



ANNUAL REPORT 2018

VANUATU BUREAU OF STANDARDS

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MESSAGE FROM THE CEO

It is with great pleasure that I present to you the Vanuatu Bureau of Standards (VBS) 2018 Annual Report. It has been a very busy year for our small team as our time has been divided up between the activities on our Annual Work Plan (AWP), the demands of preparing EDF11 Project proposals, collaborative activities undertaken with other Government Departments and organizations, attendance to important meetings and ensuring that all this takes place within budget and in an efficient and professional manner.

A total of 94 activities were selected from four programs in our 2017-2020 Business Plan. These activities made up the 2018 Annual Work Plan. Out of these 94 activities 62% were completed, 14% of these activities are ongoing or commenced this year and 24% not yet started due to a number of factors that were beyond our control.

The activities this year were able to proceed due to an active and enthusiastic Board of Directors who were able to make key decisions to ensure that the 2018 activities went according to plan.

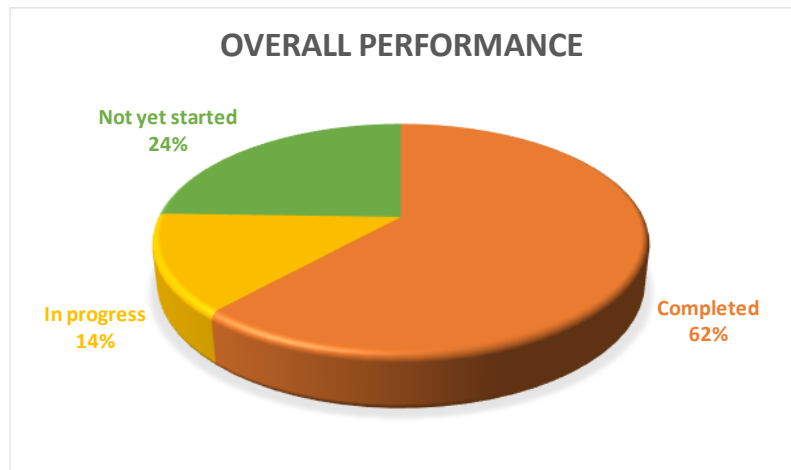


Figure 1. Overall performance during the year

Highlights

This past year has seen three more companies such as Vanuatu Beverage Ltd. and ACTIV Chocolate factory gain HACCP certification through the collaborative efforts of the companies themselves, Mr. Dion Palu, an independent certifier and VBS.

The VBS laboratory commenced proximate testing for nutritional information panels for food labels with two accredited laboratories, the Institute of Applied Science (IAS), Suva, Fiji and Asure Quality, Wellington, New Zealand and the first micro plastics laboratory in the Pacific was

set up in Vanuatu by CEFAS to assist in the monitoring of micro plastics in sand, marine animals and surface water.

Finance

Financially, the VBS would not have been able to carry out many of its activities without the increased financial support from the Government. This year, additional budget was secured through the NPPs increasing our budget from VT21, 315,000 in 2017 to VT25, 104,340.

Technical Assistance

The VBS is fortunate to have technical assistance through a number of organizations this year which has assisted us in commencing some of the activities in the Business Plan and in implementing those listed in the AWP 2018. These organizations are: CEFAS, FAO, Standards Australia, Governance for Growth (AUSAID).

Looking Ahead

The VBS is looking forward to working in close collaboration with partner agencies such as Departments within the government and with international organizations to strengthen current relationships in the area of Standards and conformity to these standards.

With the recent recruitment of the new Directors and reinstatement of former Directors in the Board the VBS welcomes all of them and looks forward to the decisions that they will be making to continue to move this new organization forward.



Ruth Amos
Acting Chief Executive Officer

THE VANUATU BUREAU OF STANDARDS

OVERVIEW

As Vanuatu's national quality infrastructure, the Vanuatu Bureau of Standards aims to strengthen conformity assessment of products and processes so as to ensure that value added products and commodities satisfy international standards and thereby reduces technical barriers to trade

MISSION

Develop, increase and verify the quality of goods traded in an efficient and fair manner so as to reduce trade barriers and improve consumer welfare.

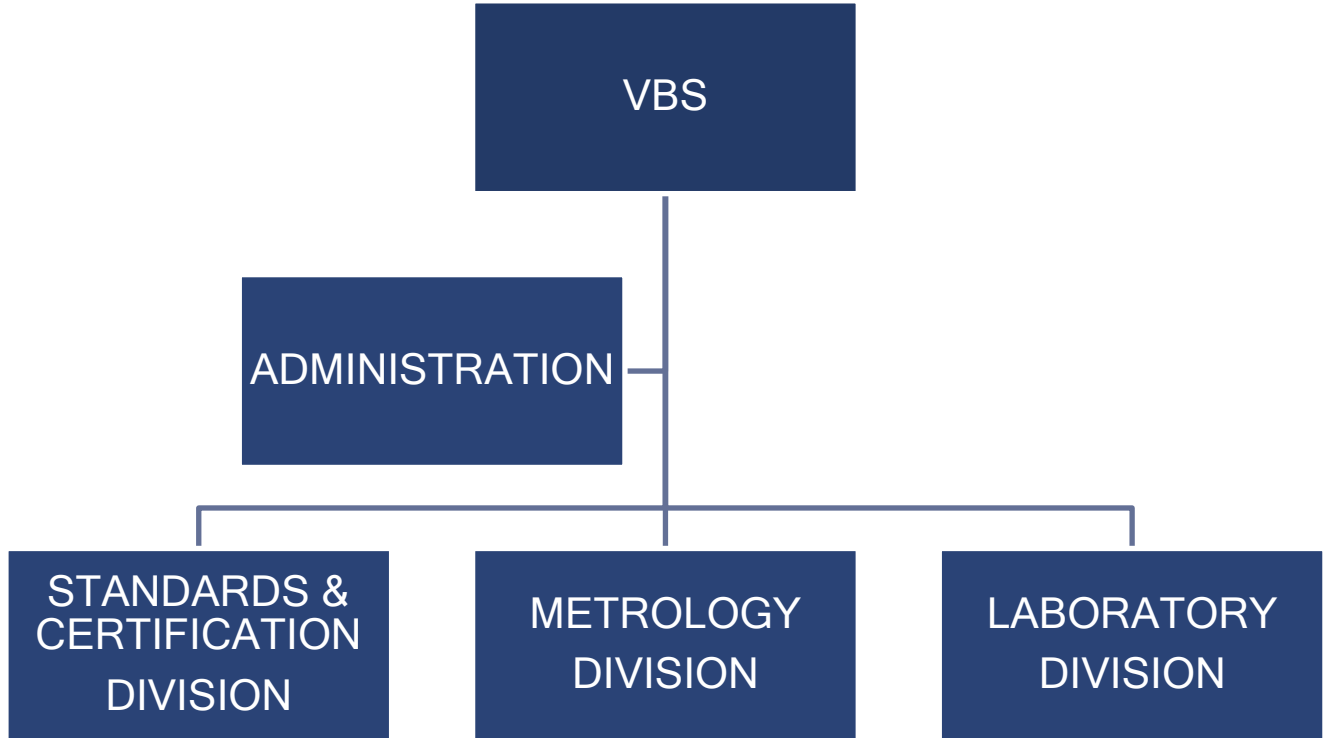
OVERALL OBJECTIVES

- Establish a fully operational Administration Division by 2020.
- Establish a fully operational Standards and Certification Division by 2020.
- Strengthen the Laboratory Division through capacity building and increased analytical activity by 2020.
- Establish the administrative processes for the Metrology Division by 2020.

