INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

SECOND SESSION OF THE IODE STEERING GROUP
FOR THE OCEANTEACHER GLOBAL ACADEMY
PROJECT (SG-OTGA-II)

IOC Project Office for IODE
8-11 March 2016

ANNOTATED AGENDA
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1. OPENING OF THE MEETING

1.1 WELCOME BY THE DONOR REPRESENTATIVE
The meeting will be addressed by Mr Gert Verreet on behalf of the Government of Flanders.

1.2 ADOPTION OF THE AGENDA AND TIMETABLE
The Chair of the Steering Group, Ms Lucy Scott will invite the participants to review and adopt the provisional agenda and timetable. If any additional agenda items would be required then they can be proposed under this agenda item and discussed under agenda item 5.1 (Any other business). All documents were made available online through http://www.iode.org/iodesg-otga-2

1.3 INTRODUCTION OF PARTICIPANTS
The Chair will invite all participants to introduce themselves. It is noted that the working language of the meeting will be English.

1.4 INTRODUCTION ON OTGA
The OceanTeacher Global Academy training coordinator, Ms Claudia Delgado, will provide a brief review/overview of the OTGA project objectives and implementation status...

2. REVIEW OF CANDIDATE RTC ACTIVITIES 2015-2016

2.1 PRESENTATIONS BY RTC CANDIDATE CENTRES
The Chair will invite the representative of each candidate Regional Training Centre to provide a 10-12 minute presentation focusing on (i) course logistics (organization workflow, participant accommodation, IT infrastructure/support, challenges encountered and corrective measures taken); (ii) course outline and contents created in the OT e-learning platform (teachers and teaching assistants involved, development of course content, lecture video recording experience, challenges encountered and corrective measures taken); (iii) any other issues to be discussed.

2.2 PERFORMANCE ASSESSMENT OF THE CANDIDATE RTCS
The OceanTeacher Global Academy training coordinator, Ms Claudia Delgado, will present the results of the performance assessment for each of the candidate RTCs. The assessment was prepared based on:

(i) Compliance with the original “minimum requirements” as listed in the site visit survey;

(ii) Results of the student survey taken after each course;

(iii) Experiences/comments of the lectures and IODE OTGA staff who participated in the courses;

(iv) Quality/quantity of the materials created in the OceanTeacher e-learning platform;

(v) Quality/quantity of the video lectures created in the OceanTeacher Youtube channel.
2.3 ASSESSMENT: GROUP DISCUSSIONS
The Chair will invite participants to discuss the presentations and performance assessment results in order to recommend the way forward under agenda item 2.4.

In this regard the representatives of the candidate RTCs will be requested to consider the following questions:

(i) Has my candidate RTC complied with the minimum requirements detailed in the site visit survey? If not then why?

(ii) Has my candidate RTC organized at least one course in 2015-2016? If not, then why?

(iii) If my candidate RTC organized one or more courses then was the performance satisfactory (or better)? If not then why?

(iv) Is the management of my candidate RTC still motivated to host an OTGA RTC? Have conditions under which my institution is willing to host an RTC changed? (venue, overheads, additional costs,…)

2.4 DESIGNATION RTC/CANDIDATE RTC/REMEDIAL ACTIONS
The Chair will invite participants to propose a way forward for each of the candidate RTCs. The decision should be based on the results discussed under 2.1, 2.2 and 2.3.

If a candidate RTC’s performance is considered as unsatisfactory then the candidate RTC can either withdraw its application or it can request to remain a “candidate” for another year. They should organize at least one course during the inter-sessional period (April 2016-March 2017) and take the necessary remedial actions to fix the problems that occurred during the past inter-sessional period.

However it may not be possible to confirm funding to a “candidate” in 2016-2017 and the candidate may need to seek funding from another source. A new performance assessment will be carried out prior to the next Session of the Steering Group.

Candidate RTCs that have successfully passed the performance assessment should proceed with formal arrangements as detailed under agenda item 2.5.

2.5 FORMAL MECHANISM (MOU, CONTRACTS) FOR RTC DESIGNATION AND OPERATION
The IODE Coordinator and Head of the IOC Project Office for IODE, Mr Peter Pissierssens, will introduce this agenda item. He will inform the meeting that candidate RTCs that have successfully passed the performance assessment will need to proceed with formal arrangements between their institution and UNESCO/IOC. These arrangements may consist of a Memorandum of Understanding (MoU) and a Contractual arrangement. It will be recalled that no overhead costs can be charged to UNESCO/IOC.

