

# Medical Sailing Ministries (MSM) Vanuatu Mission 2017

## VOLUNTEER APPLICATION & GUIDE

Please complete and return the **Application Form (P4–16)** as soon as you can. (Further requirements can be sent later). This will greatly assist us in filling each medical and sailing team, in a timely manner, for each of the Mission's 8 Stages.

- CHECKLIST (P3)
- APPLICATION FORM, Medical & Sailing (P4-15)
- AGREEMENT PAGE (P16)
- SMARTRAVELLER REGISTRATION DETAILS (P17)
- VOLUNTEER MEDICAL CLEARANCE (P18)
- PREPARATION READING & RESOURCES (P19)
- CODE OF CONDUCT (P27)



### BACKGROUND

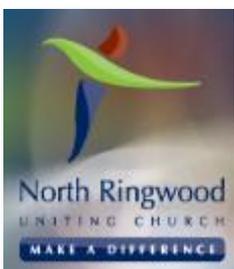
Medical Sailing Ministries (MSM) began in 2009 to provide remote-access transport and logistical support amongst the islands of Vanuatu. It is a partnership program of the North Ringwood Uniting Church (Melb), The Presbyterian Church of Vanuatu and the Vanuatu Ministry of Health, using the Westernport-based 53 foot cutter rigged steel yacht Chimere.

This year's sailing mission follows in the tradition of previous missions in 2009, 2010 and 2013 and once again we are seeking a range of volunteers - both sailing and medical - to fill each of the 8 stages that span from May to November (2017) - specifically dentists, dental assistants, doctors, optometrists and nurses, oh, and sailors.

### NATIONAL ORAL HEALTH SURVEY 2017

Along with transporting medical volunteers, this year Medical Sailing Ministries will also be coordinating a National Oral Health Survey of Vanuatu using strict World health Organisation (WHO) methodologies; the first such survey ever to be conducted in Vanuatu.

The survey will encompass 1% (approx. 3,000 people) of the population across 5 different age groups in both urban and rural locations on more than 30 of the country's 63 inhabited islands. It's a big undertaking and with the recent withdrawal of Australian Federal Government funding to this vital, long-standing Vanuatu health program, it's something we are seeking to do solely through volunteer-contributions, private donations and fundraising.



## Welcome to MSM Vanuatu Mission 2017

Greetings,

As a potential volunteer – whether medical, nursing, dental, optometry or sailing – we thank you for considering Medical Sailing Ministries (MSM). We realise that volunteering your time and experience comes at considerable cost and is not something to be taken on lightly.

Of course, everyone has their own reasons for volunteering but the question here is ... “*Why MSM, in conjunction with the Vanuatu Prevention of Blindness Program and the Vanuatu Dental Care Service ?*”

In helping you come to a decision, our approach can be summarised as being:

- Based on direct, grassroots partnerships with Vanuatu (Ni-Van) health and other organisations to deliver services to people in remote areas.
- Focused on training and mentoring of local, Ni-Van health workers to build self-reliance and sustainability.
- Built on compassionate and inclusive Christian-values and motivation.
- Responsive and operated solely by a diverse mix of skilled and passionate volunteers.
- Collaborative and multi-pronged, encompassing a range of activities, including:
  - Healthcare, remote-access transport & logistical support
  - Low smoke cooking stoves
  - Village development, including the Best Public Toilet In The South Pacific [www.bestpublictoilet.org](http://www.bestpublictoilet.org)
  - Local business-building, growing income sources to under-pin health and development programs.
  - Linking with other organisations and volunteers for better results through the establishment of the following website: [www.whataidwhere.org](http://www.whataidwhere.org)

Again, thank you for your interest in volunteering. If you feel able to participate then we encourage you to complete and return this **Application Form** (P4–16) as soon as you can. This will help us in our planning as we seek to fill the medical and sailing positions for each of the Mission’s 8 Stages; as soon as possible. (The further requirements can be sent later).

We look forward to the possibility of meeting and serving together with you and encourage you to get in touch if you have any questions, comments, or would like to chat with past volunteers who have gone before – and returned.

Yours most sincerely



Rob Latimer & Mike Clarke  
Coordinators Medical Sailing Ministries (Melb)

*Taking medical services to where they are need most...*

Medical Sailing Ministries [www.msm.org.au](http://www.msm.org.au)

An outreach partnership of North Ringwood Uniting Church [www.nruc.org.au](http://www.nruc.org.au)

Coordinators: Mike Clarke & Robert Latimer, c/- 29 Wonga Rd, Ringwood North, 3134 P: 03 9870 3918 & 0428 370 579

E: [msmvanuatu@gmail.com](mailto:msmvanuatu@gmail.com) [latimerfamily4@gmail.com](mailto:latimerfamily4@gmail.com) & [info@msm.org.au](mailto:info@msm.org.au)

## ✓ Checklist - MSM Vanuatu Mission 2017

### Medical Volunteers

Please tick each requirement as you forwarded it to: [msmvanuatu@gmail.com](mailto:msmvanuatu@gmail.com)

- 1. Application Form (Completed pages 4-15 & signed agreement page 16)
- 2. Smartraveller Registration details.  
<https://orao.dfat.gov.au/pages/userlogin.aspx?ReturnUrl=%2fpages%2fsecured%2fdefault.aspx>
- 3. Volunteer Medical Clearance
- 4. Preparation Reading & Understanding – (Acknowledgement of understanding)
- 5. Code of Conduct (Read & Understood)
- 6. Copy of primary qualification (dental, medical, optometry etc)
- 7. Copy of current Professional Board registration
- 8. Dentists - Letter from Professional Indemnity insurer covering dental practice in Vanuatu as a volunteer (E.g., Guild, DPLA)
- 9. Copy of front page of passport (at least 6 months before expiry)
- 10. Working with Children or current police check
- 11. Confirmation of Travel Insurance
- 12. Copy of airline E-ticket & itinerary
- 13. Letter from Professional Indemnity (where applicable)
- 14. Two written references from people who have known you for at least two years attesting to your health, ability, experience, character and suitability to undertake such a venture.
- 15. Photo/s (Please include one or more personal photos of yourself for use in MSM promotions)

### Sailing Volunteers

Please tick each requirement as you forwarded it to: [msmvanuatu@gmail.com](mailto:msmvanuatu@gmail.com)

- 1. Application Form (Completed pages 4-15 & signed agreement page 16)
- 2. Smartraveller Registration details  
<https://orao.dfat.gov.au/pages/userlogin.aspx?ReturnUrl=%2fpages%2fsecured%2fdefault.aspx>
- 3. Volunteer Medical Clearance
- 4. Preparation Reading & Understanding – (Acknowledgement of understanding)
- 5. Code of Conduct (Read & Understood)
- 6. Copy of any sailing qualifications or courses
- 7. Copy of front page of passport (at least 6 months before expiry)
- 8. Working with Children or current police check
- 9. Confirmation of Travel Insurance
- 10. Copy of airline E-ticket & itinerary
- 11. Two written references from people who have known you for at least two years attesting to your health, ability, experience, character and suitability to undertake such a venture.
- 12. Photo/s (Please include one or more personal photos of yourself for use in MSM promotions)

*Taking medical services to where they are need most...*



# Application Form - MSM Vanuatu Mission 2017

Name \_\_\_\_\_ Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_  **Shirt Size** S  SM  M  L  XL  XXL

Email \_\_\_\_\_

Will you require assistance in booking flights and/or arranging insurance?  YES  NO  MAYBE

Your Volunteer category?  (Tick one or more of the following) \_\_\_\_\_

**MEDICAL** (Complete questions below)

- Dentist
- Dental Assistant
- Doctor
- Nurse
- Optometrist
- Optometrist Assistant
- Other \_\_\_\_\_

**SAILING** (Complete questions starting Page 9)

- Skipper
- 1<sup>st</sup> mate
- Coxswain
- Sailor/deckhand
- Sailor/deckhand
- Cook (Is this one of your SUPERPOWERS?)
- Other: \_\_\_\_\_

**Note:** Crew responsibilities, tasks and duties may be assigned or varied depending on the needs and requirements of your mission stage.

**Note:** Confirmation of your acceptance as a volunteer will be provided by Medical Sailing Ministries after assessing the information provided by all applicants and the requirements of each Mission Stage.

**MEDICAL**  (Tick one or more of the following)

**a). Which stage/s of Vanuatu Mission 2017 are you considering?**

Refer to following link for more details: <http://msm.org.au/home/2017-01-16-msm-mission-plan/>

- Stage 3a – FIRST MEDICAL MISSION**
  - Medical team travel to Port Vila on Fri 23/6, stay overnight and then fly to Tanna on the morning flight the next day, 24/6/17
  - On arrival at the Tanna airport (Lenakel) the medical team are driven by 4wd truck to Port Resolution and load their belongings aboard Chimere.
  - Medical team are each allocated a bunk to rest
  - There should be time for an afternoon trip to the nearby Mt Yasur active volcano.
  - Weather permitting, Chimere would sail the 42 miles to Futuna Island either overnight or starting very early 25/6 (All medical team members given a bunk to sleep in with crew sleeping elsewhere, or on watch)
  - After visiting Futuna Island, the medical mission proceeds to Aniwa and Erromango Islands before finishing up in Port Vila on the morning of 9/7/17.
- Stage 4a – SECOND MEDICAL MISSION**
  - Medical team travel to Port Vila on Fri 21/7 and are then driven to meet Chimere at Havannah Harbour. They go aboard and are allocated a bunk to obtain rest.
  - The medical mission to the nearby islands starts early on the 22/7 with Chimere’s departure for Mataso Island. Then later to Makira, Tongariki, Tongoa and Emae Islands
  - The medical team must be returned to Havannah Harbour around 11:00am on Fri 4<sup>th</sup> Aug so that they can get a bus back to Port Vila. They will then over-night in Port Vila before catching their return flights on 5<sup>th</sup> Aug. Sailors will subsequently return Chimere to Port Vila.