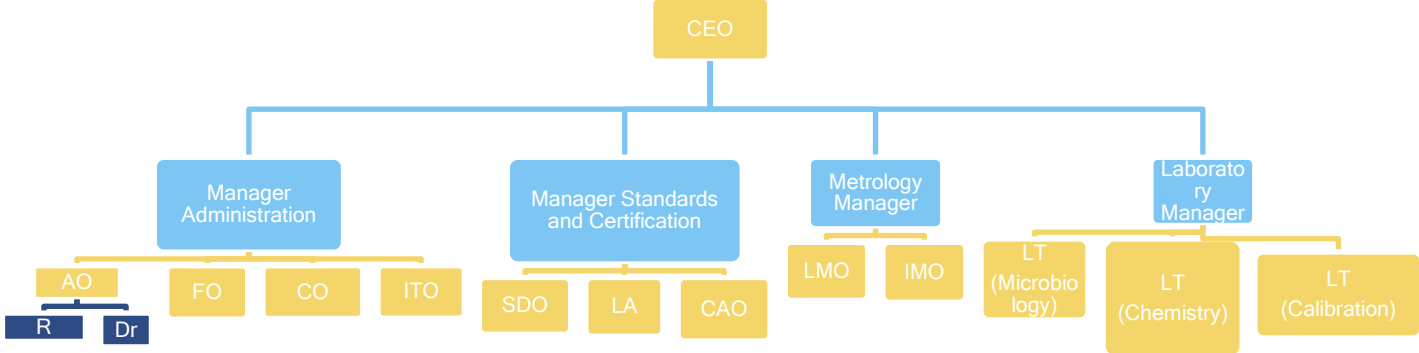


Photo 1: L-R. Stephen Toara -Driver, Zealda Timbaci -Admin-Finance officer, Ruth Amos -A/CEO, Rangkon Berangben -A/Lab technician, Tina La'au -Senior Food Technologist, Karina Iavronlan -Product Development Officer, Beverly Marango - A/Laboratory Technician

ORGANISATIONAL STRUCTURE



STAFF STRUCTURE



KEY

- AO = Administration Officer
- R = Receptionist
- DR = Driver
- FO = Finance Officer
- CO = Communications Officer
- ITO = IT Officer
- SDO = Standards Drafting Officer
- LA = Lead Auditor
- CAO = Certification Assistance Officer
- LMO = Legal Metrology Officer
- IMO = Industrial Metrology Officer
- LT = Laboratory Technician

VBS PLANNING FRAMEWORK

The National Sustainable Development Plan (NSDP) is the Government's overarching plan for Vanuatu. The Ministry Corporate Plan is aligned to it. The VBS Business Plan is aligned to the Ministry Corporate Plan. This top-down approach ensures that the VBS Annual Work Plan (AWP) lists activities that would ultimately achieve the NSDP.

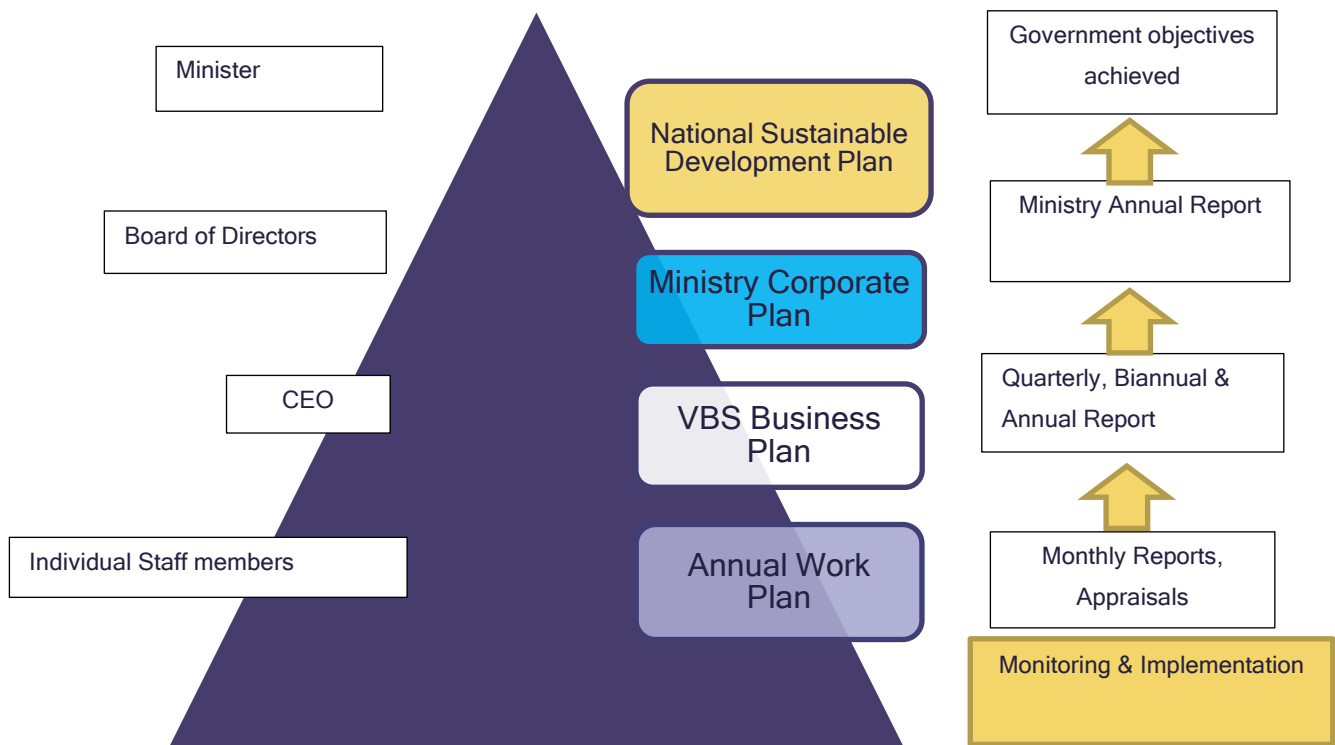


Figure 2: Hierarchy VBS planning framework showing how activities in the annual work plan of each individual staff should achieve the NSDP.

Monitoring and Implementation is carried out on a monthly or quarterly basis as a means to check that overall Government objectives are being achieved.

VBS ADMINISTRATION

A Board of Directors (BoD) representing 8 Government Departments and 1 Statutory body oversees the running of the Bureau. The 8 government Departments are:

1. Department of Industry *[Chair]*
2. Department of Customs and Inland revenue
3. Department of Public Health
4. Department of Environment
5. Department of Internal Affairs
6. Department of Agriculture
7. Department of External Trade
8. Department of Energy
9. Vanuatu Chamber of Commerce *[Deputy Chair]*

The BoD members sit on the Board for a three-year term. Meetings are held quarterly.



Photo 2: VBS Board of Directors

In 2018, there was a total of 5 scheduled BoD meetings. Quorum for the BoD to meet is 5 members.

