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IOC/SG-OTGA-IV/4
Oostende/Brussels, 6 June 2018
English only



INTERGOVERNMENTAL OCEANOGRAPHIC COMMISSION
(of UNESCO)

**FOURTH SESSION OF THE IODE STEERING GROUP FOR THE
OCEANTEACHER GLOBAL ACADEMY PROJECT (SG-OTGA-IV)**

IOC Project Office for IODE
16 – 18 May 2018

SUMMARY REPORT

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ANNEX I: AGENDA

ANNEX II: LIST OF PARTICIPANTS

1. OPENING OF THE MEETING

1.1 WORDS OF WELCOME

The meeting was opened by Mr Aidy Muslim and Mr Harrison Onganda, Co-Chairs of the OTGA Steering Group. They welcomed the participants to the 4th session of the Steering Group for the OceanTeacher Global Academy Project.

Since the representative of the donour, Mr Gert Verreet, was not able to attend the opening of the meeting, Mr Peter Pissierssens, Head of the UNESCO/IOC Project Office for IODE and IOC Capacity Development Coordinator, gave an overview of the outcomes of the FUST Ocean Event that took place right before the OTGA SG meeting (14-15 May 2018). He informed that the representatives of the Government of Flanders (ref to Mr Andries and Mr Hansens) were very pleased with the outcomes of the FUST. He further informed that the, Head of the Foreign Affairs department visited the trade fair on the previous Friday (11 May 2018). Overall, the FUST Ocean event, held on the previous two days, has resulted in increased awareness among the Flemish scientific community of the FUST projects, including OTGA. Mr Pissierssens noted the donor has expressed satisfaction with the OTGA project.

He added that all represented projects were hosting the respective steering group meetings during the rest of the week. He informed that this is the last meeting of the steering group as the project will end in mid 2019, and that an external review is currently taking place (by Technopolis).

He informed that new proposals for FUST projects can be submitted in Sept/Oct 2018 (expected dates). Within IOC, other projects other than OTGA will be submitting follow up projects (e.g. CMA, etc). This implies that the OTGA SG will have to review what has been done in the last years and consider drafting an innovative project proposal.

The new project proposal will need to take into account the (Ocean) Decade and the SDGs as the main subjects for the coming years although all (Ocean Decade) objectives are not known yet. A possibility would be to focus on D&IM needs within the SDGs and the Decade.

1.2 ADOPTION OF THE AGENDA AND TIMETABLE

This agenda item was introduced by Mr Aidy Muslim. A new agenda item was proposed to provide an overview and requirements of UNESCO Category 2 Centres. This will be addressed after agenda item 4 on OTGA Budget. The Steering Group adopted the agenda and timetable. The agenda is attached as [Annex I](#).

The SG was recalled that the designation of a new chair /co-chairs will be held on the last day of the meeting. Submission of candidates for chairs need to be submitted to the OTGA Secretariat by COB Thursday, 17 May 2018.

Ms Claudia Delgado informed the SG that all documents and presentations of the meeting were made available online on the OTGA Back Office (link <https://classroom.oceanteacher.org/course/view.php?id=330> available to members of the OTGA SG only).

1.3 INTRODUCTION OF THE PARTICIPANTS

This agenda item was introduced by Mr Aidy Muslim. He invited all participants to introduce themselves, noting that there are a couple of new RTC representatives. The full list of participants is available as [Annex II](#). It was noted that Mr Cesar Toro (IOCaribe) could not attend given his participation on the concurrent SG meeting of the CMA Project. Mr Gert Verreet and Mrs Ann-Katrien Lescrauwaet will join later in the week.

Ms Kristin de Lichtervelde explained the logistics of the meeting and the venue.

2. INTRODUCTION TO OTGA PROJECT STATUS

2.1 OVERVIEW OF PROJECT ACTIVITIES

This agenda item was introduced by Claudia Delgado, IODE Training coordinator and OTGA Project Manager, who provided a brief overview of the OTGA Project objectives and implementation status.

She recalled that the OceanTeacher Global Academy builds upon and expands the former OceanTeacher Academy based at the IOC Project Office for IODE in Oostende, Belgium, to a truly worldwide training facility. It provides a programme of training courses related to IOC programmes, contributing to the sustainable management of oceans and coastal areas worldwide, and relevant to Member States in the regions. The OTGA concept includes:

- At least 1 RTC for each region and language group
- Complementary to existing regional training centres
- Self-driven, based on locally available expertise
- Should be co-located with other ongoing and funded programmes/projects
- Sharing of courses with other RTCs using video conferencing technology
- Inviting of specific expert lectures through video conferencing
- Use of common OceanTeacher e-Learning Platform

The OTGA Project aims at building equitable capacity related to ocean research, observations and services in all IOC Member States. OTGA benefits all IOC Member States with special emphasis on developing regions. The regional implementation methodology ensure that the training programmes are regionally-driven with great attention to local requirements, language and culture. Equally substantial attention is given to local ownership as the Regional Training Centres (RTCs), supported by the host countries. In addition, the OTGA validates the expertise available in developing regions and promotes their self-reliance in terms of specialized technical training and higher education related to ocean science, observation and data/information management.

