planning Unit that school grants are processed and paid into school banks accounts.</p>		<p>3<sup>rd</sup> tranche between July 31<sup>st</sup> and August 31<sup>st</sup></p>
<p><b>E. Support Schools Capacity</b></p>		
<p>24. Director Education Services requests a written report from the Provincial Education Officers on reasons for non-compliance and what detailed <b>Action Plan</b> the Provincial Education Office intends to execute in order to support schools.</p>		<p>1<sup>st</sup> and 2<sup>nd</sup> tranche December 15<sup>th</sup> 3<sup>rd</sup> tranche June 15<sup>th</sup></p>
<p>25. Based on Provincial Education Officers report, Director Education Services will issue warning letters to Principals or Provincial Education Office staff for underperformance.</p>		<p>1<sup>st</sup> and 2<sup>nd</sup> tranche</p>

SCHEDULE 2  
2020 SCHOOL GRANTS CHECKLIST

		December 15 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>
26. In case the non-compliance is related to non-submission of financial report, or have an audit issue, the Director of Education Services must instruct the Provincial Education Officer to confiscate the cheque book for the respective schools.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche December 15 <sup>th</sup> 3 <sup>rd</sup> tranche June 15 <sup>th</sup>
27. Provincial Education Officer, supported by Provincial Finance Officer, School Improvement Officer, School Inspector and Compliance Officer, Audit and Peer Principals must support the Principal in accordance with the Provincial Education Office <b>Action Plan</b> to support schools. In no more than 2 months, Provincial Finance Officer return the cheque book and records and reports to the Principal.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche March 12 <sup>th</sup> 3 <sup>rd</sup> tranche August 15 <sup>th</sup>
28. In case of non-compliance with enrolment data, the Open VEMIS officers, SIOs will be supporting the Principals as part of the Provincial Education Office action plan to ensure that data is completed within 2 months.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche March 12 <sup>th</sup> 3 <sup>rd</sup> tranche August 15 <sup>th</sup>
<b>D. Communication</b>		
29. Schools to print individual school grant certificate, and post on school notice board.		1 <sup>st</sup> and 2 <sup>nd</sup> tranche February 15 <sup>th</sup> 3 <sup>rd</sup> tranche August 15 <sup>th</sup>

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30. Principal Education Officer Finance will develop materials for publication of information in national paper, social media, OV public view area and the Ministry public website.		

**2 Summary of main responsibilities of counterparts:**

Director Education Services – responsible to manage performance and compliance of Provincial Offices and Schools

PEO Education Services – coordinate compliance and data collection from Provincial Offices

PEO Provinces – responsible for supporting schools to comply with government grant processes

PEO Policy and Planning – verify completeness of OV data required for government grant

PEO Finance – coordination of government grant and ensures correct government grant calculation and disbursement

PEO Audit – ensure that OV data regarding school bank accounts, bank statements, reconciliation of grants disbursements is up to date in OV and provide confirmation on School Audit status

**3 Spending proposals from DFA funds of VT1,000,000 or more**

Action	Completed (signature)	Date
Principal Education Officer Finance and the Principal Education Officer Procurement Office follow the Ministry's internal check list confirming various phases of procurement process following Government current policies and procedures.		
Principal Education Officer Finance to provide the Director of Administration and Finance, the Finance Officer at the Provincial Education Office details of the proposed procurement with the completed internal check list.		
Principal Education Officer Finance reviews the documentation - discusses and clarifies any issues		

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with the Procurement Officer and Senior Education Officer Accountant.		
Principal Education Officer Finance will send an e-mail to the Department of Foreign Affairs and Trade (Australia) delegate advising whether he has no objection to the procurement or has objection on the basis of the documentation.		

**4 Acquittals of standing and specific purpose imprests from DFA funds**

Action	Completed (signature)	Date
Activity manager follows Government financial instructions for advances and acquittals using DFAT funds.		
Principal Education Officer Finance give directions to Finance Unit Staff to maintain all transaction lists linked with digital archiving ensuring that advances, standing imprest and acquittals followed the improved imprest policy and those are without acquittals within the timeframe should be recovered by salary deduction.		

