



REPUBLIC OF VANUATU

VANUATU TOURISM OFFICE ACT (CAP.142)

Regulation for the establishment and appointment of members of Provincial Tourism Councils

Order No. 127 of 2009

In exercise of the powers conferred on me by Section 22 of the Vanuatu Tourism Office Act [CAP. 142], I, **Honourable Sato Kilman**, Deputy Prime Minister and Minister of Trade, Tourism and Industry, make the following Regulation:

Purpose of establishing the Councils

The main purpose of establishing Provincial Tourism Councils are to:

1. Make decisions for tourism development in each Province.
2. Facilitate the preparation and implementation of Provincial tourism plans
3. Promote, coordinate and facilitate the development of the tourism industry in each Province.
4. Provide direction, guidance and advice to the Provincial Councils and government agencies located in each Province in areas that should be addressed by them to enhance tourism development.
5. Strengthen partnership between government, private sector and civil society to sustainability of tourism development in each Province
6. Increase the participation and ownership of tourism businesses by ni-Vanuatu throughout the islands
7. Establish and ensure compliance to quality standards for tourism businesses

Functions

To facilitate the effective implementation of activities toward achieving the above objectives, the Council will perform the following functions:

1. Provide direction and guidance for tourism development
2. Coordinate the formulation and implementation of development plans, policies and By-laws governing tourism development in each Province
3. Monitor progress in the implementation of plans and policies
4. Facilitate increased investment by both local and foreign investors
5. Establish and monitor adherence to quality standards for tourism businesses
6. Ensure equitable distribution of tourism development throughout the Province;
7. Develop a partnership between all stakeholders to enhance tourism development.
8. Ensure that developments do not negatively affect the culture and customs of the people

9. Ensure health and safety of tourists
10. Compile information on tourists visiting each Province

Monitoring and compliance

The following arrangements will be adhered to by the Council:

1. Minutes will be kept for all meetings and circulated three weeks after each meeting.
2. Agenda for the next meeting must be circulated to each member two weeks before the meeting
3. Papers for discussion by the next meeting must be submitted by the respective member to the Secretariat three weeks before the meeting
4. A schedule of meetings should be agreed to by the first meeting in each year. This will allow for advance planning of work and presentations
5. All matters that are discussed by meetings must remain confidential and only selected issues that have been approved by the Council for presentation to the media will be publicised
6. Progress reports of the implementation of decisions should be presented every quarter
7. Other stakeholder representatives will be invited from time to time to present reports or raise specific issues on specific development areas that needs to be considered by the Council
8. The quorum for Council meetings will be two thirds of members present
9. Agenda items for discussions will be based on specific development issues that have been identified and are important for the consideration of the Council

Role of Department of Tourism

The Department of Tourism is to:

1. Be the Secretariat for the Council
2. Prepare and circulate agenda for meetings
3. Take minutes of meetings and circulate to each member three weeks after each meeting
4. Ensure that decisions are carried out
5. Prepare quarterly and annual reports of the activities of the Council
6. Ensure that meetings are held according to the approved schedule of meetings
7. Prepare an annual work programme for the Council
8. Regularly update the public through various means (media, Chiefs, Provincial Councils) on the various development in tourism in each Province
9. Collaborate with all stakeholders in each Province to undertake activities to improve the environment for investment in tourism
10. Undertake activities to increase awareness of tourism in each Province
11. Any others as would be required to further the work of the Council

Duties and responsibilities

The Council will have the following duties and responsibilities:

1. Meet once a quarter to do the following:
 - (a) Approve proposals submitted to it by the Secretariat
 - (b) Monitor progress in the implementation of decisions that were made by previous meetings
 - (c) Monitor the implementation of Provincial Tourism Plans
2. Approve annual work programmes for implementation by the Secretariat
3. Receive and approve annual report of activities for the previous year
4. Discuss and approve proposals presented by members for consideration

5. Ensure that there is progress in the development of tourism in each Province
6. Ensure that there is an increase in investment in tourism in each Province

Composition of the Council

1. The Council will be made up of the following representatives from organisations that are located in each Province:
 - (a) Provincial Planner
 - (b) President, Provincial Tourism Association
 - (c) President, Island/Area Council Tourism Association
 - (d) Provincial Heads of the following Departments:
 - Department of Public Works
 - Department of Customs
 - Department of Police
 - Department of Lands
 - Department of Agriculture
 - Department of Health
 - Department of Tourism
 - Department of Cooperative
 - (e) Representative, Vanuatu Council of Churches
 - (f) President, Provincial Youth Council
 - (g) President, Provincial Council of Women
 - (h) Chairman, Provincial Council of Chiefs
2. The officers of the Council will be the following:
 - (a) Chairman
 - (b) Vice Chairman
 - (c) Secretary
3. Each organisation will submit to the Department of Tourism Provincial Office the name of the person who will represent the organisation on the Council.
4. The first Chairman of the Council shall be a representative of the tourism industry in the respective Province and shall be appointed by the Minister for a term of three years. Thereafter the members shall appoint from amongst themselves a chairman who shall serve for a term of three years and will be eligible for reappointment for another two terms depending on performance.
5. The appointment of the members of the Council shall be effective from the date of the gazette
6. The Council shall elect from among themselves a Vice Chairman of the Council who shall be a representative of the government agencies located in each Province
7. Each member of the Council shall serve for as long as they occupy the respective position in the organisation that they represent
8. The Secretary of the Council shall be the Provincial head of the Department of Tourism

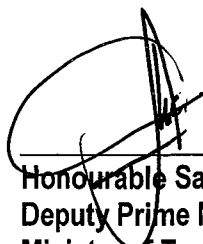
Subcommittee

1. The Council shall establish a Provincial Marketing Committee that will be a subcommittee of the Council to oversee the work of increasing the awareness of the general public and tourists of the products and promote the Province as a sub-destination for tourists and investors in tourism within Vanuatu
2. The Provincial Marketing Committee shall liaise with the Tourism Marketing Development Fund and Vanuatu Tourism Office on all matters relating to the promotion and marketing of the Province
3. The Provincial Marketing Committee shall be responsible for ensuring that a website is developed and maintained for the Province and that brochures, posters and other such promotional materials are produced to increase awareness of tourism products in each Province

Commencement

This Regulation commences on the date on which it is made.

Made at Port Vila this 22nd day of December 2009



Honourable Sato Kilman
Deputy Prime Minister, and
Minister of Trade, Tourism, Commerce and Industry