The specific objectives of the OTGA Project are:

- (i) Promoting the establishment, and assisting with the start-up, of Regional Training Centres (OTGA RTCs) that plan, organize and implement training courses that are of relevance to, and serve needs within their region;
- (ii) Promoting the use of local experts as lecturers and training assistants by the OTGA

- Regional Training Centres;
- (iii) Promoting the collaboration between the OTGA Regional Training Centres by enabling (through advanced information technology) lecturers from multiple regions to contribute lectures;
- (iv) Further developing the OceanTeacher Learning Management System to cover multiple IOC (and associate) programmes.

The OTGA Secretariat, based at the IODE Project Office, comprises

- Claudia Delgado. IODE Training Coordinator
- Kristin de Lichtervelde. Administrative Services Manager
- Greg Reed. Ocean Data Management Content Editor, Quality Manager
- Adi Kakodkar. Moodle Administrator
- Sofie De Baenst. Office Assistant
- Peter Pissierssens. Head IODE, IOC CD Coordinator

Other activities the OTGA Secretariat supports include:

- Ocean Colour Course (with POGO, PML, NERC). Hosting training resources (OT eLP); financial support to 2 participants from developing countries
- POGO/AWI Centre of Excellence. ODM course
- EMODNet. Hosting training resources (OT eLP)
- SeaDataCloud. Sub-contractors. Hosting training workshops and contents (OT eLP)
- INNOMARES ITN. Hosting training resources (OT eLP)
- LITORE (Copernicus Academy). WP leader (training): MOOCs
- UGent. Course on Marine Research Data Management: hosting training resources (OT eLP)

Outreach is still a weak area of the project. Nevertheless, OTGA was present at the UN Oceans Conference, NYC, in June 2017, where it co-organized a workshop on CD for the SIDS jointly with SCOR and POGO. OTGA was also present on the 11th Joint CD Meeting (September 2017), the IOC Group of Experts on Capacity Development Meeting (March 2018), and is co-authoring a paper on Challenges for global ocean observation: the need for increased human capacity, to be published on the Journal of Operational Oceanography. The OTGA Facebook page is regularly updated with CD-related news, and all OTGA courses are also announced through FB. A dedicated video was produced for the FUST event, but needs some minor editing before it is made public.

She informed about the project's continued challenges, which include:

- Administration/Logistics
- Visa delays
- Last minute "drop outs": as participants are fully sponsored it is easy for them to cancel their participation. This raised a discussion on the commitment from the participants and that perhaps partial self-funding should be demanded.
- Course budgeting: RTCs still struggle with preparing the course budgets, especially following the UNESCO rules and regulations
- IPA's & Contracts
- Application Process

- OT e-Learning Platform: needs to be used more (teachers still arrive at the course venue with a PPT);
- Copyright: no problems but we need to be vigilant
- Courses cancelled or delayed: at least 3 courses planned were cancelled or delayed.
- Not the right candidates.

She informed that there is one year remaining until the end of project in June 2019, as a no cost extension of the project until mid-2019 has been agreed upon.

She recalled that OTGA is now composed of 7 designated and 2 candidate regional training centres and that South Africa left in 2017 as did the USA, but Iran has joined the OTGA network of RTCs.

She noted that the IODE Project Office has been ISO 29990:2010 certified as Learning Services Provider (April 2018) and noted that this is a great opportunity for OTGA but also brings new responsibilities with it. This will later be detailed by Mr Greg Reed under agenda item 2.2.

She added that an external review is currently ongoing (Technopolis). A few interviews already took place and Technopolis will be interviewing several representatives of the different OTGA RTCs during the remaining of the week.

She called on the RTCs to make more use of the e-Learning platform and recalled the Group that a Moodle refresher workshop will take place on the last day of the meeting.

She added that even though the Agenda 2030 and its SDGs were not approved when OTGA was designed, OTGA is in a very good position to contribute to the implementation of some of the SDG's, namely SDGs number 4, 5, 9, 10, 13 and 14.

She finalized by noting that the last year was a very productive one for OTGA and thanked all the RTCs for the work achieved.