**Stage 5b – THIRD MEDICAL MISSION**

- Medical team travel to Port Vila on Sun 20/8, stay the night in Port Vila, then fly to Pentecost the next day 21/8/17.
- Chimere meets up with the medical team at Pentecost on 21/8/17 and assists as required.
- The medical team will conduct clinics ashore and Chimere will provide transport up the coast of Pentecost, further north to Maewo Is, then back down to the north coast of Ambae Is
- The mission will conclude with the medical team being delivered back to Luganville (ie Santo) on Sunday 3 Sep so they can catch the 2:50pm flight back to Port Vila. The medical team will then stay the night in Port Vila before flying home the next day; Mon 4<sup>th</sup> Sep
- This last 35 mile leg from Ambae to Luganville (on 3/9/17) will need to be started early, (ie 5:00am) with the medical team ideally staying aboard the previous night (and being allocated a bunk).
- The anchorage in Luganville is in front of the Beachfront Resort .
- A 5:00am departure from Ambae should enable arrival at the beachfront by around 11:00am; adequate time to get everyone to the airport for their 2:50 flight to Port Vila
- If adverse weather is predicted it might be necessary to return a day early to ensure medical team connect with their flight from Santo to Port Vila on Sun 3<sup>rd</sup> Sep



**Stage 6 –FOURTH MEDICAL MISSION**

- The medical team will fly into Port Vila on Friday 8/9 and then onto Santo the same day. They will arrive in Luganville at around 5:30pm and be transferred directly to Chimere
- After transfer aboard Chimere the medical team will each be allocated a bunk to ensure they get maximum rest. Weather permitting Chimere will then set off around 9:00pm for an overnight sail to the first island Merelava 85 miles NE of Luganville
- From Merelava the mission will head north through the Banks and Torres according to the mission schedule, finally arriving at the island of Loh in time for the medical team to catch their 11:40am flight back to Port Vila on Mon 25/9. They will then spend two nights in Port Vila before flying back to Australia on Wed 27/9.
- Some of the sailing team may wish to also fly home from Loh, with the medical team, subject to there being sufficient seats on the plane.
- New crew should be joining Chimere in Loh for the return sail.

**b). Details of your medical, dental or optometry qualifications?**

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**c). Details of professional registration and any associations of which you are a member?**

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**d). Work experience and history in your field?**

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**e). HOW did you find out about Medical Sailing Ministries?**

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f). WHY would you like to volunteer with Medical Sailing Ministries at this time?

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g). Details of any volunteer activities you have done in the past?

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h). Details of any other hobbies, interests, clubs or pastimes?

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i) Swimming. Can you swim ?  No  Fair  Good  V.Good

j) Seasickness. Most people will become seasick, given the right conditions; even the famous Cpt Cook. Whilst the distance between each island is relatively short and every effort will be made to reduce the amount of boat movement, how is seasickness likely to impact on you?

Not at all  Minimal impact  OK, will manage with medication

Other: \_\_\_\_\_

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k) Do you have any medical, or other issues, that might impair, or limit, your ability to undertake the tasks required on a mission? Yes  No  Maybe

Details/Comment \_\_\_\_\_

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o) After considering the issues raised below, do you feel you will be able to meet the various costs as described?

Yes  No  Maybe  \_\_\_\_\_

**Note:** Please contact MSM directly for a specific Mission Volunteer Donation cost, based on your proposed participation.

**Mission cost estimates and personal cost calculator**

The total mission cost for 2017, including the coordination of the National Oral Health Survey, is estimated to total around \$96,500. It is hoped that donations from sailors and medical volunteers will amount to \$24,000 and \$21,000 respectively, as illustrated below.



As discussed on page 43 of the Mission Plan, (download copy from below link) we expect the cost per volunteer to average \$2-\$3,000. Whilst some costs such as flights are fixed, the Mission Volunteer Donation is variable to recognise the duration of each mission and the ability of different volunteer categories to pay.

(Refer to following link for more details: <http://msm.org.au/home/2017-01-16-msm-mission-plan/>)

Use the following table to calculate your mission cost estimate.

Cost item	Cost Range	Average	Your Cost Estimate
International Return Flights	\$750 - \$1,400	\$1,075	\$
Local Flights (where applicable)	\$250 - \$500	\$ 375	\$
Mission volunteer donation – sailor*	\$750 - \$1,500	\$1,125	\$
Mission volunteer donation – medical*	\$500 - \$1,250	\$ 875	\$
Travel Insurance	\$100 - \$400	\$ 250	\$
Additional personal expenses	\$300 - \$1,500	\$ 900	\$
<b>TOTAL</b>			<b>\$</b>

\* A non-refundable deposit of \$150 is require within 7 days of lodging this application.

Payment details:

**Transfer:** CBA North Ringwood – NRUC Medical Sailing Ministries, BSB: 063885 A/c No.: 10291497

**Cheque:** Pay to – “NRUC Medical Sailing Ministries A/c”, MSM, 29 Wonga Rd, Ringwood North, 3134

## **SAILING** ✓ (Tick one or more of the following)

### **a). Which stage/s of Vanuatu Mission 2017 are you considering?**

Refer to following link for more details: <http://msm.org.au/home/2017-01-16-msm-mission-plan/>

- Stage 2a – SAIL CHIMERE FROM MELBOURNE TO SYDNEY**
- Shake-down cruise from Melbourne to Sydney (CTCA, Rushcutters Bay) from 13-21 May
  - Sailing crew join Chimere 11/5/17 at Westernport, Hastings & leave Chimere in Sydney on 21/5/17
  - A period of approx. 9 days has been allowed for the voyage from Melbourne to Sydney
  - Final maintenance tasks undertaken before commencement of voyage to Vanuatu on or around 27/5/17
- Stage 2b – SAIL CHIMERE FROM SYDNEY TO PORT VILA (VANUATU)**
- Sailing crew join Chimere between 21/5/17 & 26/5/17 at CYCA Rushcutters Bay Sydney to prepare for voyage
  - Sailing crew depart Chimere on or after 9/6/17 from Port Vila, Vanuatu
  - A period of approx. 11 days has been allowed for the voyage from Sydney to Port Vila
  - On arrival in Port Vila around 6/6/17 it will be important for at least two crew members to remain living aboard until the arrival of the next sailing team.
  - It will be necessary to arrange “One Way Travel” visas to demonstrate that crew have ability to return to Australia after their one-way passage
- Stage 2c – REST & REPAIR IN PORT VILA (VANUATU)**
- Sailing crew join Chimere between 9/6/17 & 16/6/17 at Waterfront, Port Vila, Vanuatu
  - Sailing crew depart Chimere on or after 13/7/17 from Port Vila, Vanuatu
  - Around 19/6/17 the new crew will sail south to Port Resolution, Tanna in preparation for the first medical team which will arrive at Tanna on 25/6/17
  - After Chimere arrives in Port Vila around 6/6/17 it will be important for at least two crew members to remain living aboard until the arrival of the next sailing team.
  - It will be necessary to arrange “One Way Travel” visas to demonstrate that crew have ability to return to Australia after their on-way passage
- Stage 3a – SAIL CHIMERE FROM PORT VILA TO TANNA THEN COMPLETE FIRST MEDICAL MISSION**
- Sailing crew join Chimere between 9/6/17 & 16/6/17 at Waterfront, Port Vila, Vanuatu
  - Sailing crew depart Chimere on or after 13/7/17 from Port Vila, Vanuatu at conclusion of the mission
  - Sailing crew relocate Chimere to Port Resolution, Tanna, between 19/6 & 23/6. (to meet medical team there)
  - Medical team travel to Port Vila on Fri 23/6, stay overnight and then fly to Tanna on the morning flight the next day, 24/6/17
  - On arrival at the Tanna airport (Lenakel) the medical team are driven by 4wd truck to Port Resolution and load their belongings aboard Chimere.
  - Medical team are each allocated a bunk to rest
  - There should be time for an afternoon trip to the nearby Mt Yasur volcano.
  - Weather permitting, Chimere would sail the 42 miles to Futuna Island either overnight or starting very early 25/6 (All medical team members would be given a bunk to sleep in with crew sleeping elsewhere, or on watch)
  - After visiting Futuna, the medical mission proceeds to Aniwa and Erromango before finishing up in Port Vila on the morning of 9/7/17.
- Stage 3b – REST & REPAIR IN PORT VILA (VANUATU)**
- After delivering the medical team back to Port Vila on 9/7/17, crew can depart on or after 13/7/17.
  - Chimere will require at least two crew while she sits at the Waterfront, Port Vila, Vanuatu awaiting the next crew.
  - The new sailing crew will arrive between 13/7 & 18/7.
  - On or around 19 or 20 July Chimere will be relocated around to the NW side of Efate at Havannah Harbour in readiness for the arrival of the next medical team
- Stage 4a – SAIL CHIMERE FROM PT VILA TO HAVANNAH THEN SECOND MEDICAL MISSION**
- Sailing crew join Chimere between 13/7 & 18/7 at Waterfront, Port Vila, Vanuatu
  - Sailing crew depart Chimere on or after 8/8/17 from Port Vila, Vanuatu at conclusion of the mission
  - Sailing crew relocate Chimere to Havannah Harbour on NW coast of Efate between 19/7 & 23/7. (to meet medical team there)
  - Medical team travel to Port Vila on Fri 21/7 and are then driven to meet Chimere at Havannah Harbour. They go aboard and are allocated a bunk to obtain rest.

