



NAB Portal Training & Awareness

Workshop Agenda

Venue: Melanesian Hotel

Date: 19th July 2022

(Come with your laptops)



NATIONAL ADVISORY BOARD
on Climate Change and Disaster Risk Reduction
GOVERNMENT OF VANUATU

Time	Activity	Presenter/Facilitator
9:00am	Welcome and Introduction <i>(Opening Prayer, each member introduces themselves)</i>	
9:15 am	What is the NAB Portal <i>(Brief History of the NAB Portal & Purpose, why we have the NAB Portal)</i>	NAB Strategic Manager
9:30 am	NAB Portal Theory Trainings: <ul style="list-style-type: none"> • How to Login as a user on the NAB Portal • How to have access to the information's stored in the NAB Portal. <ul style="list-style-type: none"> - <i>Projects and Partners</i> - <i>Programmes (Policies & UNFCCC) and Resources</i> • How to edit a content on the NAB Portal, mainly on the: <ul style="list-style-type: none"> • <i>Contact</i> • <i>Document</i> • <i>Donor</i> • <i>Event</i> • <i>Fund</i> 	NAB IMS Officer & Daryl
10:00 am	Morning Tea	
10:15am	NAB Portal Theory Trainings: <ul style="list-style-type: none"> • How to edit a content on the NAB Portal, mainly on the: <ul style="list-style-type: none"> • <i>Job/ Tender Opportunity</i> • <i>Link</i> • <i>News</i> • <i>Organization</i> • <i>Project</i> • <i>Tools</i> • Check Participants without Username and Passwords 	NAB IMS Officer & Daryl
12:00 PM	Lunch	
1:30 PM	NAB Portal Practical Training (Hands on Training) <ul style="list-style-type: none"> • Login to the Portal • On Edit a Content: <ul style="list-style-type: none"> • <i>Contact</i> 	NAB IMS Officer & Daryl

	<ul style="list-style-type: none"> • <i>Document</i> • <i>Donor</i> • <i>Event</i> • <i>Fund</i> • <i>Job/tender Opportunity</i> • <i>Link</i> • <i>News Organization</i> • <i>Project</i> • <i>Tools</i> • Download Forms on the NAB Portal 	
2:30Pm	NAB Portal Monkey Survey Updates <ul style="list-style-type: none"> • Presentation of the Kobo survey and share survey link 	NAB IMS Officer & Daryl
3:30 PM	Afternoon Tea	
3:45 PM	IEC Endorsement Processes Way forward: <ul style="list-style-type: none"> • Upgrade of the Portal 	NAB Strategic Manager NAB IMS Officer
4:15 PM	Workshop Evaluation <ul style="list-style-type: none"> • Training Evaluation Form 	NAB IMS Officer
4:30PM	Closing Remarks & Prayer	