2.2 CERTIFICATION AS A LEARNING SERVICES PROVIDER

This agenda item was introduced by Mr Greg Reed. He informed the Group that the IODE Project Office has achieved ISO 29990 certification having fulfilled the requirements of the International Standard after an on-site assessment by the certification body. ISO 29990 - Learning services for non-formal education and training– is the international standard which focuses directly on the quality of the learning services. It provides the basis for a management system geared specifically to training and the continuous improvement of the management system, the processes and the services. It also provides a common reference for learning service providers (LSPs) and their clients for the design, development and delivery of non- formal education, training and development. Uses the term “learning services” rather than “training” to encourage a focus on the learner and the results of the process. ISO 29990 shares similarities with quality management system standards ISO 9001 Quality management systems — Requirements which is the basis of the IODE QMF. The certification process took around one year of work of the OTGA Secretariat/IODE PO.

The scope of the certification is the delivery of learning services relevant to the objectives if the IODE programme requested by IOC Member States which includes all OTGA activities. All

processes and procedures relating to learning service at the Project Office, including OTGA procedures, have been documented and all documentation is managed and controlled.

Mr Reed explained the certification process which started with an internal audit conducted by a Project Office audit team to ensure that the processes described in the management documentation are being well controlled. The audit results use 'traffic lights' to visually communicate the risk posed by the audit finding of the system. The rating system is stratified from 'compliant' to 'major non-conformance' to convey a concise and consistent method for scoring each audit finding. The internal audit was followed by an external audit which included an online survey by Project Office and a review of management system documented information. The external audit was based on a sampling process of the available information. The external audit identified some non-conformities which related to:

- Assessment of learners
- Recording attendance
- Access to records (email)
- Recording competency of facilitators
- Internal auditing procedures

An action plan to address the non-conformities was completed and accepted by certifier and the national certification commission accepted recommendation by certifier. Formal certification was achieved on 20 April 2018. The certification has a validity period of three years when recertification is required which requires an entirely new audit.

This certification is in recognition of the learning opportunities offered by the Project Office, through the OTGA, and the high standard of quality learning services delivered. The benefits of certification for the OTGA project include

- Clearly defined and documented processes
- Integrity and excellence of training programs
- Recognition through ISO certification
- Promote Project Office as LSP to funding agencies
- Tool for continuous improvement
- Project Office recognized as global learning service provider

Mr Greg Reed clarified that the certification is only applicable to the RTC Belgium (PO) but RTC's can benefit from the documentation and experience RTC Belgium has. They will have to go through their own certifying commission though and that most countries have trainings/information session on this subject.

The **Group congratulated** the Project Office for achieving this important status that will help to improve the ability of OTGA to consistently provide quality learning services to meet the needs of IOC Member States.

3. REVIEW OF OTGA RTCs ACTIVITIES (2017)

This agenda item was introduced by Mr Harrison Onganda, Co-Chair of the OTGA SG, who invited the representative of each candidate Regional Training Centre to provide a short 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. Presentations were made by the Designated and Candidate RTCs.

3.1 OTGA DESIGNATED RTCs

3.1.1. RTC BELGIUM

The RTC is planning 7 training courses for the upcoming period. Unfortunately, 2 have to be postponed because of a no-go from the co-partner. Ms Delgado reported that the following courses were held at RTC-Belgium:

- (i) QMF (11-14 Sep 2017),
- (ii) OBIS Nodes (27 Nov- 1 Dec 2017),
- (iii) Research Data Management (4-8 Dec 2017),
- (iv) Marine Species Distribution Modeling (12-16 March 2018).

She further informed that the following courses are planned for the RTC-Belgium:

- (i) Marine GIS Applications for Integrated Coastal Zone Management,
- (ii) Discovery and Use of Operational Ocean Data Products and Services,
- (iii) Research Cruise Planning & Management Training Course,
- (iv) Advanced Marine Data Management,
- (v) Research Data Management,
- (vi) Conduct of Marine Scientific Research (MSR) under the United Nations Convention on the Law of the Sea (UNCLOS),
- (vii) SeaDataCloud (2 workshops).

Other training activities supported by OTGA-Belgium include

- (i) Workshop “Comunidades Locais e Utilização do Ambiente Marinho” (MSP),
- (ii) OTGA-POGO-AWI Ocean Data Management Training Course,
- (iii) IOC Training Course and Identification Qualification in Harmful Marine Microalgae including optional workshops on enumeration and culture techniques, 2018,
- (iv) IOC/HAB: Advanced Phytoplankton Training Course.

Ms Delgado underlined that starting up new training courses from scratch is requesting a lot of time from the OTGA Secretariat and inertia from some other IOC programmes is not helping to get training courses organized.

3.1.2. RTC COLOMBIA

Ms Paula Sierra reported that seven courses were held in 2017, 3 of these not under the OTGA project:

- (i) Marine Biogeographic Data Management (contributing and using OBIS) (Mérida, México),
- (ii) Marine Biogeographic Data Management (contributing and using OBIS) (Galápagos, Ecuador),
- (iii) Marine Biogeographic Data Management (contributing and using OBIS) (RTC-INVEMAR),

- (iv) Marine Spatial Planning (MSP) and Integrated Coastal Management (ICZM) (Cali, Colombia),
- (v) Ocean Literacy and Story Telling Maps (RTC-INVEMAR),
- (vi) Elective Course on Marine Protected Areas Interinstitutional in Marine Science (RTC-INVEMAR),
- (vii) Digital Repositories – a Pathway from Open Access to Digital Asset Management (RTC-INVEMAR), together with ICAN and IOC/MPR and Ocean Literacy.