2.6 NEW CANDIDATE RTCS
The Chair will inform the meeting about new candidate RTC applications. She will report that an application to host an OTGA RTC has been received from the “Iranian National Institute for Oceanography and Atmospheric Science” (INIOAS), Tehran, Islamic Republic of Iran on 21 February 2016. In accordance with the agreed upon procedure a site visit should be undertaken. Provided that the assessment after the site visit is positive the INIOAS could be
accepted as a candidate RTC. The meeting will be invited to consider the planning of the site visit and possible organization of a course in the 2016-2017 work plan under agenda item 3.6.

3. WORK PLANS OF THE RTCs FOR 2016-2017

3.1 NEEDS SURVEY (IODE TOPICS)
This agenda item will be introduced by Ms Claudia Delgado. She will introduce the results of the OTGA Global Training Needs Survey performed during February 2016, and recall that each candidate RTC should prepare a shortlist of priority courses to be held between April 2016 and March 2017, based on the combined information drawn from the OTGA Global Training Needs Survey and the relevant IOC Subcommissions CD Strategy.

The topics of the courses should focus mainly on those that can be taught mainly by their own staff, complemented by some additional external experts. The topics should focus mainly on subjects within the remit of IODE, or closely related to IODE. Nevertheless additional courses outside the remit of IODE (but within the remit of IOC) can be included provided that the cost of organization is covered by other parties (not charged to the OTGA project).

3.2 REQUIREMENTS IDENTIFIED BY REGIONAL SUB-COMMISSIONS AND GLOBAL PROGRAMMES
This agenda item will be introduced by Ms Lucy Scott, OTGA SG Chair. She will invite the heads of the Secretariats of the three IOC Sub-Commissions to provide brief reports on the training requirements identified in their respective regions, as well as the Heads of the IOC sections to present training needs that could be addressed by the OceanTeacher Global Academy Regional Training Centre(s).

Topics can include those directly relevant to IODE (and of which the cost of courses could possibly be funded by the OTGA project) or those outside the remit of IODE (of which the cost will be covered by other sources but of which the content can be included in the OTGA e-Learning Platform). Presenters will be invited to specify whether funding has been identified for the listed courses (e.g. through other projects).

3.2.1 IOCAFRICA
Mr Mika Odido will be invited to present the training needs identified by his region.
[videoconference]

3.2.2 IOCARIBE
Mr Cesar Toro will be invited to present the training needs identified by his region.

3.2.3 IOC/WESTPAC
Mr Wenxi Zhu will be invited to present the training needs identified by his region.

3.2.4 OCEAN SCIENCES
Mr Henrik Enevoldsen, acting Head of the Ocean Sciences section, will be invited to present the training needs identified by his section.
[videoconference]

3.2.5 MARINE POLICY
Mr Julian Barbière, Head of the Marine Policy and Regional Coordination section, will be invited to present the training needs identified by his section.
[videoconference]
3.2.6 OCEAN OBSERVATION AND SERVICES
Mr Albert Fischer, Head of the Ocean Observation and Services section, will be invited to present the training needs identified by his section.
[videoconference]

3.2.7 TSUNAMI WARNING AND MITIGATION
Mr Bernardo Aliaga, on behalf of Mr Thorkild Aarup, Head of the Tsunami Warning and Mitigation section, will be invited to present the training needs identified by his section.
[videoconference]

3.2.8 DISCUSSIONS
The Chair will invite participants to briefly discuss the information provided and to consider the requirements identified when discussing the course plans 2016-2017 under agenda item 3.4.

3.3 RTC-RTC COOPERATION
The Chair will recall that one of the objectives of the OceanTeacher Global Academy is the sharing of course materials between regions through the OT e-Learning Platform and lecture videos as well as to enable real-time participation in courses across regions (through video conferencing). The participants will be invited to briefly discuss and to consider these opportunities when discussing the course plans 2016-2017 under agenda item 3.4.

3.4 RTC OTGA COURSE PLANS 2016-2017
Ms Claudia Delgado will present an overview of training needs/topics as reported under agenda items 3.1 and 3.2. The meeting will be requested to consolidate these into lists of courses for each of the Regional Training Centres designated under agenda item 2.4 taking into account locally available expertise.

3.5 RTC ADDITIONAL (NON OTGA) COURSE PLANS 2016-2017
The Chair will invite each designated RTC and candidate RTCs to inform the meeting of their plans for any additional courses that will be funded by other sources but may be of interest to the OTGA project.
[IIOE2 RDM Training course planned at RTC Malaysia between 22-26 May 2016]

3.6 COURSE ORGANIZATION PROCEDURES - GUIDELINES
Ms Claudia Delgado and Ms Kristin de Lichtervelde will introduce this item. They will provide an overview of process guidelines for the organization of courses including timeline, tasks, administrative arrangements. Participants will be able to ask questions and clarifications.