- The medical mission to the nearby islands starts early on the 22/7 with Chimere's departure for Mataso. The later to Makira, Tongariki, Tongoa and Emae
- The medical team must be returned to Havannah around 11:00am on Fri 4<sup>th</sup> Aug so that they can catch their return flights the next day on 5<sup>th</sup> Aug. The medical team will stay the night in Port Vila on the eve of 4/8

**Stage 4b – REST & REPAIR IN PORT VILA**

- After delivering the medical team back to Port Vila on 4/8/17, (so they can catch their flights home the next day on the 5/8/17) crew then relocate Chimere back to Port Vila around the 6<sup>th</sup> or 7<sup>th</sup> of Aug.
- The sailing team can then depart on or after 8/8/17.
- It is important that at least two crew members remain with Chimere while it sits in Port Vila awaiting the next sailing crew.
- The new sailing crew will arrive between 5/8 & 12/8/17.
- Around 14<sup>th</sup> or 15<sup>th</sup> Aug it will be necessary for Chimere to be relocated the 130 miles north to Homo Bay Pentecost Is

**Stage 5a – SAIL CHIMERE FROM PT VILA TO PENTECOST IS. THEN THIRD MEDICAL MISSION**

- The new sailing crew will arrive between 5/8 & 12/8/17 and join Chimere at Waterfront, Port Vila, Vanuatu
- Sailing crew depart Chimere on or after 6/9/17 from Luganville, Espiritu Santo.
- Around 14<sup>th</sup> or 15<sup>th</sup> Aug it will be necessary for Chimere to be relocated the 130 miles north to Homo Bay Pentecost Is
- Medical team travel to Port Vila on Sun 20/8, stay the night in Port Vila, then fly to Pentecost the next day 21/8/17.
- Chimere meets up with the medical team at Pentecost on 21/8/17 and assists as required.
- The medical team will conduct clinics ashore and Chimere will provide transport up the coast of Pentecost, further north to Maewo Is, then back down to the north coast of Ambae Is
- The mission will conclude with the medical team being delivered back to Luganville (ie Santo) on Sunday 3 Sep so they can catch the 2:50pm flight back to Port Vila. The medical team will then stay the night in Port Vila before flying home the next day; Mon 4<sup>th</sup> Sep
- This last 35 mile leg from Ambae to Luganville (on 3/9/17) will need to be started early, (ie 5:00am) with the medical team ideally staying aboard the previous night (and being allocated a bunk).
- The anchorage in Luganville is in front of the Beachfront Resort in around 4-5m of water.
- A 5:00am departure from Ambae should enable arrival at the beachfront by around 11:00am; adequate time to get everyone to the airport for their 2:50pm flight to Port Vila
- If adverse weather is predicted it might be necessary to return a day early to ensure medical team connect with their flight from Santo to Port Vila on Sun 3<sup>rd</sup> Sep

**Stage 5b – REST & REPAIR IN LUGANVILLE, ESPIRITU SANTO**

- After delivering the medical team back to Luganville for the morning of Sun 3/9/17 the sailing crew can depart on or after 6/9/17.
- The new sailing team will arrive between 3/9 and 6/9
- The anchorage is off the Beachfront Resort, or if the weather is unfavourable, across the Second Channel in the lee of Aore Is.
- It will be necessary to ensure Chimere is repaired and ready for the next most arduous mission to the northern islands

**Stage 6 – CHIMERE COMPLETES FOURTH MEDICAL MISSION**

- The new sailing team will arrive between 3/9 and 6/9 and join Chimere at Luganville, Santo
- Members of the sailing team will either depart Chimere at the northern island of Loh (along with the medical team) on 25/9 OR return to Port Vila aboard and depart on or after 6/10/17
- It will be important to ensure sufficient crew remain on board to enable Chimere to be returned from Loh to Port Vila.
- The medical team will fly into Port Vila on Friday 8/9 and then onto Santo the same day. They will arrive in Luganville at around 5:30pm and be transferred directly to Chimere
- After transfer aboard Chimere the medical team will each be allocated a bunk to ensure they get maximum rest. Weather permitting Chimere will then set off around 9:00pm for an overnight sail to the first island Merelava 85 miles NE of Luganville

- From Merelava the mission will head north through the Banks and Torres according to the mission schedule, finally arriving at the island of Loh in time for the medical team to catch their 11:40am flight back to Port Vila on Mon 25/9. They will then spend two nights in Port Vila before flying back to Australia on Wed 27/9.
- Some of the sailing team may wish to also fly home from Loh, with the medical team, subject to there being sufficient seats on the plane.
- New crew should be joining Chimere in Loh for the return sail.

**Stage 7 – RELOCATION OF CHIMERE FROM LOH IS BACK TO PORT VILA**

- Once the medical team flies out of Loh on 25/9/2017 and new crew members are taken aboard, Chimere will be free to commence the 350 mile return sail from Loh to Port Vila in a relaxed manner
- It will however be into the prevailing SE winds and so the course and timing will take this into account as much as possible.
- With the medical team having departed on Mon 4 Sept, there is scope for 3-4 extra paying passengers to join us on this leg

**Supporters Tour – CHIMERE BASED IN PORT VILA DOING DAY-TRIPS**

**Stage 8 – RETURN SAIL FROM PORT VILA TO MELBOURNE, VIA SYDNEY or COFFS HARBOUR**

- New sailing team to embark between 6/10 & 14/10/2017
- The sailing team will depart either in Sydney (where customs will be cleared) or Melbourne upon final return
- If weather is adverse there is a chance that Chimere might make landfall at Coffs Harbour (and clear customs there) before sailing onto Sydney
- Chimere is expected to depart Port Vila following the Supporters Tour, on or after Mon 16/10. The course taken could be via the north of New Caledonia with arrival in Sydney approx. 11-12 days later.

**b). Details of any formal sailing qualifications, certificates, or courses, you have completed?**

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**c). Details of your sailing experience – bay, coastal, ocean, significant voyages, races etc?**

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**c). Details of sailing club memberships, associations and any committee or other positions held?**

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**d). WHAT is your usual day-job and/or special skills or super-powers?**

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**e). HOW did you find out about Medical Sailing Ministries?**

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**f). WHY would you like to volunteer with Medical Sailing Ministries at this time?**

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**g). Details of any volunteer activities you have done in the past?**

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**h). Details of any other hobbies, interests, clubs or pastimes?**

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**i) Swimming. Can you swim ?** ✓ **No**  **Fair**  **Good**  **V.Good**

**j) Seasickness. . Based on your past experience, how is seasickness likely to impact on you?** ✓

**Not at all**  **Minimal impact**  **OK, will manage with medication**

**Other:** \_\_\_\_\_

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*(It may seem strange asking this question of sailors, but the fact is, most people will become seasick, given the right conditions; even the famous Cpt Cook. Your role as one of just 5 crew on board is of course to, i) Care for the vessel, ii) Care for your fellow crew members and iii) Care for the safety, health and well-being of the medical team members. We want to reduce the risk that sea sickness gets in the way of these duties)*

**k) Do you have any medical, or other issues, that might impair, or limit, your ability to undertake the tasks required on a mission?** **Yes**  **No**   
**Maybe**

*Details/Comment* \_\_\_\_\_

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**l) Do you have any legal, criminal or financial issues, of which MSM should be aware?** **Yes**  **No**   
**Maybe**

*Details/Comment* \_\_\_\_\_

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o) After considering the issues raised below, do you feel you will be able to meet the various costs as described?

Yes  No  Maybe  \_\_\_\_\_

**Note:** Please contact MSM directly for a specific Mission Volunteer Donation cost, based on your proposed participation.

**Mission cost estimates and personal cost calculator**

The total mission cost for 2017, including the coordination of the National Oral Health Survey, is estimated to total around \$96,500. It is hoped that donations from sailors and medical volunteers will amount to \$24,000 and \$21,000 respectively, as illustrated below.



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Travel Insurance	\$100 - \$400	\$ 250	\$
Additional personal expenses	\$300 - \$1,500	\$ 900	\$
<b>TOTAL</b>			<b>\$</b>

\* A non-refundable deposit of \$150 is require within 7 days of lodging this application

Payment details:

**Transfer:** CBA North Ringwood – NRUC Medical Sailing Ministries, BSB: 063885 A/c No.: 10291497

**Cheque:** Pay to – “NRUC Medical Sailing Ministries A/c”, MSM, 29 Wonga Rd, Ringwood North, 3134

# ACKNOWLEDGEMENT & AGREEMENT

By signing I am agreeing to the following:

- That the information provided in this application is true and correct.
- That I have read and understand the MSM Code of Conduct and accept the consequences of any violation of its provisions.
- I have taken out suitable travel insurance
- That I have read the “Preparation Reading & Resources” material provided
- I agree to appear in MSM promotional media material and to sharing all photos and video with fellow team members and MSM at the conclusion of the mission.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** Confirmation of your acceptance as a volunteer will be provided by Medical Sailing Ministries after assessing the information provided by all applicants and the requirements of each Mission

## Summary of your volunteer details & Mission Stage. (Return to [msmvanuatu@gmail.com](mailto:msmvanuatu@gmail.com) )

### MEDICAL

- Dentist
- Dental Assistant
- Doctor
- Nurse
- Optometrist
- Optometrist Assistant

- Stage 3a – FIRST MEDICAL
- Stage 4a – SECOND MEDICAL
- Stage 5a – THIRD MEDICAL
- Stage 6 –FOURTH MEDICAL

Other \_\_\_\_\_

### SAILING

- Skipper
- 1st mate
- Coxswain
- Sailor/deckhand
- Sailor/deckhand
- Cook
- Other

- Stage 2a – MELBOURNE TO SYDNEY
- Stage 2b – SYDNEY TO PORT VILA (VANUATU)
- Stage 2c – REST & REPAIR IN PORT VILA (VANUATU)
- Stage 3a – FIRST MEDICAL MISSION
- Stage 3b – REST & REPAIR IN PORT VILA (VANUATU)
- Stage 4a – SECOND MEDICAL MISSION
- Stage 4b – REST & REPAIR IN PORT VILA
- Stage 5a – THIRD MEDICAL MISSION
- Stage 5b – REST & REPAIR IN LUGANVILLE, SANTO
- Stage 6 – FOURTH MEDICAL MISSION
- Stage 7 – RELOCATION BACK TO PORT VILA
- Supporters Tour – DAY SAILS IN PORT VILA
- Stage 8 – PORT VILA TO MELBOURNE, VIA SYDNEY

**Note:** Crew responsibilities, tasks and duties may be assigned or varied depending on the needs and requirements of your mission stage.