Ms Sierra reported on identified difficulties encountered, including transportation logistics (affected by Avianca's strike) and changes on the airport - hotel transportation. She also noted it was the first time to develop a MIM Course on "Digital repositories course in Latin America and the Caribbean Region" which was very successful.

She informed that altogether 344 participants were trained, mainly from Latin American countries although some participants come from the Caribbean islands. She further informed that they tried to organize a training course in both Spanish and English (not always evident) and that not all training courses followed strictly the OTGA criteria because they were co-sponsored by other projects/funds with their own rules and regulations.

The **Group congratulated** INVEMAR for the excellent work as an OTGA RTC.

3.1.3. RTC INDIA

Mr Udaya Bhaskar Tata presented an overview for RTC India.

He recalled that on 4th July 2013, the Ministry of Earth Sciences, Government of India, signed a Memorandum of Agreement (MoA) with UNESCO/IOC to cooperate in capacity development activities by organizing joint training programmes, especially in Operational Oceanography, for the benefit of African and IOR countries. The Government of India decided to establish an International Training Centre for Operational Oceanography (ITCOcean) at Indian National Centre for Ocean Information Services (ESSO-INCOIS), Hyderabad. The Centre aims at promoting the development and optimization of scientific base, technology and information system for Operational Oceanography at national, regional and global levels, and specifically:

- To provide advanced training in Operational Oceanography for young researchers and scientists, technical persons and decision makers/officials from the IOR countries on a regular basis, to enable to create a large pool of skilled manpower.
- To conduct short (1-2 weeks) and long (4-10 weeks) courses under various themes in Operational Oceanography.

He informed the Group that ITCOO was Proposed as a UNESCO Category 2 Centre (C2C) at the 29th Session of IOC Assembly (Paris, 20-29 June 2017). This has been formally approved in November, 2017 and approved by the Cabinet, Government of India. He added that after Iran, India is the only C2C centre in IOC category.

Mr Udaya Bhaskar Tata described the facilities available at the RTC as a state-of-the-art 48 seat E-class room has been made operational with the facility to link multiple class rooms (nine), organizations and participants (40) across the globe, making it a truly global classroom. The work

related to the academic and residential buildings (hostels) is in progress and expected to be completed by July 2018.

He then informed about the Training Courses conducted between Feb 2017 – March 2018: five Training Courses (2 National and 3 International) were conducted and 101 trainees including 36 foreign participants from 18 countries (Bangladesh, Cambodia, Tanzania, Kenya, Cameroon, Egypt, France, Iran, Maldives, Morocco, Mozambique, Myanmar, Norway, Russia, Saudi Arabia, Sri Lanka, South Africa, Vietnam) were

Trained, as follows:

- (i) Discovery and Use of Operational Ocean Data Products and Services, March 6-10, 2017. 18 participants. Funding from IODE/OTGA.
- (ii) Seaglider Fundamentals and Data Analysis under Ocean Mixing and Monsoon (OMM) programme, July 18-21, 2017. 11 participants. Funding MoES, India.
- (iii) GIS Applications for Coastal Zone Management, August 28 - September 1, 2017. 33 participants of which 14 from abroad and 19 from India. Funding from IODE/OTGA.
- (iv) Training programme on "Remote Sensing of Marine Phytoplankton - optics, pigment and taxonomy", during March 19-23, 2018. 24 participants. Funding from MoES, India.
- (v) Training program IOC/ITEWS (Tsunami Warning and mitigation), November 20 –24, 2017. 15 participants from Pacific Island countries. Funding from MoES, India.

He continued by detailing the facilities and support available at the RTC:

- IT Support and Infrastructure available for the Course:
 - E-class room, dedicated Computer laboratory with desktop computers, Open Source S/W, Wi-fi facility in the whole campus;
- Course outline and contents on the OT e-Learning Platform
- Teachers and teaching assistants involved:
 - 2-3 Teachers and 3 teaching assistants.
 - In addition, reputed experts are invited as Guest Lecturers
- Course content development (new contents, reused, etc):
 - New contents with more recent data sets, latest version of the s/w, recent case studies, use of latest remote sensing data sets etc
 - Videos: the E class room has inbuilt auto recording capability of the entire proceedings (video, audio, white board etc)

All the course material (ppt and Video recordings) is made available on ITCOceanWeb page: http://www.incois.gov.in/ITCOcean/Courses_Conducted.jsp

RTC Courses Planned in 2018-19

- (i) Discovery and Use of Operational Ocean Data Products and Services, June 18- 23, 2018
- (ii) Integrated Inter-sessional Meetings and workshop of ICG/IOTWMS, June 26 - July 14, 2018.
- (iii) Data Visualization of Marine Met data (using FERRET), August 27-31, 2018.
- (iv) OTGA/INCOIS Training Course: "Marine GIS applications", October 8 - 12, 2018.
- (v) IOCINDIO Training Workshop: " Coastal vulnerability due to Sea level rise and Storm surge", November 26 - 30, 2018.

