1. INTRODUCTION

In order to respond to new challenges faced by the IODE Programme an “IOC Project Office for IODE” has been established in Oostende, Belgium, with substantial support from the Government of Flanders (Belgium) and the City of Ostend (http://www.iode.org/projectoffice). Details of the IOC Project Office creation are provided in the report to IODE-18 (Document IOC/IODE-XVIII/12). The IOC Project Office for IODE was inaugurated on the 25th of April 2005. A full report on the IOC Project Office for IODE is available (Document IOC/IODE-XIX/9).

One of the objectives of the Project Office is to assist in strengthening the capacity of Member States to manage oceanographic data and information and to provide ocean data and information products and services required by the users.

To achieve this specific objective the IOC Project Office provides the following:

- further develops, strengthens and maintains IOC/IODE ocean data and information management training programmes and training tools;
- provides an environment (‘think tank’) where ocean data and information experts and students can work, meet and discuss;
- hosts specialized short-term training courses in ocean data and information management; and

Through its close collaboration with, and proximity to the Flemish Marine Data and Information Centre (FMDC) of the Flanders Marine Institute (VLIZ), the Project Office is able to effectively interact with its focus audiences (researchers, data managers, students) who provide a feedback mechanism enabling continuous adjustment of services to the needs of the focus audiences.

2. TRAINING ACTIVITIES 2005-2006

In 2005-2006 the Project Office organized 29 training courses and workshops. These were attended by 270 trainees from 79 different countries. A part of these training courses and workshops were organized within the framework of the different IODE ODINs (ODINAfrica, ODINCarsa, ODINecet and ODINCIndio). Others were specialized courses with an audience from different regions (e.g. Workshop on biodiversity data management for trainees from different regions). Some of the events were organized jointly...
with other institutions or programs: JCOMM, IOI, GLOSS, EURASLIC, MarBEF. A full list of the trainings is listed below.

Training workshops 2005

- ODINAFRICA Basic Oceanographic Data Management Workshop.  
  Dates: Apr 11-29, 2005

- ODINAFRICA Marine Biodiversity Data Management training course.  
  Dates: Apr 18-22, 2005

- ODINAFRICA Marine Information Management training course  
  Dates: Aug 15 – Sep 03, 2005

- IODE/JCOMM Combined Modeling and Data Management Training Workshop (Jamboree-I)  
  Dates: Sep 02-10, 2005

- ODINCINDIO Ocean Data Management training course  
  Dates: Oct 10-22, 2005

- ODINCARSA Basic Oceanographic Data Management Training Workshop  
  Dates: Nov 07-19, 2005

- ODINCARSA Marine Information Management Training Workshop  
  Dates: Nov 09-19, 2005

- ODINCARSA Oceanographic Data Management Training Workshop (advanced)  
  Dates: Nov 21-26, 2005

- ODINAFRICA Web service development training  
  Dates: Dec 05-09, 2005

- Training course on development of electronic repositories on marine related publications from Africa (ODINPubAfrica)  
  Dates: Dec 05-09, 2005

Training workshops 2006

- ODINCINDIO Marine Information Management Training.  
  Dates: Feb 13-24, 2006

- MarBEF/IODE/VLIZ Training Course on Marine Biodiversity Data Management.  
  Dates: March 6-11, 2006

- First ODINAFRICA Workshop for Marine Biodiversity Data Compilation.  
  Dates: 13-22 March, 2006

- Marine Information Management training for the ECET (European Countries in Economic Transition) countries.  
• UNESCO/IOC/GTZ/ESRI/VLIZ Coastal Planning training course on Territorial Planning in Coastal Zones to cope with tsunamis and other marine hazards.
  Dates: 2-12 May, 2006

• Ocean Data Management training course for the Indian Ocean Countries.
  Dates: 8-19 May, 2006

• ODINAfrica Atlas Data Mining workshop.
  Dates: 6-16 June, 2006

• International Training Course on Tsunami Numerical Modeling: Course I - Tsunami Sources and Tsunami Propagation.
  Dates: 6-16 June, 2006

• ODINAfrica Atlas Coordination and Planning workshop.
  Dates: 19-23 June, 2006

• Joint IODE/IOI (International Ocean Institute) Training Course on the GIS and Remote Sensing Data.
  Dates: 18-23 September, 2006

• ODINAfrica Advanced Data Management workshop
  Dates: 25-29 Sep, 2006

• ODINAfrica Atlas Progress workshop
  Dates: 02-04 Oct, 2006

• Second ODINAfrica Web Improvement workshop.
  Dates: 02-06 October, 2006

• Combined Modeling and Data Management Training Workshop (Jamboree-II).
  Dates: 8-14 October, 2006