Your Name	DOB	Phone	Email	Mission Stage	Departure date	Return Date
<b>Emergency Contact</b> , Name, Phone, Email, Relationship						

# 2

## Smartraveller Registration

Visit the Australian Government's Smartraveller registration website.

Register the details of your travel to Vanuatu and then provide confirmation of these details to MSM

<https://orao.dfat.gov.au/pages/userlogin.aspx?ReturnUrl=%2fpages%2fsecured%2fdefault.aspx>

The screenshot shows the 'My account' page on the Smartraveller website. At the top left is the Australian Government logo and the text 'Australian Government Department of Foreign Affairs and Trade'. A 'Menu' icon is visible. The main header area contains the 'smartraveller.gov.au' logo and the slogan 'EVERY TRAVELLER • EVERY TRIP'. Below this, the breadcrumb 'Home /' is shown above the main heading 'My account'. The central content area features a 'Sign in to your Smartraveller account' section with input fields for 'Email' and 'Password', a 'Sign in' button, and links for 'Forgot your password?', 'Create an account now', and 'Contact us'. At the bottom of this section is a heading 'About the subscription service'.

# 3

## Volunteer Medical Clearance

**Volunteer to complete:**

Name: \_\_\_\_\_

Destination/s: \_\_\_\_\_ Length of stay: \_\_\_\_\_

I have disclosed all my known medical conditions and issues to the below named doctor:      Y   N

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Doctor to complete:**

I am aware of the destination and type of program to be undertaken:      Y   N

I have informed the above named participant of the required precautions to be taken against any illnesses they may reasonably encounter      Y   N

I am satisfied that the above-named participant's general health status is appropriate for the program in the climate and conditions to which they are going, subject to the following conditions and restrictions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have noted any relevant allergies, asthma, diabetes, epilepsy, depression/mental disorder:

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Doctor's stamp / Contact details:

**NOTE:** Certain information from this Medical Certificate may be disclosed to relevant MSM staff and/or of partner organizations for purposes directly relating to this program.

# 4

## Preparation Reading & Resources

### Travel Insurance

The responsibility for taking out suitable travel insurance rests with each individual volunteer, with confirmation of in-force cover being a requirement of participation. The following travel insurance links are included for your information:

**CHI Worldwide Travel Insurance**

[www.chitravelinsurance.com.au](http://www.chitravelinsurance.com.au)

**Travel Insurance Direct**

[www.travelinsurancedirect.com.au](http://www.travelinsurancedirect.com.au)

**Topsail Insurance Australia**

[www.topsailinsurance.com.au](http://www.topsailinsurance.com.au)

**Moneysmart Travel Insurance**

[www.moneysmart.gov.au/insurance/travel-insurance](http://www.moneysmart.gov.au/insurance/travel-insurance)

**Moneysmart Credit Card Travel Insurance**

[www.moneysmart.gov.au/insurance/travel-insurance/credit-card-travel-insurance](http://www.moneysmart.gov.au/insurance/travel-insurance/credit-card-travel-insurance)

### **Background Notes**

*Notes in RED by insurance expert ... **Dr Nick Kokotsis** [MBBS; BMedSc; FACEM; GradCertEmergHlth (Aeromed)] Associate Medical Director, QBE ASSIST, Direct Distribution, QBE Australia*

#### **Credit Card travel insurance**

Some banks and credit institutions offer “free” travel insurance when you book a trip using their premium credit cards. This ready-to-go cover is very convenient, but can you depend on it?

*Yes and no, it depends on the condition you have and the policy of the card*

#### **Credit vs standalone cover**

Most credit card travel insurance policies cover you for all the usual things like medical emergencies, cancellation and protection for baggage and items. **But they do differ from standalone policies, so it's essential you check the small print.**

***VERY true. In fact on occasions the cards can be better than standalone. Again, it depends!!***

Chances are **your credit card insurance won't automatically cover your pre-existing condition.** You'll need to call your insurer and arrange to pay an extra fee or premium.

*Correct, and if the customer tries to hide something, we usually find it. Having said that, you will be amazed what pre-existing things are covered, almost fall off my seat sometimes!! So tell people to declare than hide. There may be a small additional fee or an increase in XS for that particular condition.*

Standalone policies usually have a variable excess, but **the excess on credit card policies tends to be set at a higher rate.** *Not necessarily*

- **Most credit card insurance policies only cover short trips** of less than three months.
- **Credit card travel insurance often has no age limits**, which will be a benefit for some.

- **Credit card travel insurance is not based on location** (unlike regular travel insurance), which means you can travel from Europe to the US without having to worry if your policy covers both areas. *Correct!!*
- **Credit card insurance doesn't apply to domestic travel**, although some platinum cards will reimburse expenses associated with domestic flight delays and missed connections.

**Credit card policies tend to deliver better cash coverage** (up to \$1000), while most standalone policies only cover \$100-200. *Check the policy!*

**You may not be able to claim reimbursement unless you pay for purchases with your credit card**, such as buying emergency items after a baggage delay.

*Not sure of this statement. BUT, basically the golden rule with credit card policies: buy your tickets +/- accommodation using your card so the policy is "activated". Most policies will have a minimum spend for activation. Make sure you have also purchased a return ticket back to Aus and this falls within the limits of the policy. So if you are travelling on a one way ticket, most cards will not cover you. If you are travelling for more than 3-6 months cover is gone!*

Ask for a copy of the policy wording from your bank or credit card provider, and make sure it meets your personal needs and situation. For more information look at this website:

<https://www.moneysmart.gov.au/insurance/travel-insurance/credit-card-travel-insurance>

*As you have stated above, check your policy thoroughly. There are some places I would travel with a card and some I would buy additional policy, then you end up with 2 policies, a card and a standalone. Unlike public perception, if you have 2 policies and one doesn't cover you the other may well step in to cover you.*

*Going to out-of-the-way places like Vanuatu, I would personally buy a standalone using a good credit card so I have 2 policies to fall back on.*

## Your Health – Before, During & After

### Preparation for your time in Vanuatu (with a focus on health)

Suitable preparations can avoid lots of problems. For new members Vanuatu is a wonderful place so please don't be put off by what you are about to read! This information is for your safety and ensures your involvement is enjoyable.

We advise everyone to take appropriate health precautions as there are quite a few infectious diseases active in Vanuatu that can be quite nasty but suitable preparations will greatly lower the risks.

The responsibility is yours, so please consult your family doctor, and ask if you need additional advice. Malaria is currently not prevalent on Éfaté but beware of Dengue Fever.

### Malaria

caused by plasmodium vivax and falciparum are still present in Vanuatu, and some form of prophylaxis is essential. Malaria is not a fun experience, and be aware that this bug can remain dormant in your system for a long time and problems can flair months or even years after initial infection. Please take this seriously as cerebral malaria is a killer.

Malaria prophylaxis needs to be started a few days before you leave home and continued for 1- 4 weeks after you return. The duration depends on which drug you take. Ask your doctor for advice on this. Most Australian doctors have had very little if any experience with malaria and don't really know a huge amount about it. So check carefully what is recommended for the drug you finally decide to use.

Or consult a doctor who specializes in travel medicine. Even minor stomach upsets can reduce the effectiveness of your prophylaxis and if you are unfortunate enough to have these sorts of problems it is worth reporting to your team leader. Sometimes changing the dose is useful and can avoid the lowered immunity but you need to be properly advised. In some cases it might be worth bringing some anti diarrhoea and anti nausea anti-emetic medications.

#### Options for malaria protection:

1. Your best protection is **reducing your exposure** to malaria-carrying mozzies, so use of (a) effective **repellants**, (b) **bed netting**, and (c) **sensible clothing** is strongly recommended. We have used "Bushman's" repellants in the past as they have the highest concentration of DEET (the active ingredient) in them. However latest information from the Consumer Association magazine "Choice suggests Rid id now virtually as good and more pleasant to use.
2. The use of **light colored** loose fitting clothing with sleeves that can be rolled down is also useful as mosquitoes are attracted to dark colors.
3. A mosquito net for your bed that has been treated with the insecticide permethrin is highly advisable if you are going to sleep out. Most hiking equipment stores will stock these.
4. You will need a prescription from your doctor for malaria prophylaxis medications. None of the drugs recommended for prophylaxis are 100% effective and all have potential side effects.
5. **Pharmacological malaria prophylaxis.**
  - a. **Doxycyline** 100mg daily, starting 2-days before departure and continuing for 4-weeks after returning. This is the cheapest and is an effective option, but can cause sun sensitivity in some people. Extra precaution against sunburn (hat, sunscreen, etc.) is advisable.
  - b. **Malarone** (atovaquone & proguanil combination tablet) once daily, starting 2- days before departure and continuing for 7-days after returning.
  - c. **Mefloquine** 250mg weekly starting 2-days before departure and continuing for 4-weeks after returning, but is not highly recommended because of its possible psychological and cardiac side effects.