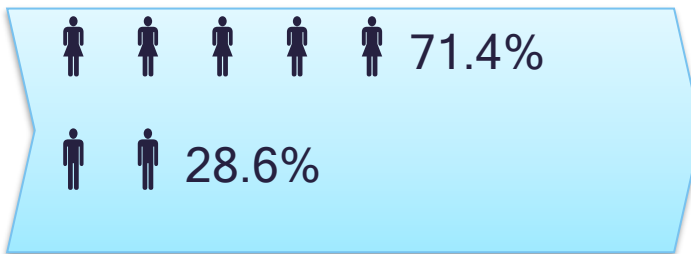
In 2018, the BoD met 4 times with the fifth scheduled meeting affected by the termination of all Director contracts.

KEY DECISIONS AND WAY FORWARD

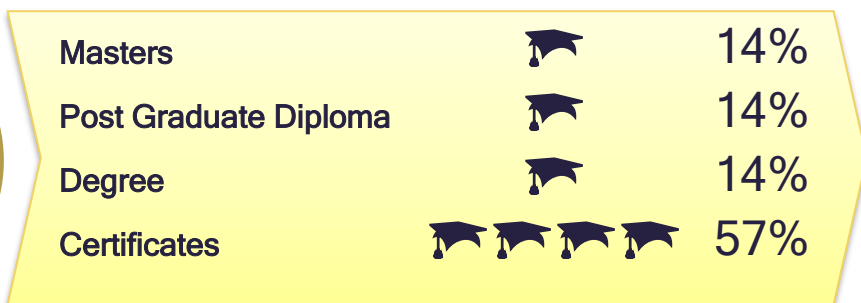
- Endorsement of 2017 Annual Report.
- Endorsement of 2018 Annual Plan
- Approval of current test fees.
- Approval of Container Hygiene tests.
- Approval of Kava bar hygiene study.
- MOU with Department of Public Health for purposes of the Food Control Act.
- Approval of proposed MOU with Fisheries Department.
- Approval of VBS Organizational Structure and any changes when needed.
- Agreed that all current staff to be transferred to new structure.
- Approved advertisement of CEO and Manager positions to be advertised later.
- Approved the CEO and Manager JD's.
- Approval of a VBS Bank Account, with four signatories with 2 for withdrawals. Signatories will be Chair, D/Chair, CEO, 1 member.
- BoD agrees to setting up of NDJ under Pacer Plus with VBS taking lead role.
- Approved the appointment of Mrs. Ruth Amos as CEO.
- No approval was made with regards to amendment of Act.
- Scrutinize any future funding by BoD before VBS accepts.
- Recruitment committee finalize CEO Contract.
- ISO Membership must be paid by 2019.

OUR STAFF AND STAFF DEVELOPMENT

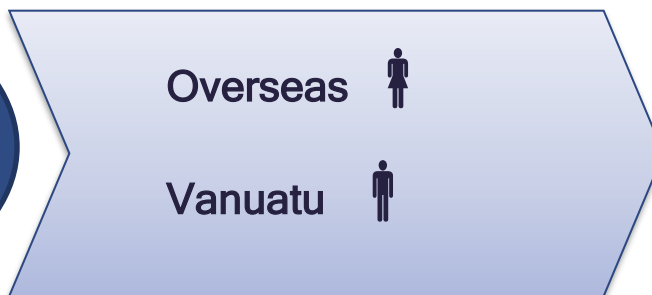
GENDER BALANCE



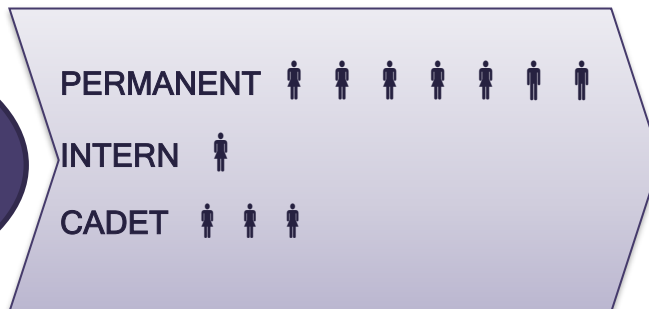
QUALIFICATIONS



STAFF CAPACITY BUILDING



STAFF EMPLOYMENT STATUS



ANALYSIS REPORT

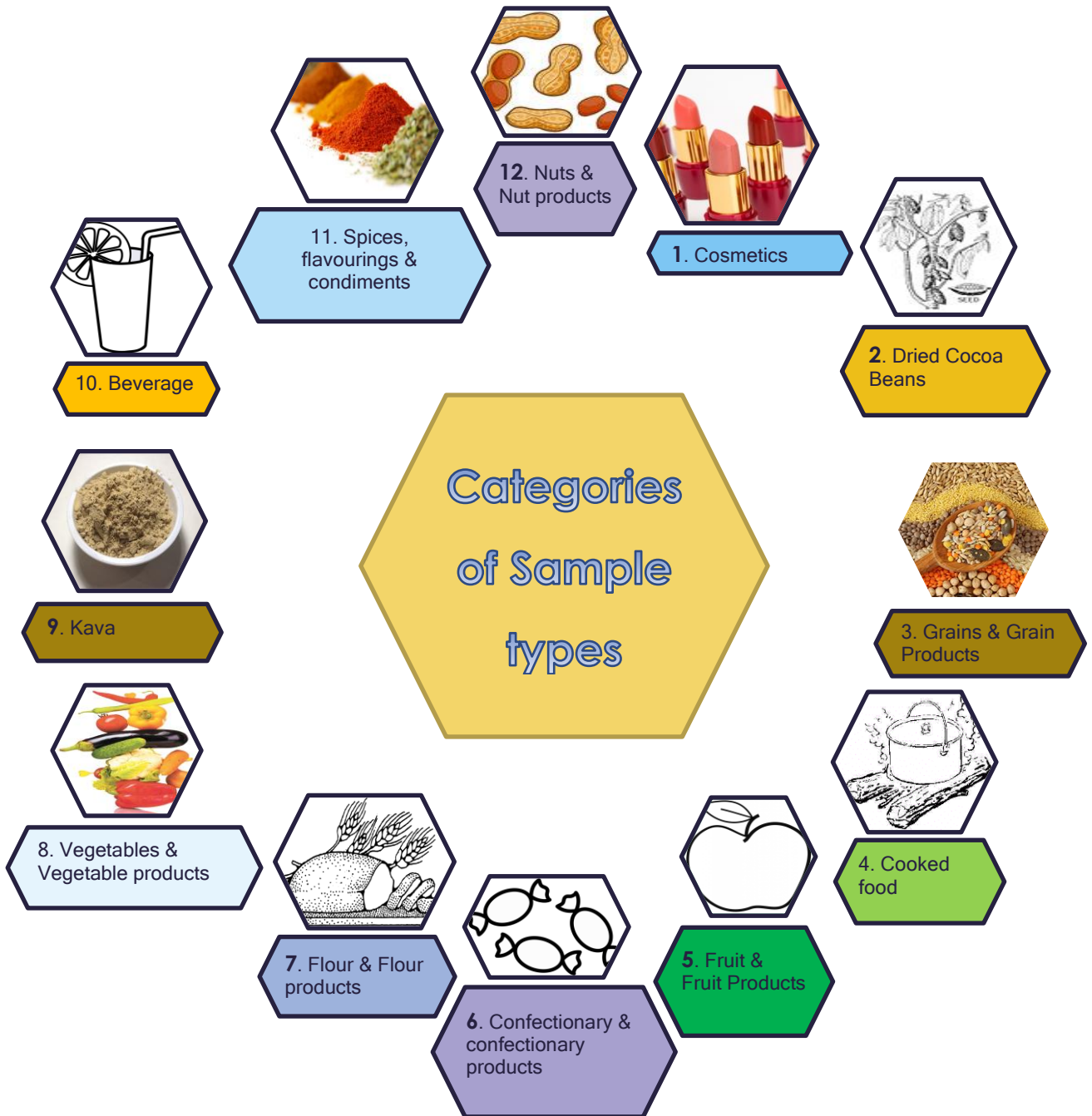


Figure 3: The 12 different categories of foods tested in the VBS laboratory.