• ODINAfrica Workshop for Marine Biodiversity Data Compilation.
  Dates: 6-17 November, 2006

• GLOSS/ODINAfrica Training Course on Sea Level Observation and Interpretation.
  Dates: 6-17 November, 2006

• OceanTeacher KEWLNextGen Editors training.
  Dates: 20-24 November, 2006

• Third ODINAfrica Marine Atlas Assembly workshop
  Dates: 27 Nov -01 Dec, 2006

• ISSTOCAM Training Workshop
  Dates: 04 - 15 Dec, 2006

220 trainees have been trained in 19 training activities in 2006.
3. ORGANISATIONAL ASPECTS OF TRAINING ACTIVITIES

Training activities at the Project Office are announced through the Project Office calendar (http://www.iode.org/projectoffice/calendar.php) and the regional IODE networks. In case of jointly organised training courses the event is announced through the partner as well. Selection of the participants is done by the regional coordinators or organizers of the training event, based upon submitted CVs and experience of the candidate. The selected candidates receive an invitation letter. The administrative assistant of the Project Office further deals with organisational aspects of the training (travel arrangements).

Details about the training event and trainees are entered into the alumni database of the Project Office in Ocean Expert (http://www.oceanexpert.org). More information can be found in Document IOC/IODE-XIX/29.

At the end of each training activity the participants are asked to fill in an online survey consisting of two parts: one survey assesses the quality and content of the course, one survey assesses the quality of the facilities at the project office. These surveys allow both the training course organizers as well as the Project Office staff to assess the quality of the provided training and facilities in order to continuously improve the quality of the training courses and workshops.

All training materials of the training courses and workshops are provided to the participant on a CD or DVD. A CD/DVD replicator is available for this purpose. CDs, DVDs and other training materials are also submitted as a special collection (IOC Project Office Collection) to the VLIZ library and can be searched through the library website of VLIZ (http://www.vliz.be/EN/Marine%20Library).

A number of training courses have been recorded on video. This is done by a video company specialised in educational videos. Afterwards the captured video materials are edited combining classroom shots, lecturer shots and power point slides to a video lecture DVD. Another type of video lecture is created using powerpoint slides and a recorded presentation (so called ‘talking head’). These video lectures are made available online in streaming video format for dial-up and ADSL internet connections. The video lectures are available on the new OceanTeacher web site (http://www.oceanteacher.org). More information on this can be found in the OceanTeacher/ODIMEX report (Document IOC/IODE-XIX/43).

4. WORKPLAN 2007

Training activities at the Project Office are announced through the Project Office calendar (http://www.iode.org/projectoffice/calendar.php) and the regional IODE networks. In case of jointly organised training courses the event is announced through the partner as well. Selection of the participants is done by the regional coordinators or organizers of the training event, based upon submitted CVs and experience of the candidate. The selected candidates receive an invitation letter. The administrative assistant of the Project Office further deals with organisational aspects of the training (travel arrangements).

The following training courses are planned to be held at the Project Office in 2007. Additional training events may be added.

<table>
<thead>
<tr>
<th>Planned Courses</th>
<th>Dates (preliminary)</th>
<th>Funded by</th>
<th>Cost Estimation for Project Office</th>
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<tbody>
<tr>
<td>E-repository Training</td>
<td>23-28 April</td>
<td>Project Office</td>
<td>40 K€</td>
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### 5. PROPOSED WORK PLAN 2008-2009

In 2008-2009 training activities at the project office will continue the same main directions of activity as in 2005-2007 within the available budget with the priority for training/capacity building for developing countries.

A continuous activity is the development of new training courses and workshop answering the needs from our customers (the IODE network in general). To assess these future needs a survey will be send out in 2007 among the IODE community. Some of these new domains were already identified and include marine GIS and remote sensing and modelling.
The existing video library with video lectures will further be extended with new courses. During the past 2 years a number of training activities were organised jointly with other partners: e.g. IOI, WMO, MARBEF. There is a continuous and growing need to organise training courses that are either co-funded or fully funded by partner organisations.

6. ACTIONS REQUESTED FROM THE COMMITTEE

In 2008-2009 training activities at the project office will continue the same main directions of activity as in 2005-2007 within the available budget with the priority for training/capacity building for developing countries.

<table>
<thead>
<tr>
<th>The Committee is requested to:</th>
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<tr>
<td>• Comment on the Training Activities at the Project Office.</td>
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<tr>
<td>• Comment on the Proposed Workplan for Training Activities at the Project Office.</td>
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<tr>
<td>• Comment on future needs for training</td>
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