#### Dengue Fever

Malaria is carried by night biting mozzies but that does not mean you can ignore the ones that bite during the day as they carry dengue fever and can be as bad as malaria. Unfortunately there is no prophylaxis for dengue but it is far less prevalent. The big plus is we are going to be in Vanuatu in what we hope will be the dry season and mosquito numbers should be well down. Once again the avoidance techniques above are your best prevention.

#### Immunisation

This is highly recommended for the following diseases that are uncommon in Australia.

- Polio was still active in Vanuatu until a few years ago so immunization is recommended if you are in any doubt about your current immunity.
- Tuberculosis (TB) is prevalent in the southern islands in particular so talk to your doctor about this too.
- Typhoid fever is another nasty worth avoiding and you should have immunization for it. Repeat every 3 years.
- Hepatitis A and B are also significant problems and immunization is strongly advised.
- Tetanus is another one you need to check for your immunity status.

With some of these "nasties" it either needs more than one shot, or takes a while for your immunity to kick in completely, so don't leave it too long before visiting your family doctor about this.

See <http://travelvax-px.rtrk.com.au/home/home/VaccinePreventableDiseases.html>

Also current health information for Vanuatu can be obtained from <http://smartraveller.gov.au/Countries/pacific/pages/vanuatu.aspx>

## Seasickness

It doesn't bother some people. Others work through it and continue to function. Some go quiet and either sit in a corner, look to the horizon or lie down somewhere. Then there are those who wish they could die and let everyone know. Rest assured, you will be loved and cared for no matter what. After all, we travel as a team and must all work as a team.

That said, after consultation with your family doctor – or Dr Google – we strongly recommend that you bring a range of medications, or devices, to suit the conditions.

Here's a useful link to an article on the topic

<http://www.nps.org.au/publications/consumer/medicinewise-living/2013/motion-sickness>

## First Aid

Whilst there is a team first aid kit, there's nothing like having your own personal kit. Something we would strongly recommend.

Things I have found personally useful, include:

- Broad spectrum antibiotics (Ask your doctor for them)  
*On two occasions volunteers have developed nasty infections after being scratched on coral (half way through remote missions) and without anti-biotics on hand I really don't know how things would have turned out.*
- Betadine cream
- Savlon
- Band-Aids
- Safety pins
- Bandages (3 sizes)
- Eyewash solution
- Eyewash solution
- Dressing gauze & tape
- Eyewash solution
- Waterproof dressings
- Hand sanitizer
- Panadol

## Further Preparation – Tips & Traps

### Preparation for your time in Vanuatu (with a focus on health)

Suitable preparations can avoid lots of problems. For new members Vanuatu is a wonderful place so

### Footwear & skin protection outside town

If visiting isolated areas it is important that we all take care to avoid as many potential problems as possible and using suitable footwear is something that should be given a priority. Remember the conditions can be rough and cuts from coral in particular can be a big problem as they don't heal quickly.

Wearing suitable footwear is one of the best precautions you can take. We have found strong, high quality surf sandals to be one of the best investments you can make. Ones that do not have a raised lip around the sole are best as water can drain away from under your feet quickly.

Anything that tends to keep your feet damp can cause quite severe skin problems in the tropics. Flip flops (foot thongs) are useful for taking a shower. In some of the villages hookworm is a problem. In fact any minor cuts or scratches can ulcerate very quickly in the situations you will be in and that can be very serious. It is essential to cover even very minor scratches immediately. Infections begin much more quickly and more severely than we are used to in our part of the world.

### Dress Code outside urban areas

We need to be respectful and mindful of local culture and custom. Conservative attire is recommended. Bare chests and short shorts may be OK for swimming but not in the "clinic." In some areas it is not appropriate for women to wear shorts. Ni-Vans are very modest people, especially the women. Most of them wear dresses or skirts, however this is not very practical for us getting in and out of boats and utes!

Here is a guide for the remote islands and villages we visit: no cleavage, cover your shoulders, shorts and skirts no higher than just above the knee, and underwear should not be visible. Remember you may have to bend over to examine a small child, or even kneel on the floor. Loose fitting blouses and shirts are cooler

than tight! Modest night attire is also preferable. If you plan to swim wear a rash-vest or shirt & board shorts, no bikinis when in the company of Ni Van people. The code is a little different for Port Vila, where they are more familiar with tourist dress styles.

### Alcohol

On the topic of alcohol, we would prefer that no alcohol be consumed whilst working on the Outreach Missions and in the villages. In restaurants, where drinks are provided, and before and after the missions the key words are **moderation** and **restraint**. It's important for us to set a good example in the villages and to other team members. (**Note:** All of the above also relates to the consumption of the local drink kava)

### Cultural sensitivity

Prior to arriving in Vanuatu it's a good idea to learn up on the local culture and in particular, things which might be of a sensitive nature or which might potentially cause offense. If in doubt, always feel free to ask a local Ni-Van leader or team member. Whilst everyone is generally very friendly, it is a conservative country, where traditional views, language and behaviours are mostly preserved.

### Christian context

It's important to remember that we will be operating within a broadly Christian context. As a result it's important to be culturally sensitive and remember to maintain appropriate language, dress sense and behaviour at all times. (e.g., T-shirts with offensive or inappropriate writing or images would not be appropriate)

### Responsibility for self

Each volunteer accepts liability for their own actions and understands that at all times the program takes every care to maintain a safe operation, minimising the risk of loss and injury. Your actions also impact on those around you and indeed the successful operation of the whole program, so think and stay safe at all times. If in doubt about anything, always ask.

### Communications

On arrival in Vanuatu you may wish to purchase a local mobile phone or a SIM card for your own phone. It's a lot cheaper than having International Roaming on your iPhone or other device, but there's no guarantee coverage exists in all parts of Vanuatu.

A sealable plastic bag for your phone and other electronic valuables is a GREAT IDEA. Remember, salt water, tropical downpours, or water from any source really, don't mix well with electrics.

### Money

Local currency is called Vatu, and there are about 80 Vatu to \$AUS1. On arrival in Vanuatu it's generally a good idea to change some currency (maybe \$100-\$200) for such things as food purchases, presents, bus fares and the like. Make sure you get a variety of notes including some small ones ... 500 Vatu (approx. \$AUS6), 1000 Vatu (approx. \$AUS12) and 2000 Vatu (approx. \$AUS25) because not everyone has change of the big notes; the 5000Vatu and 10000 Vatu.

In the large commercial centres, (Port Vila & Luganville) credit cards are mostly accepted. Away from the airport, try and avoid changing currency at hotels, the rates are woeful. It's best done in the small currency exchange outlets in the main street, (eg Goodies). Spend 5-10 minutes checking the rates, then go for it. There are also ATMs

## Things to pack

The following items are strongly recommended

- Self-inflating sleeping mat and small pillow. Many of the beds in the local accommodation have no mattress. The temperatures are generally warm and in most cases sleeping under a single sheet is all you will need though some may need a very light blanket. **A good sleep is important!**
- The temperature range is generally 20-30°C but there are occasional evenings when a light jumper will be appreciated.
- Insect repellent, tropical strength (e.g. Bushmans, or Rid)
- Mosquito net for your bed that has (ideally) been treated with the insecticide permethrin
- Removable plastic hooks to attach to ceiling
- Sturdy quick drying "surf" sandals (see above)
- Loose lightweight quick drying clothes.
- Sun-screen 30+
- Broad brimmed hat & polarized sunnies.
- Toilet paper. Not always available where we stay.
- Anti-bacterial quick drying hand-wash gel e.g. Aqium, DeBug, Dettol.
- "Wet-ones" antibacterial hand-wipes. These are useful for the rare occasions when water and soap are not available.
- Travel sickness medication
- 1-2L Drink bottle
- Anti-malarial prophylaxis (see above) plus a supply of your own regular or routine medications, plus extras. See your family doctor for extra supplies and a letter for customs to identify these for personal use.

## Extra things that help make the trip more enjoyable

- Clothes line and pegs.
- Washing detergent.
- A ball of string.
- Knife, fork, spoon, cup and plate.
- Diary and pens
- Torch - a head torch is probably best. (+ spare batteries)
- Camera
- Light weight rain gear.
- A towel
- A few good strong garbage bags and some zip lock bags that are big enough for wet / dirty clothes.
- Please pack into a soft bag e.g. hiking pack, rather than a suit case as when travelling on the back of a truck or in a boat they are much more safely stowed.
- Bathers, snorkel, mask and flippers (Just in case spare time allows a swim.)  
*Wearing flippers around coral is essential to reduce the chance of being cut or scratched. Once cut or scratched it's pretty much assumed you will become infected and require antibiotics*

## Bislama: A few language tips for health professionals\*

There are over 100 different island, or village languages in Vanuatu evolved over centuries of isolation. Some now speak English and in a few areas French, with most speaking or understanding the national "pidgin" language, known locally as Bislama; largely derived from English roots written and spoken in a simple, phonetic form.

Remember that Bislama is a totally phonetic language and the vowels only have a single pronunciation of "a" as in car, "e" as in egg, i as in ink, o as in orange, "u" as in true.

