NAB PORTAL USER MANUAL

www.nab.vu

NATIONAL ADVISORY BOARD
on Climate Change and Disaster Risk Reduction

GOVERNMENT OF VANUATU

CONTENTS

Overview

What is the NAB?

'NAB' is short for National Advisory Board on Climate Change & Disaster Risk reduction, Vanuatu's supreme policy making and advisory body for all disaster risk reduction and climate change programs, projects, initiatives and activities.

It acts as a focal point for information sharing and coordination on Climate Change and Disaster Risk Reduction (CCDRR). Its primary Information Management tool is the NAB portal.

What is the NAB Portal?

The NAB portal www.nab.vu is a website that provides access to a wealth of Vanuatu CCDRR information including policies, events, currrent news, job opportunities, a directory of useful contacts and insights into the developments and priorities of the CCDRR sector on a national scale.

The NAB Portal is managed by the Secretariat of the NAB that sits within the Corporate Services Unit in the Ministry of Climate Change (MoCCA). The NAB Secretariat, with its collaborating Partners, continue to ensure the validity of the NAB Portal contents.

Purpose of this User Manual?

This user manual is a quick reference guide to assist NAB's stakeholders (to whom a NAB Portal user account is issued by the NAB Secretariat) in managing the NAB Portal resources. For instance, creating an event or uploading a document to name a few.

Get a user account

Who is eligible?
The NAB Portal is user driven. We encourage all Vanuatu CCCDRR Stakeholders (Civil Society, Private and Government) currrently involved in Climate Change and Disaster related activities to contribute to this CCDRR database.

How to get an account?
A person requesting a nab portal user account should contact the NAB Secretariat preferably by email (see contact details at the back). The NAB Secretariat will also assit in changing passwords should it be necessary.

Responsibilities of users
As a nab portal user, you are encouraged to upload your Climate Change and Disaster related content (like Documents, Events, News and Job Vacancies) that will be of use to other users. You will also be responsible to ensure that the materials you upload are credible. However the NAB Secretariat will oversee all content legitibility and may remove or ammend contents should it be necessary.

Documents

CCDRR Stakeholders (researchers, consultants, CCDRR project managements, government officials and others) are continuously in need of documents such as policies, vulnerability assessments, project reports/lessons learnt, newsletters and many other documents for informed decision making. The documents page www.nab.vu/documents on NAB Portal provides this service.

Using your NAB Portal user account, follow the below steps to **Add a document** after logging in:

1 Go to 'Add Content' in the administration shortcuts (top left corner) then click 'Document' to open the data entry form

2 Fill in the mantory fields under each of the 3 tabs as identified below then Click 'Save':
- General Information Tab: *Title*, *Description*, *Language*, *Publication Year*, *Publisher*, *Author* or *Corporate Author*
- Files Tab: Choose then *Upload* the Document
- Categorisation Tab: *Resource Type*, *Topics*, *Tag*

Note:
- Education Resource tab is used if the document is an education material (eg, a Climate Change Adaptation Training manual)
- Although not all fields are required, the more information is entered, the more effective the search for that document will be
- To edit a document, click on that document item under the documents page, then click on the 'Edit' tab to open the document

Projects

Most Vanuatu CCDRR developments have come about through the assitance of various projects. All details pertaining to each projects are searchable on the NAB Portal Project page www.nab.vu/projects.

Using your NAB Portal user account, follow the below steps to **Add a Project** after logging in:

1 Go to 'Add Content' in the administration shortcuts (top left corner) then click 'Project' to open the data entry form

2 Fill in the mantory fields under each of the 5 tabs as identified below then Click 'Save':
- General Information Tab: *Project Name, Description, Project Scope, Project Type, Status, State Date, End Date*
- Categorisation Tab: *Project Name, Topics, Tags*
- Donor Tab: *Add Existing/New Donor*
- Related Content: *Add Existing/New Document, Add Existing/New Project Contact*
- Project Sites: Enter *Name* of the project site

Note:
- To edit an existing Project, click on that Project under the projects page, then click on 'Edit' tab to open the form again
- Click on the 'View Vanuatu Projects Map' link to view project locations

Job Opportunities

International, regional and national scholarships, tenders and vacancies within the CCDRR arena are made available to the public through the Job and Opportunities page www.nab.vu/jobopportunity on the NAB Portal.