He concluded by informing the Group on the C2C plans for 2018-19:

- Short Term course (6 months) being planned during January, 2019.
- Mou Signed with UoH, KUFOS for certification.
- Faculty recruitment under progress.

Mr Udaya Bhaskar Tata referred to the need to train trainers on OBIS.

Mr Ward Appeltans (OBIS) noted the lack of staff to give OBIS training courses all over the world, so he would recommend that RTC's would send people over to an OBIS training course in Belgium so that local trainers could give OBIS training courses in the RTC. Ms Claudia Delgado suggested the setting up a 'packaged OBIS training course', including the use of video tutorials to facilitate more training on OBIS related topics.

Mr Peter Pissierssens noted that the OBIS SG meeting planned to take place at INCOIS later in the year could be combined with a training course so that they can give training at the RTC's. Mr Ward Appeltans informed that OBIS can only train OBIS trainers for a determined period (e.g. 2 years) but they need to be kept up to date regularly.

3.1.4. RTC KENYA

Mr Harrison Ong'anda informed that Kenya had in the past period a difficult time with contested presidential elections which made them change the dates of the last course at the very last moment. He then reported that two courses were held at KMFRI, Mombasa, since the last OTGA SG Meeting:

- (i) Research Data Management, (3–7 July 2017) (with support online from Linda Pikula);
- (ii) Marine geographic data management (contributing and using OBIS), (12–14 February 2018). (with support online from VLIZ)

He informed on the issues identified during the organization of the courses, including :

- participants requesting refund for Visa costs;
- local participants are requesting for out of pocket payments;
- some participants prefer that lecturers are physically present, as opposed to remote/videoconferencing;
- time was not enough for the materials covered;
- no balance between course content and assignments;
- power outage – interruption;
- poor video link/ technical hitch with video/microphone connection;
- presentations not loaded on-time on the OT e-LP;
- class time should be 8 am–4 pm to allow students to visit town;
- participants prefer to receive DSA for dinner and be able to choose their own hotel.

Mr Peter Pissierssens raised the question if everything should be paid for, and that trainers should be paid. Mr Mika Odido underlined that OTGA should not pay for everything, and definitely not visa costs. He added that participants should be able (through their institute) to pay for their visas. If the institutions are not able to do this, then they won't have the possibility to use the skills they are trained for. Mr Mika Odido raised the problem of finding the trainers in the region.

3.1.5. RTC MALAYSIA

Dr Aidy Muslim reported on the 3 training courses held:

- (i) OBIS Asian nodes and Coral Reef Training Course (22-26 September 2017),
- (ii) Integrated Data Analysis for Upwelling Studies Training Course (12-16 November 2017),
- (iii) Marine GIS Applications (using QGIS) (3 - 7 December 2017).

He added that these 3 courses used nearly the full OTGA budget assigned to INOS. Most of the participants were international participants and coming from several parts of the world especially for the upwelling training course.

Courses planned for 2018 are:

- (i) Digital repositories: the pathway from open access to digital asset management (23-27 September 2018),
- (ii) Marine Spatial planning (11-15 Nov 2018),
- (iii) Marine GIS Applications for Coastal Zone Management (2-6 Dec 2018).

Dr Muslim reported on the achievements for the RTC include:

- (i) INOS is now a certified IODE ADU,
- (ii) attendance at IOC-CD meeting in Paris,
- (iii) meetings in the WESTPAC region to promote OTGA.

Dr Muslim noted the difficulties encountered were similar to last year and included:

- (i) funding arrives after training activities take place (this was resolved by using internal funding first);
- (ii) increase number of lecturers and potential courses by inviting other UMT lecturers to get involved with OTGA;
- (iii) recently expenditure procedures were tightened which has affected purchases of flight tickets (internal discussions held and special Budget meeting to endorse purchases).

Mr M Muslim also did outreach work to promote the OTGA activities in the region.

3.1.6. RTC MOZAMBIQUE

Dr Antonio Hoguane recalled the RTC-UEM caters for learners from African Portuguese speaking countries, i.e., Mozambique, Angola, Guinea Bissau, São Tomé e Príncipe and Cabo Verde.