For much of the language if you ask the speaker to talk slowly you will be able to follow most of what they say.

Note that sometimes the same word can have a number of meanings. "Harem" can mean hear but it can also mean understand, or feel. If while extracting a tooth, for example, the patient appears to be reacting with signs of discomfort, the question "Yu harem?" (Do you feel it?) would be appropriate before proceeding with the extraction and deciding whether or not to use more local anaesthetic.

Here is a systematic but brief list:

### Greetings

Come in please	Kam insaet plis
Good morning	Gud moning (or it can be simply) Moning
Good afternoon	Gud aftanun (or) Aftanun
My name is	Nem blong mi.....
How are you?	Yu filim olsem wanem? (or) Olsem wanem yu orae
Your name is?	Wanem nem blong yu?
Good bye	Gud bae,(or) Lukim yu, (or) Ale

### General Instructions

Take a seat	Yu sidoan, (or) Takem jea blong yu
Sit here	Sidoan long ples ia.
Sit over there	Sidoan longwe
Come closer	Kam klosap
Stand there	Stanup long ples ia
Move up a bit further	Muv i go moa long wei
Here	Long Plesia
There	Long wei
Over there	Long wei

### History taking : personal information

Date of examination	Dei we oli jekemap yu
What is your name?	Wanem nem blong yu?
How old are you?	Hamas yia yu gat? (or) Hamas yia blong yu?
Where do you live?	Wea nao yu stap? (or) We ples yu stap?

### Miscellaneous

Do you understand?	Yu save? ( <i>pro</i> : You Sav-ee)
Medicine Tablet / pill / capsule	Meresin
Injection	Stik

*\*Adapted from Don's Language Tips, Don MacRaid, Vanuatu Prevention of Blindness Project*

# Vanuatu Volunteer Handbook

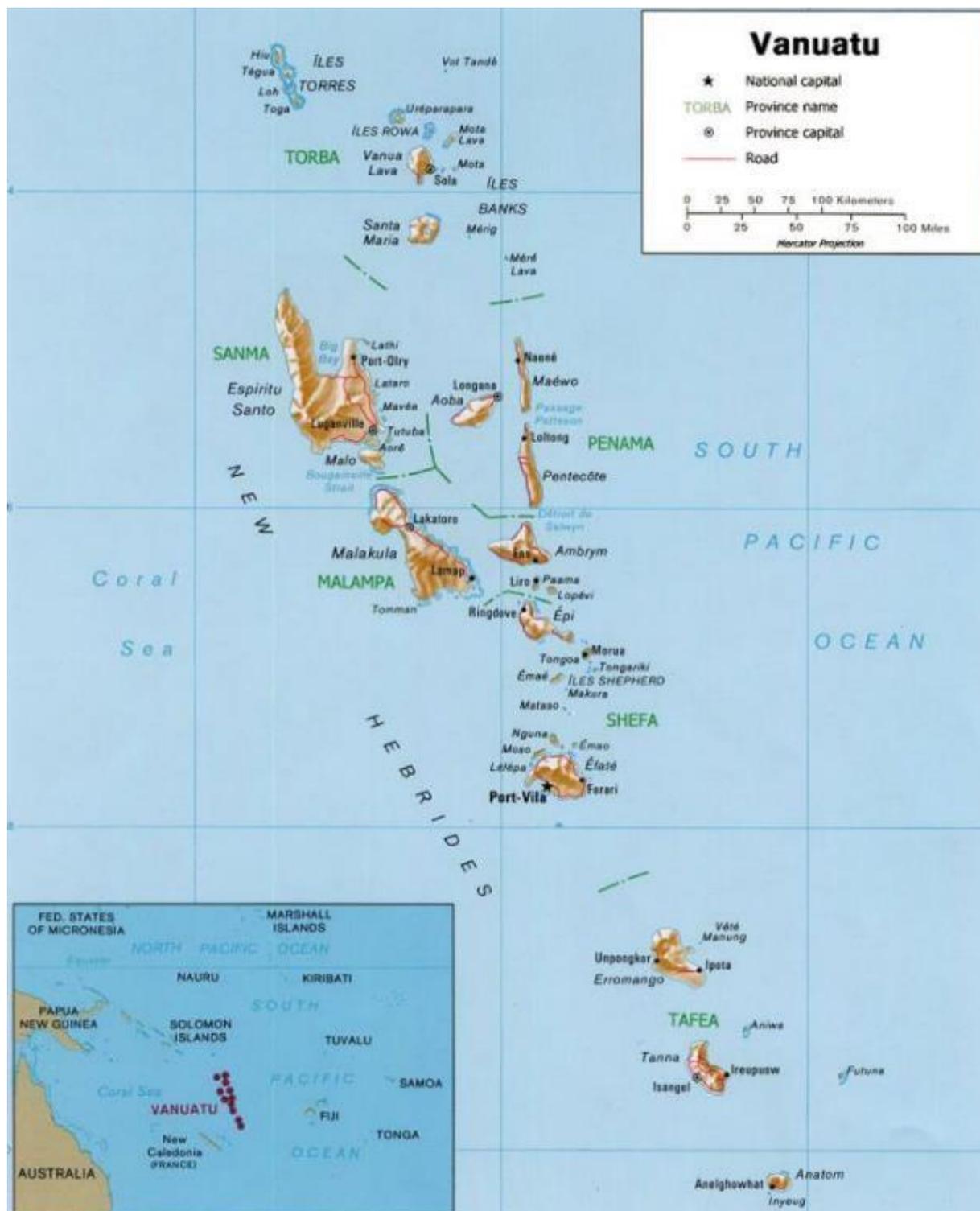
Please download a copy of this document and become familiar with its contents, some of which has been included in this Volunteer Application booklet

## National Oral Health Survey (NOHS) Volunteer Info. Guide

Please download a copy of this document and become familiar with its contents, some of which has been included in this Volunteer Application booklet

### Island Nation

The main islands making up Vanuatu are shown below. **Note:** Some islands are known by different names to those shown here.





# Code of Conduct - MSM Vanuatu Mission 2017



## Preamble

Medical Sailing Ministries (MSM) is an outreach program of the North Ringwood Uniting Church, (VIC) which forms part of the Uniting Church in Australia (UCA). We partner with the Presbyterian Church of Vanuatu (PCV Health) to deliver medical transport and other services to the people of Vanuatu.

We seek at all times to act in a fair, compassionate, Christian manner, reflecting the teachings and example of Jesus and respecting the laws and customs of Vanuatu.

All MSM volunteers and workers are expected to do likewise.

## **1. Background/Introduction**

MSM is committed to promoting high standards of behaviour, which are consistent with its values, and includes the prevention of sexual exploitation and abuse, fraud and corruption and abuse of power.

MSM supports the Australian Government's Child Protection Policy goal:

*To protect children from abuse of all kinds in the delivery of Australia's overseas aid program.*

MSM works in a range of Vanuatu communities. In the course of MSM's activities, volunteers may have contact with local people, including children and young people. This may occur in Australia or overseas.

All MSM leaders have a responsibility to ensure that all volunteers are aware of this Code of Conduct, that they understand what it means in concrete behavioural terms and how it applies to their program context.

Implementation of this Code is supported by Uniting Church policies, including its Protection Policy, Child Protection Policy and Child Sex Tourism Policy

Annex 1 provides definitions of key terms used in this policy document.

## **2. Purpose**

The main purpose of MSM's Code of Conduct is to promote greater accountability toward our partners, supporters, and the people with whom we work in our humanitarian and development programs.

It seeks to ensure that leaders and volunteers understand the Uniting Church in Australia and its values, regulations and management processes and apply them in their behaviour. It also aims to protect leaders and volunteers as well as every woman, man, girl and boy with whom we work from abuse by individuals or groups from within our organisation.

The Code is intended to serve as a guide for representatives of MSM to make ethical decisions in their professional lives and at times in their private lives.

### 3. Scope/Who signs the Code of Conduct?

In order for MSM to comply with the conditions of the relevant policies, it is a requirement that the following Code of Conduct is read, understood and signed by all volunteers.

Representatives of MSM are defined as being any personnel undertaking tasks on behalf of MSM and/or any personnel funded by MSM. All representatives of MSM are responsible for ensuring that the Code is complied with.

Consequently, representatives of MSM include:

- Leaders and coordinators of MSM
- Volunteers of MSM

### 4. Core Values

Informed by our Christian faith, we take a holistic approach to our work with the following values:

**Partnership:** working through partnerships that embody mutual respect, responsiveness, interdependence and accountability between people overseas and in Australia;

**Sustainability:** seeking ongoing benefits for the partnered communities, promoting ownership and building capacity to manage their own development; fostering ongoing evaluation and learning to ensure high standards of effectiveness; and care for creation

**Human Rights:** respecting, protecting and upholding the human rights codified in the international human rights legal framework, supporting duty bearers to act justly towards rights holders;

**Inclusion:** actively promoting gender equity and the meaningful participation of people from marginalised groups in all programs, ensuring no discrimination due to age, culture, gender, disability, race, religion, sexual orientation, or social or political affiliation;

**Integrity:** applying ethical, transparent and professional work practices; respecting spiritual and cultural values.

### 5. The Code of Conduct

MSM's Code of Conduct outlines the key responsibilities of all representatives of MSM in relation to respect for the welfare and rights of the people with whom we work, be it colleagues in the workplace, or in the development context in which we are engaged overseas.

Our obligations and responsibilities in regard to the latter group particularly is emphasised in this Code (without diminishing respect toward all), reflecting a special concern to exercise due care and respect for people who are often powerless and vulnerable.