NUMBER OF SAMPLES TESTED PER TEST METHOD

Table 1: Table showin the number of samples tested and the methods used.

Physical inspection	Moisture	Nobility test-qualitative	Nobility test-colorimetric	Proximate Analysis*	Microbial test	Yeast and Mould*	Mycotoxin analysis*	pH	Cut test	Bean Count	% Total Fat	Free fatty acid	Unsaponifiable matter	Water activity	VCO Clarity - colorimetry	% Sugar - Brix method
5	17	113	113	8	87	6	1	1	0	0	0	1	1	1	12	10

Tests carried out overseas *

The VBS laboratory was set up to assess or verify the quality of certain commodities that are regulated. This however, has not prevented the public from bringing in samples for testing. Table 1, gives an idea of how many tests are currently being used in the laboratory. More complex tests such as those with and asterix (*) are sub contracted to overseas laboratories. The two most commonly use laboratories are: Asure Quality, NZ and Institute of Applied Science, USP, Fiji.

From Table 1, the most requested tests are listed in order of request:

1. Nobility test – colorimetric and qualitative
2. Microbial tests – Determination of Salmonella, E. coli and Listeria.
3. % Moisture
4. VCO clarity – colorimetric
5. % Sugar (Brix)
6. Proximate analysis
7. Yeast and Mould
8. Physical inspection

NUMBER OF SAMPLES TESTED BY METHOD

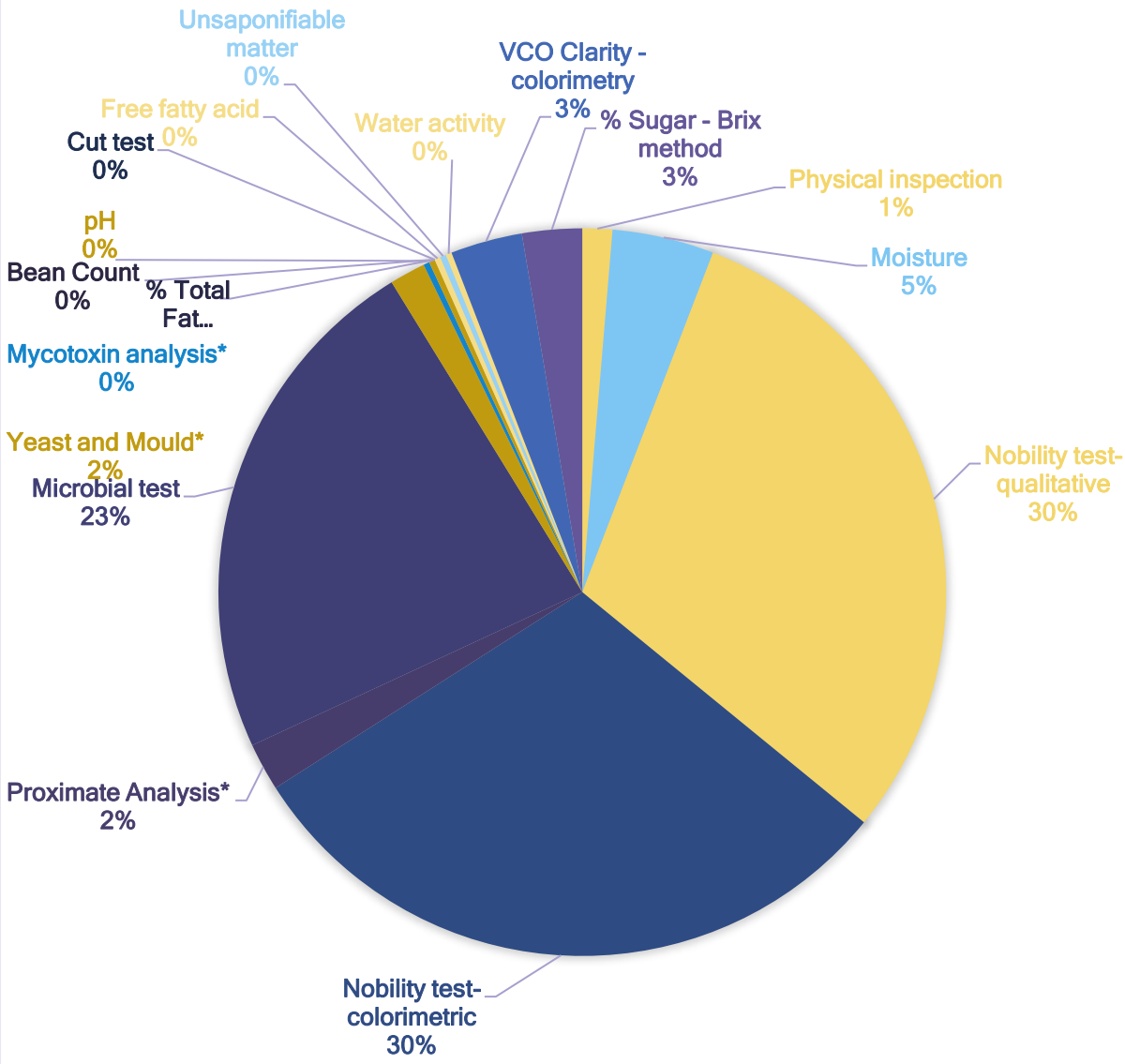


Figure 4: Number of samples tested using different tests.

ACHIEVEMENTS

PROGRAM 1:	OBJECTIVES
<p>Establishing Administrative Processes for the VBS.</p> <p>KEY RESULT AREA 1:</p> <p>Ensure the VBS admin matters are efficiently addressed.</p> <p>KEY RESULT AREA 2:</p> <p>Coordinate the efficient establishment of the administrative process [ongoing]</p> <p>KEY RESULT AREA 3:</p> <p>Increasing VBS Staff capacity through training.</p>	<ul style="list-style-type: none"> • Provide budget balance to all heads of section • Provide regular budget updates & reports to the VBS. • Prepare the annual budget • Provide efficient driving service for the Centre. • Maintain other VBS assets. • Manage the VBS administration. • Establish the first phase of the VBS • Increase awareness of VBS functions • Extend and secure VBS Offices • Develop legal framework for Metrology Act • Participate in capacity building and professional development training