The RTC planned two courses for 2017 but only one was held: Application of Remote Sensing and GIS for Marine and Coastal Zone Management from 22-26 January 2018. He informed the Group that Eduardo Mondlane University has established the Marine Research and Technology Center (CePTMar) focused on undergraduate and postgraduate teaching. The mission of the centre is to foster and assure sustainable applied research and technology innovation to support maritime production of goods and services and linkages between science and policy development.

Dr Hoguane identified the following challenges:

- (i) no candidates from Guinea Bissau (requested assistance from IOCAfrica),
- (ii) the process of organizing a course is long (needs to be shortened),
- (iii) logistics issues: short time to organize tickets, hotel accommodation, catering,
- (iv) short time for training courses given high demand in knowledge,
- (v) challenges using the Moodle platform.
- (vi) Issues with transit visas when participants need to travel through Europe.

Dr Hoguane thanked the UNESCO Office in Maputo, IOCAfrica, and the UNESCO/IOC Project Office for IODE for the support provided organizing the training course.

Dr Massal Fall suggested that they (Senegal) contact Guinea Bissau as they share a border and they also speak French. Additionally, travel is expensive from Guinea-Bissau to Mozambique, as opposed to Senegal.

3.1.7. RTC SENEGAL

Dr Massal Fall summarized the RTC activities. Two courses were organized in 2017:

- (i) Geographic information system (GIS): application in the marine and coastal area (16–20 January 2017),
- (ii) Marine biodiversity data management (OBIS) (17–20 July 2017).

He added that many activities organized by ISRA-CRODT fall outside OTGA.

Dr Fall noted the challenges encountered were

- (i) use of new communication technologies and technics such as e-Learning, Moodle, etc.;
- (ii) relatively to local administrative and financial management.

He suggested the following in order to address the above mentioned challenges:

- (i) closure and selection of candidates to be done 45 days maximum before training beginning,
- (ii) 1st part of the budget to be implemented 15 days maximum before training beginning,
- (iii) budget transfer to be realized via BREDA-UNESCO in Dakar, which was traditionally done in the context of ODINAFRICA project.

He informed about the training sessions planned with a view of sustainability of the RTC-SN and during the transition period, in collaboration with IODE/OTGA: use of the online academic platform 'Moodle'.

- Marine Spatial Planning (MSP) with the section "Marine policy" of the IOC
- Incoming training recommended by IOC-Africa in collaboration with Delft 3D (28th May–01st June 2018)
- Integrated Coastal Ocean Management (ICOM)
- Programs on biodiversity management in Africa as a follow-up of trainings organized in Dakar and Mombasa

Additionally, increasing ISRA-CRODT collaboration with:

- (i) the UNESCO/UCAD Chair in Senegal through the integration of new themes in its programs
- (ii) the program WACA which runs an important program dealing with building capacities about resilience, coastal erosion prevention and ecosystemic management
- (iii) new local universities (USSEIN & UAM)

3.2 OTGA CANDIDATE RTCs

3.2.1. CHINA

Dr Yong informed the Group that the National Center of Ocean Standards and Metrology (NCOSM) is a public service institution affiliated to the State Oceanic Administration (SOA). It is in charge of national marine standardization, metrology and quality supervision.

In November 2017, the National Marine Data and Information Service (NMDIS) and National Center of Ocean Standards and Metrology (NCOSM) submitted an application to State Ocean Administration (SOA) to establish a joint RTC-TIANJIN. In January 2018, formal approval was received from the headquarters of SOA.

NCOSM will host the third DBCP Pacific Islands Training Workshop on Ocean Observations and Data Applications (DBCP-PI-3) jointly with the fifth JCOMM Marine Instrument Workshop for ASIA-PACIFIC Region (RMIC-AP-5), which will be held in July 2018.

A proposed course on Salinity Measurement and CTD calibration/comparison is planned for May 2019 jointly hosted by NCOSM and NMDIS.

Ms Yui informed the Group of the OTGA course on Regional Climate Change and Coastal Disaster Mitigation, 17-20 September 2018, at NMDIS, Tianjin, China. This course will provide an overview of the current status of the regional ocean climate and the common coastal disasters that pose threats to the economic and social development in the Asia-Pacific region.

Mr Peter Pissierssens expressed his concern about the fact that the RTC was not able to organise a training course under OTGA yet, but welcomed the news on the possibility of organizing a course relevant to JCOMM. He added that if OTGA wants to expand the scope of OTGA then it needs to consider the expertise already available within the current RTCs.

Ms Claudia Delgado asked if the training materials for the JCOMM related course would be made available on Moodle. The answer was positive.

3.2.2. IRAN

Dr Hamid Alizadeh Ketek Lahijani from INIOAS informed the Group that INIOAS has had a change in director of the institute which incurred a delay in organization of training courses.

He noted some of the international, regional and national events planned supported by INIOAS, including:

- World Ocean Day,
- Caspian Sea Day
- Session of Indian Ocean Tsunami Warning System (IOTWMS),
- Floating University for PhD students, etc.