The Code is designed to assist representatives of MSM to better understand the obligations placed upon our conduct, so as to promote high standards of behaviour and prevent the following: All forms of exploitation and abuse, harassment, fraud and corruption, security breaches, and unethical business practices.

## **5.1 Values and Behaviour**

Representatives of MSM shall at all times:

- Act in a way that is consistent with the Christian principles which underpin the work and service of MSM.
- Respect and promote fundamental human rights without discrimination<sup>2</sup> of any kind and irrespective of social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.
- Contribute to a work environment that is fair, equitable and free of any form of harassment and to act with honesty and good faith, treating all other representatives on MSM with respect and dignity.
- Help build a harmonious workplace based on team spirit, mutual respect and understanding.
- Treat all communities with whom we work (including crisis-affected populations, Internally Displaced Persons [IDPs] and refugees), fairly and with respect, courtesy, dignity and according to International Laws and Standards.
- Uphold the highest standards of accountability, efficiency, competence, integrity and transparency in decision-making, especially as such decisions involve and impact MSM's partners and other stakeholders.
- Be familiar with their rights and responsibilities articulated in this Code of Conduct and MSM's Policies and Procedures.
- Abide by the high standards of behaviour expected when representing MSM.
- Contribute to, and take ownership of, decisions that contribute toward the achievement of the mission and vision of MSM.
- Respect the role and decisions of MSM's National Committee and management.
- Promote a team environment by acknowledging the work of peers and managers and, as appropriate, providing constructive feedback on their contribution to the work of MSM.
- Respect other staff, partners and stakeholders by maintaining an appropriate level of confidentiality while working for MSM.
- Refrain from misusing alcohol or other drugs which adversely affect their work or service, the safety of colleagues or the reputation of MSM.

## **5.2 Child Protection**

The following is based on the Australian Government's Child Protection Policy (2009).

MSM commits itself to creating and maintaining an environment which promotes its core values and prevents abuse and sexual exploitation against children (persons under the age of 18).

MSM strongly condemns all kinds of abuse and sexual exploitation against children.

Abuse occurs when adults or other children hurt or exploit children, either physically or in some other way, which endangers their physical or emotional health or development. Abuse may be a single incident or occur over a period of time. It may involve an act perpetrated on a child, or where a child is pressured or forced to take part in any kind of activity, whether or not the child is aware of, or consents to, what is happening.

Representatives, engaged by MSM, agree that while implementing any activities funded by MSM, they will never:

- hit or otherwise physically assault or physically abuse children;
- develop physical or sexual relationships with a child which are illegal under the laws of the country of either the child or the representative (mistaken belief in the age of a child is not an excuse);
- develop relationships with children which could in any way be deemed exploitative or abusive;

- act in ways that may be abusive or place a child at risk of abuse;
- use language, make suggestions or offer advice which is inappropriate, offensive or abusive;
- behave physically in a manner which is inappropriate or sexually provocative;
- have a child/young person with whom they are working to stay overnight at their home unsupervised;
- sleep in the same room or bed as a child/young person with whom they are working;
- do things for children of a personal nature that they can do for themselves;
- condone, or participate in, behaviour of children which is illegal, unsafe or abusive;
- act in ways that shame, humiliate, belittle or degrade children, or otherwise perpetrate any form of emotional abuse;
- discriminate against, show differential treatment, or favour particular children to the exclusion of others;
- spend excessive time alone with children away from others;
- take children to their home, especially where they will be alone with them; or
- hire children for domestic or other labour that is inappropriate given their age or developmental stage, which interferes with their time available for education and recreational activities, or which places them at significant risk of injury.

Representatives of MSM will:

- treat children with respect regardless of race, colour, sex, language, religion, political or other opinion, national, ethnic or social origin, property, disability, birth or other status be aware of situations which may present risks and manage these;
- plan and organise the work and the workplace so as to minimise risks;
- as far as possible, ensure that another adult is present or visible when working with children;
- ensure that a culture of openness exists to enable any issues or concerns to be raised and discussed;
- ensure that a sense of accountability exists between representatives so that poor practice or potentially abusive behaviour does not go unchallenged;
- talk to children about their contact with staff and others and encourage them to raise any concerns; and
- respect the confidentiality of information shared by children/young people so that their safety and well-being is not compromised. However, if maintaining confidentiality poses a threat to the child/young person appropriate action must be taken.
- be familiar with and apply the letter and spirit of the Child Protection Policy in all circumstances.
- immediately report concerns or allegations of child abuse in accordance with appropriate procedure.

When photographing or filming a child for work related purposes, representatives of MSM must:

- before photographing or filming anyone, but especially a child, assess and endeavour to comply with local traditions or restrictions for reproducing personal images;
- before photographing or filming anyone, but especially a child, obtain consent from the child or a parent or guardian of the child. As part of this, representatives of MSM must explain how the photograph or film will be used;
- ensure photographs, films, videos and DVDs present people, especially children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed and not in poses that could be seen as sexually suggestive;
- ensure images are honest representations of the context and the facts; and
- ensure file labels do not reveal identifying information about a child when sending images electronically.

### **5.3 Sexual Exploitation and Abuse**

In addition to Child Protection, MSM also strongly condemns sexual exploitation and abuse as one form of Gender-Based Violence (GBV). MSM recognises that Sexual Exploitation and Abuse (SEA) can occur in any workplace or operational context, especially in a development setting. In contexts of endemic poverty, however, dependency can create an additional ethical responsibility and duty of care on the part of all representatives of MSM and MSM's implementing partners.

To protect MSM's partners, and those we seek to assist in all situations, the representatives of MSM, and the staff of its implementing partners shall at all times (ie both during and outside official working hours):

- Understand that sexual exploitation and abuse by staff involved in development and humanitarian work constitute acts of gross misconduct and are therefore grounds for termination of employment.
- As already articulated in Section 5.2, never engage in any sexual activity with persons under the age of 18 (regardless of any local laws or customs that may imply or express a lower age of consent). Mistaken belief in the age of a child is not a defence.
- Not accept, solicit or engage in the "buying" of or profiting from sexual services.
- Never exploit the vulnerability of any group being assisted or with whom we are working, either in the workplace or in the context of development work, especially women and children, or allow any person/s to be put into compromising situations.
- Know that the exchange of money, employment, goods or services for sex, including sexual favours or other forms of humiliating, degrading or exploitative behaviour is prohibited, especially with those people being assisted.
- Never abuse a position to withhold development assistance, or give preferential treatment; in order to solicit sexual favours, gifts, payments of any kind, or advantage.
- Be prohibited from engaging in sexual relationships with members of crisis-affected populations since such relationships are based on inherently unequal power dynamics and undermine the credibility and integrity of humanitarian aid work.
- Never act in ways that may place a child at risk of abuse, and when working with children, avoid actions or behaviour which may constitute poor practice.
- In countries where MSM may directly implement long-term development work, a staff member who engages in a long-term sexual relationship with a member of the community and/or with another employee, is encouraged to inform his or her manager about the relationship to prevent the perception of a conflict of interest.

MSM promotes, in consultation with its implementing partners, the integration of a gender-sensitive perspective into efforts to effectively prevent and respond to sexual abuse and exploitation.

### **5.4 Harassment**

Representatives of MSM shall never commit any act or form of harassment as it results in physical, sexual or psychological harm or suffering to individuals, especially women and children. MSM does not tolerate any form of violation, in the workplace or in any other operational context, such as harassment (including sexual, gender and racial harassment), bullying and discrimination, that is, any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual.

Therefore, all representatives of MSM shall:

- Treat everyone with dignity and respect in the workplace. Speak with civility and kindness, listen carefully, and consider the wellbeing of others.
- Never commit any form of harassment as it causes physical, sexual, psychological or emotional harm or suffering to individuals.

- Never engage in any behaviour, deliberate or otherwise, that makes the recipient feel persecuted, vulnerable and powerless.
- Understand what constitutes harassment, recognise early signs of sexual, gender, racial or other targeted forms of harassment and take swift action to prevent and resolve.
- Understand what constitutes bullying, empower staff that are affected by it, develop strategies for reducing and stopping it, and take necessary disciplinary action against those found to have committed an act or form of harassment.
- Never behave in a violent, harassing or discriminatory manner toward another person in the workplace or in the communities with whom MSM works. Such behaviour is unacceptable and shall not be tolerated.

### **5.5 Fraud and corruption**

MSM has a zero-tolerance approach to fraud and corruption. MSM staff shall never take advantage of their position within MSM, or when working with communities, partners or other stakeholders. Therefore, representatives of MSM shall at all times:

- Promote a culture of honesty and openness among MSM staff and management.
- Be transparent in all work-related financial transactions.
- Never steal, misuse or misappropriate funds or property, ensuring that financial and other resources are used solely for the intended purposes. This applies also to any other income generated such as any interest received/earned on the funds.
- Never engage in “non-arm’s length transactions”, document or check forgery, money laundering, taking of commissions and influencing tender process for improper benefit and theft.
- Foster a work environment where communities and staff can safely and confidentially raise and report all serious concerns about suspected fraud and corruption.
- Never knowingly support individuals or entities involved in illegal activities.
- Never deliberately destroy, falsify, alter or conceal evidence material to an investigation or make false statements to investigators in order to materially influence or impede investigations into corrupt, fraudulent, coercive or collusive allegations.
- Conduct all business in accordance with internationally accepted practices and procedures and uphold the highest standards of accountability and transparency in relations to finances, management and governance, where relevant.