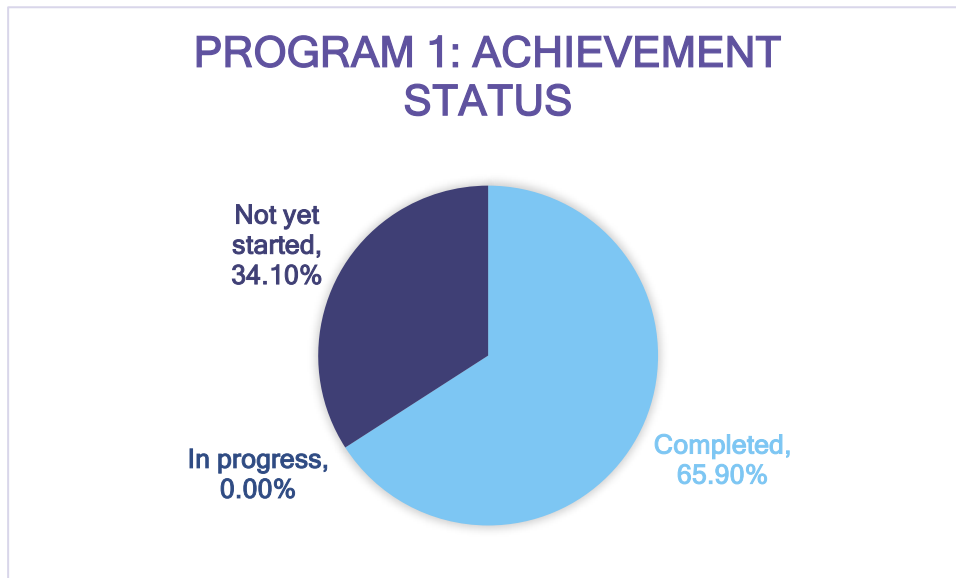






















Figure 5: Chart showing completion of 65% of activities planned in Quarter 1, 34.10% in the not yet started category.

ACTIVITIES & INDICATORS

ACTIVITIES	INDICATORS	ACHIEVEMENT LEVEL
Remind all staff to send in quarterly reports 2 weeks before end of each quarter.	<ul style="list-style-type: none"> Reminder emails for quarterly reports sent to all staff. 	
Call monthly staff meetings	<ul style="list-style-type: none"> Staff Meeting time-table posted on Admin door and sent out to heads of section. At least 6 reminder emails sent out 1 week before staff meeting. At least 6 draft agenda emailed to staff before meetings. At least 6 Staff meeting minutes drafted and endorsed by staff. 	
Maintain office equipment on a quarterly and 6-monthly basis.	<ul style="list-style-type: none"> Quarterly service payments made for photocopy and air condition. At least 1 payment made for servicing of all computer CPU's. 	
Update on a 6 monthly basis the administrative system	<ul style="list-style-type: none"> SOP's developed for all administrative systems. Staff members informed or updated via email on changes. 	
Update on a 6 monthly basis the filing system	<ul style="list-style-type: none"> Filing system revised and updated 2 times in a year. 	
Update staff status of accrued leaves on a quarterly basis or on request.	<ul style="list-style-type: none"> At least 4 copies of updated leaves. 	
Provide information on staff pay for all staff on a fortnightly basis	<ul style="list-style-type: none"> At least 13 pay slips provided. 	
Collect and provide costings of items/activities/services and payments on time when required.	<ul style="list-style-type: none"> Copies of quotations provided for all activities/items. Invoices of payments for items/activities provided. 	
Inform Section heads on a weekly basis on budget balance.	<ul style="list-style-type: none"> At least 24 emails to all heads of section on Cost Centre balance. Three quotations provided on items purchased locally over VT100, 000. Payment receipts/invoices provided for all items/services. 	  
Present monthly budget reports to the CEO.	<ul style="list-style-type: none"> Monthly revenue & expenditure budget provided. 2017 Budget report provided and inserted into annual report. 	
Issue LPO's under CEO's authorization	<ul style="list-style-type: none"> LPO's prepared for all payments. 	
Produce admin monthly update reports on activities.	<ul style="list-style-type: none"> Administration and Finance reports updated and emailed to A/CEO. 	
Quarterly reports of budget breakdowns prepared	<ul style="list-style-type: none"> Monthly budget breakdown collated and reported. 	
Prepare and insert budget documents into VBMS system by May of every year	<ul style="list-style-type: none"> 2019 Budget prepared and inserted into VBMS system 	
Manage the driving schedule on a daily basis.	<ul style="list-style-type: none"> Office runs recorded on whiteboard twice daily. LPO for fuel processed each week. Daily runs recorded in vehicle logbook. Invoice for service paid. Vehicle cleaned on a regular basis. 	
Prepare and update an inventory of VBS assets on a 6 monthly basis.	<ul style="list-style-type: none"> Inventory table drafted. All items in storage and at the office listed and photographed. Old and unused items costed and sold. 	
Maintain a daily cleaning schedule of the office.	<ul style="list-style-type: none"> Administration office swept and mopped daily 	
Maintain the office premises on a regular basis.	<ul style="list-style-type: none"> Office premises clean and tidy 	

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Ensure that all assets are in good condition and also provide security where necessary.	<ul style="list-style-type: none"> Air conditioner tank topped up. Grass cutter serviced. 	👍
Draft the annual Business plan for the VBS by end of February 2018.	<ul style="list-style-type: none"> VBS annual Business plan for 2018 drafted. 	👍
Oversee the preparation of the VBS Annual budget.	<ul style="list-style-type: none"> Annual budget prepared and inserted into VBMS system 	👍
Provide annual reports to the Board on the performance of VBS against the indicators specified in annual Business plan	<ul style="list-style-type: none"> VBS Annual report for 2017 completed and presented. 	👍
Review BP and report on 2018 activities	<ul style="list-style-type: none"> 2018 Annual Report Drafted Budget Report drafted and inserted into Annual Report 	👍
Prepare 2019 Work plan at end of year	<ul style="list-style-type: none"> Draft Annual Work Plan 2019 completed 	👍
Represent the VBS on all matters relating to Standards	<ul style="list-style-type: none"> Number of meetings attended on behalf of VBS. 	👍
Carry out the administrative functions of the BOD.	<ul style="list-style-type: none"> BOD meeting schedule completed and sent BOD meeting agenda completed and emailed. Minutes of previous meeting completed and printed. BOD ToR completed Sitting Allowance Ministerial Order drafted 	👍
Complete review of VBS Organizational & Staff Structure	<ul style="list-style-type: none"> VBS Organizational and Staff Structures changed VBS Organizational and Staff structures approved. 	👍
Complete draft of VBS Staff manual.	<ul style="list-style-type: none"> Final draft of Staff Manual completed. Staff manual forms completed Staff manual approved. 	👍 👎 👍
Review VBS Staff JD'S	<ul style="list-style-type: none"> Draft JD's changed. Draft JD's for new positions added. Transfer request for all current staff drafted and implemented. Severance payments for all staff approved and paid out. Terms and conditions for CEO drafted and approved. CEO position advertised. Manager positions for all Divisions advertised. 	👎 👎 👎 👍 👍 👎
Conduct Stakeholders consultation	<ul style="list-style-type: none"> Report drafted 	👎
Build an extension at the front of the office by end of year	<ul style="list-style-type: none"> Government architect consulted and approval given. Extension plan drawn and costed Extension built. 	👎
Build a Staff farea by Q3	<ul style="list-style-type: none"> Three potential builders identified and quotes checked. Best quote approved Farea built. 	👎
Secure VBS compound	<ul style="list-style-type: none"> Fencing quotes acquired Best quote approved VBS Section fenced. 	👎
Register in TBT e-learning course	<ul style="list-style-type: none"> TBT Certificate acquired 	👍
Participate in NZQC ISO 17025 management system training by end of 2018.	<ul style="list-style-type: none"> NZQC Certificate in ISO 17025 General Laboratory Management Systems 	👍

Key: 👍 = completed

👉 = in progress

👎 = not yet started

PROGRAM 2:

Standards and Certification

KEY RESULT AREA 1:

Facilitate the development and utilization of the VBS Standards and Certification processes and procedures.