The following courses have been proposed for 2018 and 2019 in the framework of OTGA:

- (i) OBIS training course (can be planned on Sept. 2018),
- (ii) Discovery and Use of Operational Data Products and Services, July 2018 (virtual workshop),
- (iii) Marine GIS Applications for Coastal Zone Management (using ARC/GIS), Oct. 2018,
- (iv) Marine Spatial Planning (using GIS application and ocean color for coral mapping), (virtual workshop), Dec.2018,
- (v) Meteotsunami and rapid sea level rise, March 2019,
- (v) Coral community in marginal seas (cumulative impact of HAB, extreme temperature and pH), June 2019.

He noted that virtual training facilities will be foreseen. He informed that local experience is already available and that it can be expanded to other countries.

Considering the different RTCs performances reported above, **the Group agreed** on the RTCs status summarized on table nb 1 below, as of May 2018.

Table 1: RTCs status

RTC	Status	Comments
Belgium	Designated	ISO Certified
China	Candidate	No courses organized yet
Colombia	Designated	
India	Designated	
Iran	Candidate	No courses organized yet
Kenya	Designated	
Malaysia	Designated	
Mozambique	Designated	
Senegal	Designated	

3.3 REVIEW OF OTGA RTC GUIDELINES

This agenda item was introduced by Mr Greg Reed. He combined agenda items 3.3 (Guidelines) and 3.4 (Audit) in his presentation.

He reviewed the OceanTeacher Global Academy Course Management Guidelines (document OTGA01). This document describes the procedures for organizing and managing training courses within the framework of the OTGA Project. The guidelines are intended to support RTCs to:

- Provide guidance on how to structure and organize a course;
- Provide guidance on how to use the OceanTeacher Learning Management System and other course supporting tools (videoconferencing, recording of learning resources);

- Provide guidance on how to use the OTGA budget for organizing courses;

Mr Reed advised the Group that recertification for ISO 29990 requires a new audit which will review the performance of RTCs to verify the learning services provided meet the International Standard. This requires that all RTCs follow the procedures described in the OTGA Course Management Guidelines to ensure compliance.

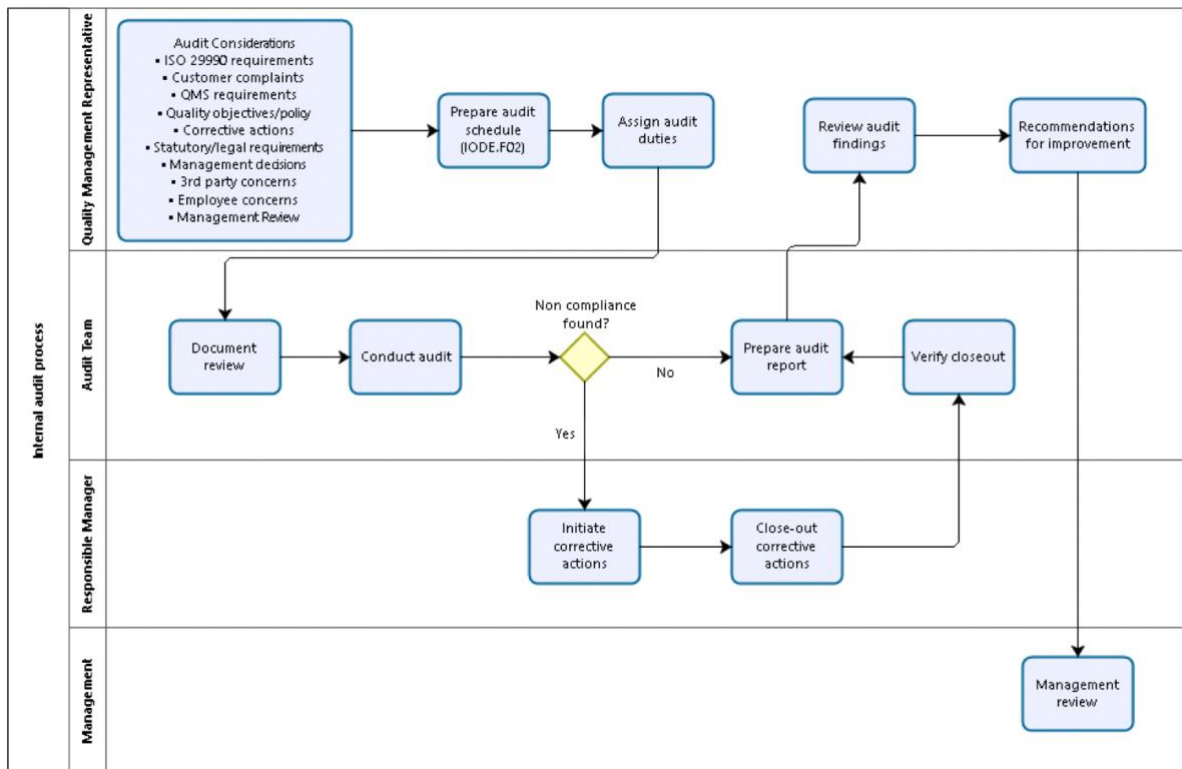
The OTGA Course Management Guidelines is available from the OceanTeacher Back Office at <https://classroom.oceanteacher.org/mod/book/view.php?id=7099&chapterid=967>.