### **5.6 Unethical business practices**

MSM promotes moral and ethical business practices. Therefore all representatives of MSM shall:

- Always follow transparent, accountable and honest practices when receiving cash donations from the public earmarked for humanitarian or development purposes.
- Never use or accept a bribe in the form of money, goods and or services to secure a contract for services when dealing with suppliers in any development or humanitarian work.
- Never take part in activities that generate personal, organisational or collective profit such as buying or selling when such activities may affect or appear to affect MSM’s credibility or integrity, or that of its partners.
- Never share in the profits or budget leftovers as kickbacks, cuts or discounts for personal or organisational benefits.
- Not make improper use of:
  - a. resources of MSM;
  - b. inside information; or
  - c. the representative’s duties, status, power or authority in order to gain, or seek to gain, a benefit or advantage for the representative or for any other person.
- Declare any known or potential conflicts of interest to their employer (as outlined in MSM’s Governance and Personnel Policies).

- As articulated in MSM’s Governance and Personnel Policies, never accept any gifts or other favours that may influence the performance of staff functions or duties. Gifts are defined as, but not limited to: services, travel, entertainment, material goods, among others. In order to respect national and local traditions and conventional hospitality, minor token gifts such as pens, calendars, desk diaries, etc. can be accepted.
- Never use illegal labour, child labour and forced labour in any work area.
- Always pay compulsory State taxes and comply with national business law and international standards.
- Always strive for the highest health, safety and environmental standards in all program work.
- Ensure, where possible, that goods purchased are produced and delivered under conditions that do not involve the abuse or exploitation of any persons and have the least negative impact on the environment.
- Be conscious of not taking advantage of their positions and may not accept gifts (except for small tokens of appreciation) or bribes.
- Never use or distribute known unsafe products or supplies in any development or humanitarian setting.

### **5.7 Disclosure**

Representatives of MSM will disclose any convictions for criminal offences, which may occur during their employment with MSM

### **5.8 Confidentiality**

Confidentiality is an important facet in enabling the reporting of abuse. Written and spoken information will be protected from being shared with unauthorised persons, or used for a purpose other than that for which it was collected. MSM is guided in this by the Assembly’s Privacy Policy.

### **5.9 Security & Safety**

MSM places the security and safety of all representatives of MSM and those with whom we work as a top priority and will strive to do all that we reasonably can to ensure that representatives of MSM are secure as they go about their work. Security is an individual as well as an organisational responsibility, therefore all representatives of MSM shall:

- Understand and adhere to the Travel Policy, People and Relationship Policies and relevant Sections of the Employment Policy, as well as be familiar with the corresponding policies of its partners.
- Never use or possess weapons or ammunition of any kind while on duty.
- Never drive a vehicle while on duty under the influence of alcohol or any illegal substance and must comply with the laws of the country in which they are working in relation to both.

## **6. Complaints and Disciplinary Procedures**

Violation of this Code of Conduct will not be tolerated and may, in accordance with relevant legislation, lead to internal disciplinary actions, dismissal or even criminal prosecution.

MSM has a responsibility to handle and respond to any allegations of misconduct it receives from its stakeholders about representatives of MSM in line with its policies and related disciplinary measures. MSM has established systems for investigating, recording and dealing with misconduct. A mechanism is in place where complaints will be investigated promptly, while maintaining discretion and confidentiality and protecting the rights of all individuals involved. Breaches of the Code of Conduct should be reported immediately to senior management or the National Committee, as appropriate, in line with MSM’s Complaints Process.

Those who wish to lodge a complaint about an alleged breach of the Code by a representative of MSM should lodge their complaint to her/his line manager (or designated complaints focal point) as soon as possible after s/he becomes aware of the concern.

Any representative of MSM purposely making false accusations on any action by another person which is in breach of the Code of Conduct will be subject to disciplinary action at the discretion of MSM's National Committees or management (as applicable).

## **7. Understanding the Code**

All representatives of MSM, including staff and volunteers, will be given opportunities to understand the ethos of the Uniting Church; the role, Values, Vision and Mission of the Unit; the expectations associated with being a representative of MSM; and the obligations associated with the Code of Conduct. Awareness sessions will be conducted as soon as practicable for new staff, volunteers, and other representatives of MSM. Awareness sessions will be conducted at least annually for existing staff, volunteers and other representatives of the MSM.

The signatory (the representative of MSM) below has read, understood and is in agreement with the content of this document. This understanding will be evidenced by:

- Promoting the implementation of MSM's Code of Conduct by contributing towards the creation and maintenance of an environment that prevents sexual exploitation and abuse, abuse of power and corruption.
- Reporting immediately any knowledge, concerns or substantial suspicions of breaches of the Code to her/his line manager and/or senior management in terms of MSM's Complaints Policy and Procedures, and who is expected to take prompt investigative action.
- Being aware that failure to disclose or knowingly withhold information about any reports, concerns or substantial suspicions of breaches of this Code of Conduct constitutes grounds for disciplinary measures.
- Feeling protected by MSM's commitment to providing a safe environment through which to voice a concern, without fear of reprisal or unfair treatment as articulated in MSM's Complaints Process.
- Cooperate when requested with any investigation into alleged breaches related to this Code.

The signatory accepts the consequences of any violation of any of the above provisions under this Code of Conduct.

## Annex 1: Key terms and definitions

**Abuse of power:** Abuse of power includes any abusive behaviour (physical, psychological, sexual or emotional) by a person in a position of authority and trust against someone in a position of vulnerability and/or dependency.

**Bullying** is aggression expressed psychologically and emotionally rather than physically. The term is used to describe a repeated pattern of negative intrusive violating behaviour against one or more targets and comprises constant trivial fault-finding criticism, refusal to value and acknowledge, undermining, discrediting and a host of other behaviours.

**Complainant:** The person making the complaint, including the alleged survivor of the sexual exploitation and abuse or another person who becomes aware of the wrongdoing.

**Discrimination:** Discrimination means exclusion of, treatment of, or action against an individual based on social status, race, ethnicity, colour, religion, gender, sexual orientation, age, marital status, national origin, political affiliation or disability.

**Corruption** is the “offering, giving, soliciting or acceptance of an inducement or reward which may improperly influence the action of any person”

**Fraud** is an intentional distortion, deceit, trickery, and perversion of truth or breach of confidence, relating to an organization’s financial, material, or human resources, assets, services and/or transactions, generally for the purpose of personal gain or benefit. Fraud is a criminal deception or the use of false representations to gain an unjust advantage.

**Harassment:** Harassment means any unwelcome comment or behaviour that is offensive, demeaning, humiliating, derogatory, or any other inappropriate behaviour that fails to respect the dignity of an individual. Harassment can be **committed by** or **against** any member of the community with whom we work, partners, employee, vendor or other individual visiting or doing business with an agency (see definition of sexual harassment further below).

**Minor:** A person under age 18 (a child according to the definition in the Convention for the Rights of the Child, CRC).

**Gender based violence (GBV):** “Any harm that is perpetrated against a person's will; that has a negative impact on the physical or psychological health, development, and identity of the person; and that is the result of gendered power inequities that exploit distinctions between males and females, among males and among females. Although not exclusive to women and girls, GBV principally affects them across all cultures. Violence may be physical, sexual, psychological, economic, or sociocultural.”<sup>1</sup> Gender-based violence may manifest in numerous ways: domestic violence, battering, rape and marital rape, female genital mutilation, torture, trafficking, and forced prostitution, dowry-related violence, marriage and in certain cases, violence perpetrated or condoned by the state.

**Sexual abuse:** Sexual abuse is actual or threatened physical intrusion of a sexual nature, including inappropriate touching, by force or under unequal or coercive conditions;

**Sexual exploitation:** Sexual exploitation means any actual or attempted abuse of a position of vulnerability, differential power or trust, for sexual purposes, including, but not limited to, profiting monetarily, sexually or politically from the sexual exploitation of another (UN SG Bulletin, 9 October 2003). In these situations, the potential victim believes she/he has no other choice than to comply; this is not consent and it is exploitation. Some examples include, but are not limited to:

- Humanitarian/development worker demanding (or accepting) sex in exchange for material assistance, favours, or privileges.
- Teacher insisting on (or accepting) sex in exchange for passing grade or admission to class.
- Refugee leader demanding (or accepting) sex in exchange for favours or privileges.
- Security worker insisting on (or accepting) sex in exchange for safe passage.
- Driver demanding (or accepting) sex to give a female person a seat in the vehicle.

Exploitation is using one's position of authority, influence or control over resources, to pressure, force or manipulate someone to do something against their will or unknowingly, by threatening them with negative repercussions such as withholding project assistance, not approving an employee's work support requests, threatening to make false claims about an employee in public, etc.

**Sexual harassment:** Sexual harassment means any unwelcome sexual advance, comment, expressed or implied sexual demand, touch, joke, gesture, or any other communication or conduct of a sexual nature, whether verbal, written or visual, by any person to another individual within the scope of work. Sexual harassment may be directed at members of the same or opposite sex and includes harassment based on sexual orientation. Sexual harassment can occur between any one or more individuals, employee or beneficiary, regardless of their work relationship.

**Subject of the complaint (SOC):** The person alleged to have perpetrated the misconduct in the complaint (BSO/HAP)

**Survivor or victim** – the person who is, or has been, sexually exploited or abused. This term implies strength, resilience and the capacity to survive (BSO/HAP).

**Protection:** Ensuring that individual basic human rights, welfare and physical security are recognised, safeguarded and protected in accordance with international standards.

**Workplace violence:** Any incident in which a person is abused, threatened or assaulted in circumstances relating to their work. These behaviors would originate from customers, co-workers at any level of the organization. This definition would include all forms of harassment, bullying, intimidation, physical threats/assaults, robbery and other intrusive behaviors (ILO).