3.7 PROJECT WORK PLAN AND BUDGET 2016-2017
This agenda item will be introduced by the Chair and Mr Peter Pissierssens. Mr Pissierssens will introduce the document “Budget Simulation 2016-2018” and also recall that both the OceanTeacher Global Academy Project Proposal, and the budget are available from the meeting web site.

Based upon the discussions under 3.1 to 3.5 and taking into account the funds available for 2016-2018 (three years) and the estimated costs (fixed project costs, variable global costs and variable costs per RTC) the meeting will be invited to agree on a work plan for 2016-2017 focusing on the number of RTCs and associated courses that should be funded during the period April 2016-March 2017. In this regard the meeting may wish to review and revise the variable cost per RTC as detailed in the simulation document.
4. OTGA JOINT FACILITIES

4.1 OTGA OUTREACH AND COMMUNICATION STRATEGY

This agenda item will be introduced by Ms Pauline Simpson. She will introduce the status of the OTGA Communication Strategy, and the need for a centralised File Management System. The OTGA Communication Strategy Implementation Plan will be discussed as well as the OTGA copyright policy …

4.2 OTGA AND THE IOC CD STRATEGY

This agenda item will be introduced by Mr Peter Pissierssens in his capacity as IOC Capacity Development Coordinator. Mr Pissierssens will recall that the IOC Assembly, at its 28th Session (June 2015) adopted the IOC Capacity Development Strategy (2015-2021) through Resolution XXVIII-2. He will briefly outline the 6 expected outputs of the strategy:

<table>
<thead>
<tr>
<th>Output</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Human resources developed</td>
<td>1.1 Academic (higher) education</td>
</tr>
<tr>
<td></td>
<td>1.2 Continuous professional development</td>
</tr>
<tr>
<td></td>
<td>1.3 Sharing of knowledge and expertise/ community building</td>
</tr>
<tr>
<td></td>
<td>1.4 Gender balance</td>
</tr>
<tr>
<td>2. Access to physical infrastructure established or improved</td>
<td>2.1 Facilitating access to infrastructure (facilities, instruments, vessels)</td>
</tr>
<tr>
<td>3. Global, regional and sub-regional mechanisms strengthened</td>
<td>3.1 Further strengthening and supporting secretariats of regional commissions</td>
</tr>
<tr>
<td></td>
<td>3.2 Enhance effective communication between regional sub-commission secretariats and global programmes as well as other communities of practice (incl. other organisations)</td>
</tr>
<tr>
<td>4. Development of ocean research policies in support of sustainable development objectives promoted</td>
<td>4.1 Sharing of information on ocean research priorities</td>
</tr>
<tr>
<td></td>
<td>4.2 Developing national marine science management procedures and national policies</td>
</tr>
<tr>
<td>5. Visibility and awareness increased</td>
<td>5.1 Public Information</td>
</tr>
<tr>
<td></td>
<td>5.2 Ocean Literacy</td>
</tr>
<tr>
<td>6. Sustained (long-term) resource mobilization reinforced</td>
<td>6.1 In-kind opportunities</td>
</tr>
<tr>
<td></td>
<td>6.2 Financial support by Member States to IOC activities</td>
</tr>
</tbody>
</table>

The OTGA SG should discuss how OTGA can contribute towards implementation of the IOC CD Strategy.

4.3 OTGA NEW WEB SITE

This agenda item will be introduced by Mr Aditya Naik-Kakodkar, developer and administrator of the OTGA e-learning platform and web site. He will demonstrate the new site and its functionality. The participants will be invited to review the new web site and to provide comments, as necessary, in order to improve the site.
4.4 OTGA LEARNING PLATFORM
This agenda item will be introduced by Ms Claudia Delgado, IODE/OTGA training coordinator. She will underline the importance of using the Platform, as the core training contents sharing tool of training resources amongst the OTGA network of RTCs. She will recall the main features of the Platform.

The participants will be invited to review the revised e-learning platform and to provide comments, as necessary, in order to improve the platform.

