Agenda

Second Session of the Steering Group for the OceanTeacher Global Academy 2 Project (SG-OTGA2-II)

16,18,19 November 2021 (online)

<u>**DAY 1. [150']**</u>

1. **OPENING OF THE MEETING**. The meeting will be opened by Mr Udaya Bhaskar, SG-Chair, who will outline the meeting objectives.

   1.1 Mr Peter Pissierssens, IOC CD Coordinator, will welcome the participants to the meeting (recorded) *[5']*.
   1.2 Mr Gert Verreet or Ms Ann-Katrien Lescrauwaet, on behalf of the Government of Flanders, will address the meeting. (recorded). *[10']*
   1.3 Introduction by RTC/STC coordinators (*short personal introduction video, maximum 1 minute, to be uploaded to meeting site by 10 November*). *[15']*
   1.4 Adoption of the agenda. Participants will review the provisional agenda prior to the meeting and provide comments and requests for any additional agenda items. All documents have been made available online through the meeting site at https://classroom.oceanteacher.org/course/view.php?id=718 *[5']*

2. **OTGA PROJECT STATUS**.

   2.1 Overview of Project activities. This agenda item will be introduced by Ms Claudia Delgado IODE Training Coordinator, will provide an overview of the OTGA2 activities over the past year *[15']*

3. **REVIEW OF RTC/STC ACTIVITIES 2021 (part 1)**

   3.1 OTGA RTCs/STCs (pre-recorded). Representatives of each RTC/STC will provide a presentation (maximum 10 minute) focusing on (i) description of the RTC or STC; (ii) summary of training courses delivered in 2021; (iii) any issues encountered (*all presentations to be uploaded to meeting site by 10 November*). *[10 RTC/STCs * 10'].*

<u>**DAY 2. [150']**</u>

3 **REVIEW OF RTC/STC ACTIVITIES 2021 (part 2)**

   3.1 OTGA RTCs/STCs (pre-recorded). Representatives of each RTC/STC will provide a presentation (maximum 10 minute) focusing on (i) description of the RTC or STC; (ii) summary of training courses delivered in 2021; (iii) any issues encountered (*all presentations to be uploaded to meeting site by 10 November*). *[6 RTC/STCs * 10'].*

4 **OTGA OPERATIONS AND WORK PACKAGES**

   4.1 Review of OTGA Course Management Guidelines. Greg Reed will discuss the OTGA Course Management Guidelines which outlines the process for organizing and managing OTGA training courses including requirements for certification of the IOC Project Office for IODE as a Learning Services Provider. *[20']*
   4.2 Facilitating online courses using the OTGA E-Learning Platform. Claudia Delgado will review the process for organizing and managing training courses within the framework of the OTGA Project *[20']*
   4.3 Developing learning outcomes for OTGA training activities: Needs analysis. Cheikh Ould Moulaye, OTGA-2 E-learning Instructional Designer, will discuss the results of the needs analysis related to RTCs/STCs instructors effective use of the OTGA learning management system. *[15']*
   4.4 Results of IOC CD survey. Johanna Diwa, IOC CD consultant, will discuss the results of IOC CD survey and implications for OTGA *[15']*
   4.5 Review of OTGA project work packages. The OTGA Secretariat will review WP activities. WP leaders will comment on the value of the work packages and discuss and changes needed. *[20'].*

<u>**DAY 3. [140']**</u>

5 **OTGA WORK PLAN AND BUDGET 2022**

   5.1 Training needs identified by IOC programmes and regional sub-commissions. Proposed OTGA training courses to support IOC Programmes and Regions will be discussed including Ocean Decade, Ocean Sciences (including HAB, OL, Ocean Acidification, Blue Carbon), GOOS, MPR, Tsunami, IODE (including OBPS, OBIS, ICAN, Ocean Info Hub), IOCAFRICA, IOCARIBE, WESTPAC. *[50']*
   5.2 Other OTGA activities. Claudia Delgado will review OTGA course delivered with other partners. *[10']*
   5.3 OTGA Project Budget. Kristin de Lichtervelde will discuss the proposed OTGA budget and the need to follow the prescribed timeline for organising courses. *[10']*
   5.4 OTGA workplan 2022. The SG will be invited to review the work plan for 2022. Given the ongoing travel restrictions due to COVID-19, the focus will be on developing and delivering online courses. *[30']*

6   **SUMMARY AND DISCUSSIONS**.

   6.1   Any other business *[10']*. An application to host an STC has been received from IOC Science and Communication Centre on Harmful Algae at University of Copenhagen. This centre has been delivering HAB Identification and Certification and the Intercalibration annual exercise (IPI) using of the OTGA e-Learning Platform.

   6.2   Review of the main decisions agreed during the meeting. Chair. *[10']*

   6.3   Adoption of the work plan and summary report *[5']*

   6.4   Designation of SG Chair. Nominations for Chair will be accepted until the end of the meeting. RTC/STC coordinators can vote for the Chair on meeting platform (one vote per RTC/STC) and results will be announced on 26 November. *[5']*

   6.5   Next OTGA SG session *[5']*

7   **CLOSING**.

TIMETABLE

Tuesday 16 November			Thursday 18 November			Friday 19 November		
Session 1 (UTC)	Session 2 (UTC)	Agenda Item	Session 1 (UTC)	Session 2 (UTC)	Agenda Item	Session 1 (UTC)	Session 2 (UTC)	Agenda Item
03:00-03:35	13:00-13:35	1. OPENING OF THE MEETING	03:00-04:00	13:00-14:00	3. REVIEW OF RTC/STC ACTIVITIES 2021 (part 2)	03:00-04:40	13:00-14:40	5. OTGA WORK PLAN AND BUDGET 2022
03:35-03:50	13:35-13:50	2. OTGA PROJECT STATUS	04:00-05:30	14:00-15:30	4. OTGA OPERATIONS & WORK PACKAGES	04:40-05:15	14:40-15:15	6. SUMMARY AND DISCUSSIONS
03:50-05:30	13:50-15:30	3. REVIEW OF RTC/STC ACTIVITIES 2021 (part 1)				05:15-05:20	15:15-15:20	7.CLOSING