KEY RESULT AREA 2:

Develop relationships with new stakeholders and strengthen existing ones through advocacy [ongoing]

KEY RESULT AREA 3:

Assist the private sector in the facilitation of HACCP certification and other management systems.

OBJECTIVES

- Assist in the development of HACCP and GMP standards
- Train local communities in Food Processing and Preservation methods in line with community resilience to climate change
- Develop new value-added products
- Conduct training on food labelling and packaging
- Support the Vanuatu Codex Committee

PROGRAM 2: ACHIEVEMENT STATUS

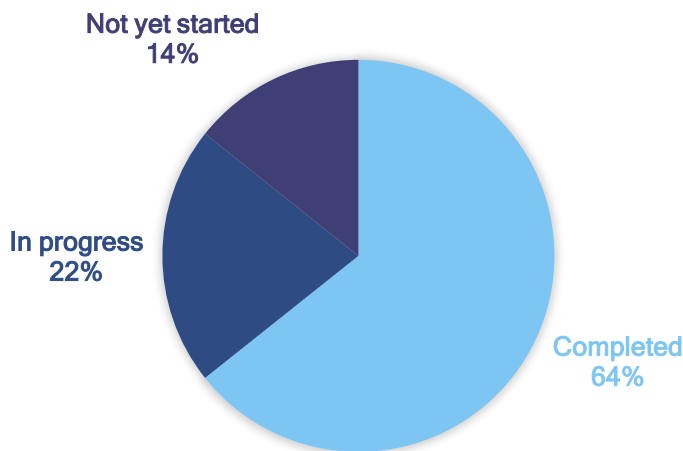































Figure 6: Achievement status showing status of activities under Program 2 with 64% completed, 22% in progress and 14% not yet started.

ACTIVITIES & INDICATORS

ACTIVITIES	INDICATORS	ACHIEVEMENT LEVEL
Set up Standards & Certification procedures by Q3	Proposal for Voluntary Standard form developed and approved. Registration of Standard form developed and approved Request for Certification form developed and approved Standards Registry is set up.	   
Organize World Standards day on 15 October	Plan costed and approved Invitations drafted and sent. Awareness materials printed.	
Provide Quality Assurance assistance to small scale producers / manufacturers	Quality Assurance assistance provided to at least 2 small scale manufacturers or processor.	
Provide guidance and assistance to processors on GMP.	At least 1 food processor or group assisted.	
Carry out logistical arrangements for the workshops.	Completion reports completed and submitted	
Conduct workshops	Completion reports completed and submitted	
Prepare completion reports	Completion reports completed and submitted	
Carry out logistical arrangements for the workshops.	Completion reports completed and submitted	
Conduct workshops	Completion reports completed and submitted	
Prepare completion reports	Completion reports completed and submitted	
Carry out logistical arrangements for one coaching trip. Conduct coaching sessions. Prepare coaching reports.	Coaching reports completed and submitted to Admin and PSC	
Assist private sector to develop their HACCP systems	This activity is on-going and should be completed by the end of the year	
Develop HACCP Plan for private sector	The HACCP Plan will be Audited and verified by the end of the year.	
Attend regular VNCC Meetings.	This activity is on-going.	
Provide Secretarial work for the Committee.	This activity is on-going.	
Coordinate relevant Regional Electronic Working Groups (EWg).	The work on the coordination and facilitation of the EWg is on-going and will end when we submit the final draft to the main meeting in 2019.	
Assist in coordinating Codex Web Tool training for Regional Codex Countries.	The logistical arrangements for this Training has commenced already. Workshop will take place at the end of October 2018.	

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Develop and/or amend recipes /processing procedures	<ul style="list-style-type: none"> Recipe booklet/Handouts completed [ongoing] 	
Conduct at least 4 value addition and preservation workshops for food produce by the end of 2018.	<ul style="list-style-type: none"> Meeting outcomes compiled and filed. Training manual completed. Pilot training workshop conducted. Completion report completed and submitted Completion report completed and submitted. 	
Coaching of workshops by the end of 2018.	<ul style="list-style-type: none"> Coaching reports completed and submitted to Admin and PSC 	
Develop new tailor-made training materials for Chilled & frozen agricultural produce	<ul style="list-style-type: none"> Coaching reports completed and submitted to Admin and PSC Meeting outcomes compiled and filed. Training manual completed. Pilot training workshop conducted. Completion report completed and submitted 	
Develop or modify at least two food products.	<ul style="list-style-type: none"> Report completed and submitted. 	
Develop labelling and packaging training materials.	<ul style="list-style-type: none"> Training materials finalized and printed. 	
Conduct at least 4 workshops on proper packaging and labelling	<ul style="list-style-type: none"> Completion reports completed and submitted to Admin and PSC. 	
Create a VBS Website by Q2	<ul style="list-style-type: none"> Website launched 	

Key:  = completed

 =in progress

 =not yet started

PROGRAM 3:

Laboratory Testing

KEY RESULT AREA 1:

Ensure that the current testing capacity of the laboratory is strengthened.

KEY RESULT AREA 2:

Facilitate and assist regulating bodies and private sector by carrying out analysis tests that enable the implementation of technical regulations.

OBJECTIVES

- Increase quality control tests according to industry needs.
- Develop new test methods for the analysis of Kava Juice
- Conduct a pilot study for Shipping Container Hygiene
- Update Laboratory Inventory.bi annually
- Conduct 2 Forums by the end of Q3
- Conduct colorimetric training for Kava Exporters
- Carry out Monitoring and Evaluation for PVMC inspectors
- Develop Kava juice preservation method
- Conduct VCO analyses
- Conduct Cocoa analysis
- Conduct microbial analysis
- Perform general laboratory duties
- Maintain and update sample traceability
- Perform routine laboratory management duties
- **Conduct fruit and vegetable quality baseline study**

PROGRAM 3: ACHIEVEMENT STATUS

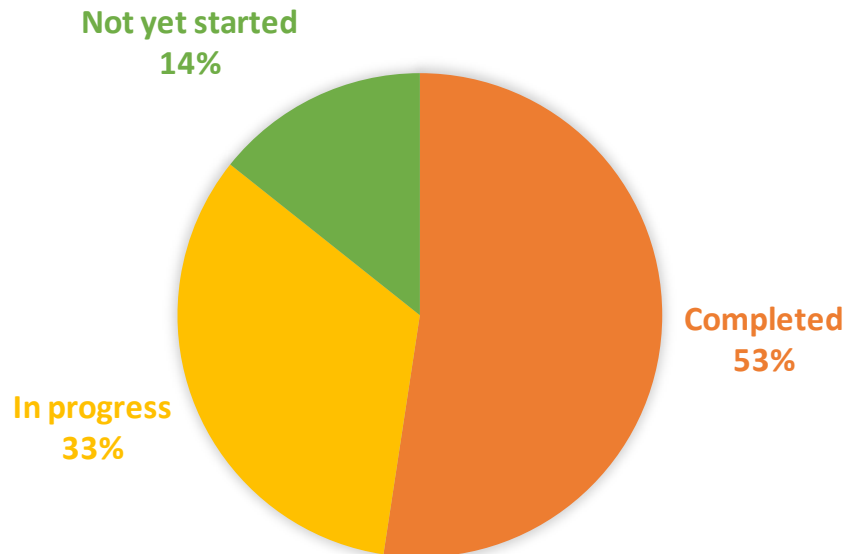
























Figure 7: Achievement status of Program 3 showing 53% activities completed, 33% in progress and 14% not yet started.