Using your NAB Portal user account, follow the below steps to **Add a Job Opportunity** after logging in:

1 Go to 'Add Content' in the administration shortcuts (top left corner) then click 'Job / Tender Opportunity' to open the data entry form

2 Fill in the mantory fields: *Title*, *Organisation Logo* (Choose then upload), *Body*, *Closing Date* then Click 'Save'

Note:
- *Attachment(s)* field is used if applicable
- To edit a 'Job Opportunity', click on the created 'Job Opportunity' item under the 'Job Opportunity' page, then click on 'Edit' tab to open the form again
- To search a 'Job opportunity', type a keyword on the search box on the left

Events

It is always useful for stakeholders (Civil Societies, Private sector and government) to know what events are occuring on which time for planning purposes thus avoiding any major events to clash. The events page on the NAB portal www.nab.vu/event-calendar provides event details as well as pre and post event resources for future reference.

Using your NAB Portal user account, follow the below steps to **Add an Event** after logging in:

1 Go to 'Add Content' in the administration shortcuts (top left corner) then click 'Event' to open the data entry form

2 Fill in the mantory fields under each of the 2 tabs as identified below then Click 'Save':
- General Information Tab: *Title*, *Start date/time*, *End date/time*, *Event Type*, *Desciption*, *Venue*, *Location*
- Related Information Tab: Choose then *Upload* any pre-event attachments if any
- Categorisation Tab: *Resource Type*, *Topics*, *Tag*

Note:
- *Post Event* field is used to upload any event outcome documents, pictures, etc
- To edit an event, click on that event under the events page, then click on 'Edit' tab to open the form again

News

*More and more CCDRR ininatives are being carried out throughout Vanuatu and not all are aware of such activities thus the News page on the NAB portal **www.nab.vu/news** aims to inform its users of the currrent CCDRR happpenings and developments within Vanuatu as well as abroad. All users with user accounts are encouraged to post their News on the portal.*

Using your NAB Portal user account, follow the below steps to **Add a News** after logging in:

1 Go to 'Add Content' in the administration shortcuts (top left corner) then click 'News' to open the data entry form

2 Fill in the mandatory fields under each of the 2 tabs as identified below then click 'Save':
  - General Information Tab: *Title*, *News Cover Image* (Choose then upload), *Text*
  - Categorisation Tab: *Topics, Tags*

Note:
  - *Attachment(s)* field is used if applicable
  - To edit a 'News', click on the created 'News' item under the News page, then click on 'Edit' tab to open the form again
  - To search a 'News', type a keyword on the search box on the left

Climate Finance

The Vanuatu government has prioritised increased access to climate finance in its CCDRR Policy as well as the National Sustainable Development Plan thus the Ministry of Climate Change has taken the lead in the devepment of a Climate Finance Roadmap towards archieving this priority.

The Climate Finance Page on the NAB Portal **nab.vu/climatefinance** presents a dashboard to various Climate Finance related Materials as shown below.

Grant Sources
Get finance for CCDRR projects

Policies
Climate Change related policies

Roadmap
Climate Finance program of activities

Green Climate Fund
What is it and How to access

GREEN CLIMATE FUND

CLIMATE FINANCE WEB PAGE DASH BOARD

Climate Finance Working Group
Institutional body overseeing Climate Finance

PCCP Tools
Climate Finance Project fomulation tools

History
Climate Finance flows; past to present

Pipline Projects
Upcoming Climate Projects

Other Useful Features

Regional Search
The Regional search page **www.nab.vu/regional-search** allows the user to search for content from the NAB Portal inluding other national portals (like Tonga and Fiji) through the Pacific Climate Change Portal

Directory of Contacts
Use the Contacts page **www.nab.vu/contacts** to search focal points of uploaded CCDRR Projects

Directory of Organisations
Use the Organisations page **www.nab.vu/organisations** to search Organisations working on CCDRR inintiatives

Glossary
Use the Glossary page **www.nab.vu/glossary** to search a CCDRR term

Image Gallery
Use the Image Gallery w**ww.nab.vu/imagery** to search pictures from uploaded projects, events, workshops or other content type on the NAB Portal

Contact Us

View our Youtube Channel for Video Tutorials on how to use the NAB Portal and watch many other CCDRR Related Videos

Address:
NAB Secretariat
Ministry of Climate Change Adaptation
Lini Highway, Nambatu
Port Vila
Vanuatu

Postal Address:
Private Mail Bag 9074

Telephone | VOIP:
+678 22068 | 5410

Email:
nab@meteo.gov.vu

Website:
www.nab.vu

Youtube Channel Name:
Vanuatu National Advisory Board

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