4.5 OTGA ONLINE APPLICATION FORM
This agenda item will be introduced by Ms Claudia Delgado. She will recall that with the increased number of training courses the former application process became obsolete, and therefore the need for an online application process that can allow a faster processing of the applications received for each course/RTC. The Wufoo online system was chosen as a temporary solution for 2016, until a custom made application process integrated with the OceanExpert Directory of IODE is developed. She will provide details on the system and its advantages…

4.6 CERTIFICATION AS A LEARNING SERVICES PROVIDER/ COURSE CONTENT QUALITY ASSURANCE
This agenda item will be introduced by Mr Greg Reed. He will introduce the possibility of applying for the “Certification as a Learning Services Provider”, under the ISO 29990 standard, that includes the type of training provided by IODE/OTGA, i.e., non-formal education and training.

He will explain that the Certification as a LSP will ensure that IODE/OTGA courses are developed to meet the needs of the stakeholders. These stakeholders will have confidence in enrolling in the courses since the courses are proven to meet high international standards. This will build on the IODE’s reputation as a LSP.

The OTGA SG will be invited to decide on the eventual application and format (as IODE, as OTGA, etc…)

5. SUMMARY DISCUSSIONS

5.1 ANY OTHER BUSINESS
The meeting will discuss here the items that were added to the agenda under agenda item 1.2.

5.2 DATE AND PLACE OF THE NEXT SESSION
The Chair will invite participants to discuss the date and place of the third Session of the Steering Group. In this regard it will be noted that the 24th Session of the IODE Committee will be held around March 2017. As such it will be recommended to organize the SG-OTGA either not later than February 2017 or after IODE-XXIV.

(If a (candidate) RTC is interested in hosting the next SG-OTGA then they should have informed the IODE Secretariat prior to the SG-OTGA-II)

5.3 DESIGNATION OF SG CHAIR
This agenda item will be introduced by Mr Peter Pissiersssens. He will recall that the SG-OTGA-I had designated Ms Lucy Scott (South Africa) as Chair of the Steering Group.
The meeting will be invited to designate its Chair for the next inter-sessional period and SG-OTGA-II.

5.4 SUMMARY REPORT OF THE MEETING
This agenda item will be introduced by the Chair. She will summarize the decisions taken by the Session and invite the Group to adopt these decisions. She will recommend that the final version of the summary report of the meeting will be prepared by the Secretariat and sent to the Chair for checking and agreement. The report will subsequently be published on the IODE web site and distributed to the members of the SG by email.

6. CLOSING OF THE MEETING
Ms Lucy Scott, SG-OTGA Chair will close the meeting on Friday 11 March.

7. OTGA TECHNICAL WORKSHOP
Ms Claudia Delgado will welcome the participants to the OTGA technical workshop. She will inform that the workshop will deal with (i) OTGA File Management System; (ii) Course Budgeting and (finnancial) Reporting and (iii) Lecture Recording Guidelines
ANNEX I

AGENDA

1. OPENING OF THE MEETING
   1.1. Welcome by the donor representative
   1.2. Adoption of the agenda and timetable
   1.3. Introduction of participants
   1.4. Introduction to OTGA

2. REVIEW OF CANDIDATE RTC ACTIVITIES 2015-2016
   2.1. Presentations by RTC candidate centres
   2.2. Performance assessment of the candidate RTCs
   2.3. Assessment: group discussions
   2.4. Designation RTC/Candidate RTC/Remedial actions
   2.5. Formal mechanism (MoU, contracts) for RTC designation and operation
   2.6. New candidate RTCs

3. WORK PLANS OF THE RTCs FOR 2016
   3.1. Needs survey (IODE topics)
   3.2. Requirements identified by regional sub-commissions and global programmes
   3.3. RTC-RTC cooperation
   3.4. RTC OTGA course plans 2016-2017
   3.5. RTC additional (non OTGA) course plans 2016-2017
   3.6. Course organization procedures - guidelines
   3.7. Project work plan and budget 2016-2017

4. OTGA JOINT FACILITIES
   4.1. OTGA Outreach and Communication Strategy
   4.2. OTGA and the IOC CD Strategy
   4.3. OTGA new web site
   4.4. OTGA learning platform
   4.5. OTGA online application form
   4.6. Certification as a Learning Services Provider/ Course Content Quality Assurance

5. SUMMARY DISCUSSIONS
   5.1. Any other business
   5.2. Date and place of the next Session
   5.3. Designation of SG Chair
   5.4. Summary report of the Meeting

6. CLOSING OF THE MEETING

7. OTGA TECHNICAL WORKSHOP
   7.1. File manager tool
   7.2. Course Budgeting, Contracts and Reporting
   7.3. Lecture recording guidelines
ANNEX II
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