ACTIVITIES & INDICATORS

ACTIVITIES	INDICATORS	ACHIEVEMENT LEVEL
Strengthen laboratory capacity	<ul style="list-style-type: none"> Laboratory project proposal drafted and submitted for funding Laboratory staff trained. 	
Conduct cottage Industry needs assessment by end of Quarter 2.	<ul style="list-style-type: none"> Needs assessment report completed 	
Conduct Proximate Analyses for at least four local products by the end of 2018.	<ul style="list-style-type: none"> Number of samples analysed 	
Verify Kava Juice Testing methods by end of Quarter Four.	<ul style="list-style-type: none"> Test method verified and inserted into laboratory manual 	
Complete pilot study for shipping container Hygiene by the end of 2018.	<ul style="list-style-type: none"> Pilot study report completed 	
Develop Lab Finance Asset Registry by End of Quarter 3	<ul style="list-style-type: none"> Laboratory equipment recorded in Asset Registry 	
Update Laboratory Inventory by Quarter Two and Four	<ul style="list-style-type: none"> Inventory updated 	
Conduct a Kava Bar forum by Third Quarter.	<ul style="list-style-type: none"> Kava Bar forum report completed 	
Conduct Restaurant Forum for all restaurant owners by the end of Quarter 3.	<ul style="list-style-type: none"> Restaurant & Takeaway Hygiene forum report completed. 	
Conduct at least 2 a colorimetric training for exporters by quarter 3	<ul style="list-style-type: none"> Number of Colorimetric kits sold Colorimetric Workshop Report completed. 	
Prepare MOU to be signed between VBS and MoH by mid of quarter 2.	<ul style="list-style-type: none"> MOU drafted and signed 	
Conduct Refresher Course for PVMC inspectors by end of Quarter 2	<ul style="list-style-type: none"> Training materials prepared. Training report completed and submitted 	
Prepare fresh Kava Juice preservation booklet by end of Quarter 4	<ul style="list-style-type: none"> Kava juice Preservation booklet drafted 	
Conduct routine VCO analyses.	<ul style="list-style-type: none"> Number of samples analysed 	
Conduct routine cocoa analyses.	<ul style="list-style-type: none"> Number of samples analysed 	
Conduct routine microbial analyses.	<ul style="list-style-type: none"> Number of samples analysed 	
Assist in the daily management of the microbial laboratory until the end of 2018.	<ul style="list-style-type: none"> Cleaning schedule drafted and implemented Incubator calibration schedule implemented 	
Conduct routine database updates	<ul style="list-style-type: none"> All database updated 	
Perform routine laboratory management duties	<ul style="list-style-type: none"> Quarterly reports completed and submitted 	

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<p>Establish routine for laboratory cleaning, calibration, testing and repair of lab equipment. Until the end of 2018.</p>	<ul style="list-style-type: none"> • Schedule/ routine sheet prepared • Calibration tables completed and updated 	
<p>Carry out a fruits and vegetables quality Baseline Study with Noyela Coop by the end of 2018.</p>	<ul style="list-style-type: none"> • Baseline Report completed and submitted 	

Key:  = completed

 =in progress

 =not yet started

PROGRAM 4:

Metrology

KEY RESULT AREA 1:

Ensure that the Metrology Division is established and operational.

OBJECTIVES

- Develop legal framework for Metrology Act

PROGRAM 4: ACHIEVEMENT STATUS

■ Completed ■ In progress ■ Not yet started

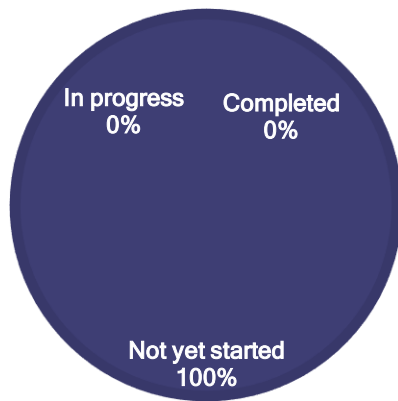


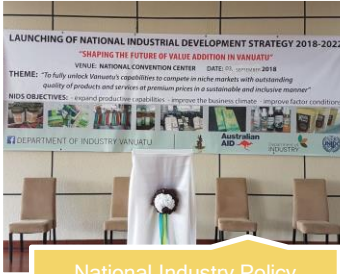
Figure 8: Program 4 was 100% incomplete.

ACTIVITIES & INDICATORS

ACTIVITIES	INDICATORS	ACHIEVEMENT LEVEL
Draft the Metrology Act	COM paper approved Draft Metrology Act completed	

Key: = completed = in progress = not yet started

OTHER ACTIVITIES ATTENDED



National Industry Policy Launch, 3rd September, National Convention Centre



Toktok Vanuatu, 30th August, Warwick Le Lagon



PSC Day, 4th July, National Convention Centre



ICAAP Forum, 5-6th July, Holiday Inn



Vanuatu Beverage new factory opening, 30th August, Prima



EDF11 Project Preparation Retreat, 12-14th September, Aquana Resort



MBC Presentation, 22nd August, PMO



NTDC Meeting, 5th September, Melanesian Hotel



Kava Forum, 25th October, National Convention Centre



BSI Consultation, 11-13th July, VBS



ISO General Assembly, 25-26th September, Geneva



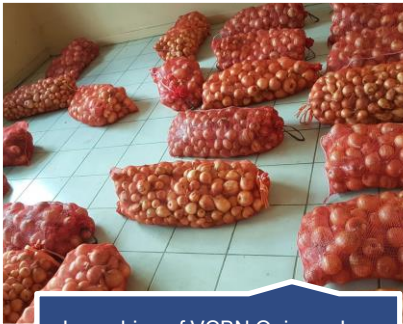
VBS Retreat, 14-17th February, Pele Island



Copyright Workshop, 14th May, Ramada Resort



World Tuna Day, 2nd May, Sea Front Park



Launching of VCBN Onion sales, 27th December, Vanuatu Cooperative Federation, Port Vila



Barrier Removal for Achieving the National Energy Road Map Targets of Vanuatu Launch, 13th December, Melanesian Hotel, Port Vila.



National Agriculture Festival in Santo



National Agriculture Festival in Santo



Tafea Day Value added products Display in VBS Booth



Tafea Day Value added products Display in VBS Booth

EXPENSE BUDGET

VBS budget is listed in Smart stream as FTC, Food Technology Centre. Expense budget is spread out over three cost centres, 80AC MTBB Product Development, 80AD MTBB Administration and 80AE MTBB Laboratory Division.

Total annual budget for 2018 was VT26,168,623. Total Expenditure was VT26,736,964. Total direct revenue was VT572,467 which came from analysis and training fees.

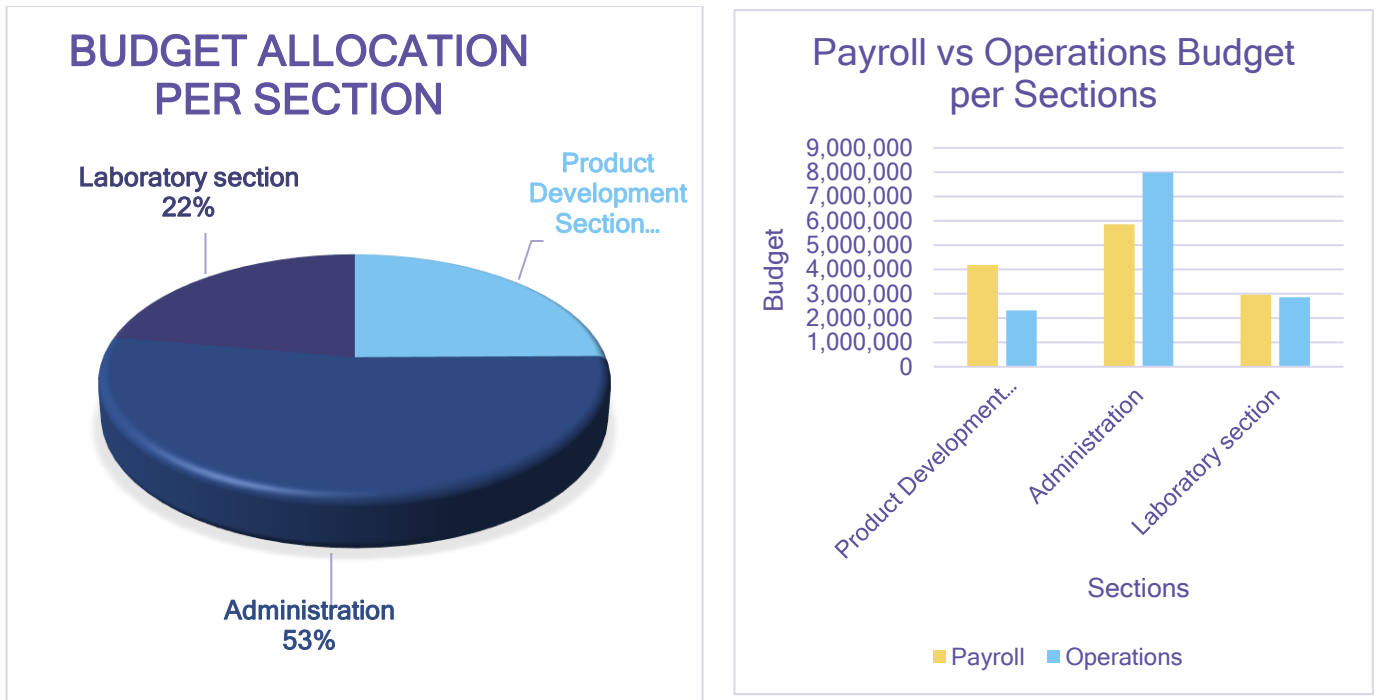


Figure 9: Pie chart showing budget allocation across the three section under VBS, while the histogram above shows a comparison between the payroll budget and operations budget per section.

Total indirect revenue gained is measured according to total value of exports of certain commodities. In 2018, from January to September, the commodities that VBS played a major part in affecting its export were: Bottled water, chocolate and peanuts.

In 2018, VBS was instrumental in assisting 2 major bottled water companies and ACTIV Chocolate factory gain HACCP Certification, they are, Azure Pure Water and Vanuatu Beverage. The value of indirect revenue was VT8,000,000 for 1 ton of chocolate exported, while bottled water exports earned a total revenue of VT8,000,000 for 197 tons and dried peanuts earned VT48, 650 for 83 tons exported.

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Table 2: Table showing total expenditure for each cost centre compared to the budget allocated.

Cost Centre		Payroll	Operations	Total
80AC Product Development Section	Budget	4,184,906	2,313,556	6,498,462
	Actual	4,347,114	2,289,849	6,636,963
80AD Administration	Budget	5,856,776	7,992,786	13,849,562
	Actual	5,711,610	7,780,191	13,491,801
80AE Laboratory Section	Budget	2,959,558	2,861,041	5,820,599
	Actual	3,186,439	2,422,947	5,609,386
TOTAL BUDGET		13,001,240	13,167,383	26,168,623
TOTAL EXPENDITURE		13,245,163	13,491,801	26,736,964
BALANCE				(568,341)

CHALLENGES & WAY FORWARD

	Challenges	Way forward
1	Insufficient space for the Administration section.	Find funding through EDF11 to extend the Administration Section
2	Lack of filing cabinets to file documents.	Needs to buy a few filing cabinets in order to sort and arrange filing documents in order
3	Staff lack professional conduct.	Needs further Training or Assistance in this field
4	Delay in processing imprests even when it is submitted within the Finance requested time frame.	Submit imprest earlier than the Department of Finance time frame of 2 weeks.
6	Increase in number of requests for Food Processing and preservation workshops in communities, however, due to limited budget and human resources, the number of workshops conducted were limited	Increase budget and additional human resource.
7	Time constraint, some of the activities for previous quarter were either moved forward or backward depending on the time these activities were able to be carried out.	Try not to change time and dates of conducting activities and follow scheduled program.
8	Added pressure on budget due to unplanned activities unrelated to activities in annual work program.	Prioritize the activities that should be attended.
9	Poor participation turnout to VBS planned activities.	Request partnering agencies to attend planning meetings so they can be aware of VBS plans that involve them. This will help them plan their activities to include VBS activities.

HIGHLIGHTS



Restaurant & Take Away Hygiene Forum, 6th June, VNPFC Conference room



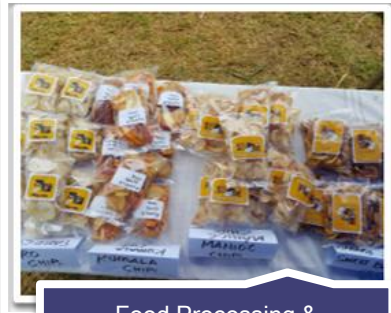
ISO General Assembly, 26-28 September, CICC, Geneva, Switzerland



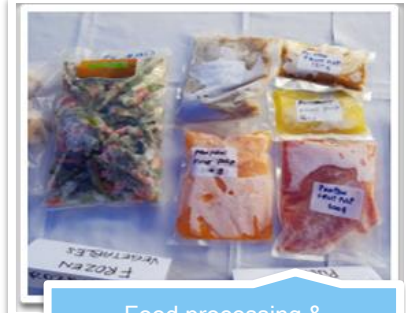
Food Processing & Preservation Workshop, 17-24th April, Club Hippique, Efate



• Food Processing & Preservation Workshop, 17-24th April, Club Hippique, Efate



Food Processing & Preservation Workshop, 17-24th April, Club Hippique, Efate



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Setting up of the National Microplastic laboratory



National Agriculture Festival Booth, July 2018



Food processing workshop, Tanna, October 2018

CONCLUSION

This report has highlighted a number of areas that have caused some challenges in this year. This is due to the poor visibility that VBS has had regarding its roles and functions. These challenges have caused us to focus our efforts more on increasing public awareness of our role and function in trade.