Mr Reed reminded the Group that the IODE Competency Assessment Form (IODE.F01) must be completed by all course facilitators and RTC staff. Competency assessment forms must be submitted with the course flyer (unless previously approved) and these will be checked and approved by the Training Coordinator.

He added that, with regard to the assessment of the trainers, for every training course, whether there is remote attendance or not, the OTGA Secretariat may join remotely to assess the trainer(s). This is not a question of approve or reject trainers but to provide feedback and information for the auditors.

3.4 AUDIT OF RTCs

This agenda item was introduced by Mr Greg Reed. He reminded the Group that certification for ISO 29990 requires all RTCs to follow the procedures described in the OTGA Course Management Guidelines. An annual audit of all RTCs, to ensure compliance with processes described in the Guidelines, will be conducted starting in March 2019. The audits will be conducted by Project Office audit team following the PO internal audit procedure described below:



The results of the audit will be communicated to each RTC. Those RTCs that meet the requirements of the audit will be awarded the status of Designated Regional Training Centre. Those RTCs that fail to meet the required standards will revert to Candidate Regional Training Centres. The audit will be conducted annually and all RTCs will need to meet the requirements each year.

4. OTGA Project Budget

This agenda item was introduced by Mrs Kristin de Lichtervelde who reviewed the administrative and financial matters related to the organisation of the courses. She confirmed the project will continue until June 2019 with the same budget. Training courses at the RTCs need to be organised by March 2019 at the latest, so the budget can be reviewed to ensure there is no surplus in the overall budget by the end of the project. RTCs will therefore need to close their contracts faster than in the past. She informed that the RTCs will have the same budget as last year with some additional budget for RTC-Iran and RTC-China.

All RTCs were requested to provide updated budgets for all planned courses by mid-June 2018 using the Excel OTGA RTC Course Budget template (RTC-specific templates available on the OTGA Back Office for each RTC).

Given the experience of the previous years, the **Group agreed** to use the following approach for OTGA budget transfer to the RTCs:

1. Establish IPA's with the RTCs from Colombia, India and Malaysia, to be done directly with the 1) IODE PO/UNESCO HQ, done on an annual basis, including all courses organised at the RTC during the contract year; and,

2. Establish Contract for Services with the UNESCO Field Offices in Nairobi, Maputo and Dakar for the African RTCs. In this case, the RTCs will need to communicate directly with the respective UNESCO Field Office, with the support from the UNESCO/IOC Sub Commission for Africa and the Adjacent Island States (Mika Odido) and keep the IODE Project Office informed (in cc).

The new agenda item on UNESCO Category II Centres (C2C) and OTGA was briefly discussed. Iran informed that C2C are not entitled to any UNESCO financial support and that INIOAS is using the UNESCO umbrella to ask for funding at the local/national level.

5. OTGA WORK PLAN FOR 2018-2019

5.1 OTGA RTCs COURSE PLAN UNTIL MID 2019

This agenda item was introduced by Ms Claudia Delgado. Agenda items 5.1 and 5.2 were addressed together.

She restated that courses need to take place no later than March 2019, so that all administrative and financial reporting can be closed before the official end of the project. She added that in the case of the RTC Belgium, 2 courses were postponed due to necessary collaboration with other partners and this has been challenging to agree upon, including dates and instructors involved.

5.1.1. RTC BELGIUM

Ms Claudia Delgado informed about the proposal from Charles Sun to organize a course on Ocean Currents Data Quality Control and Analysis Methods, at the IODE PO, in 2019. The **Group agreed** this topic was a valid one and supported its organization.

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	Marine GIS Applications for Integrated Coastal Zone Management	Yes	Planned for 23-27 April 2018; postponed	Unavailability from IOC/MPR contribution on dates proposed; joint course with VLIZ
2	Discovery and Use of Operational Ocean Data Products and Services	Yes	Rescheduled for September 2018	Discussions ongoing with JCOMM and EUMETSAT for contributors; Staff from RTCs Kenya, Malaysia and Mozambique will attend in a of 'train-the-trainer' role [need to foresee at least 6 extra seats]
3	Research Cruise Planning & Management Training Course	Yes	10 – 14 September 2018	Discussions ongoing with VLIZ

4	Advanced Marine Data Management	Yes	1 – 5 October 2018	
5	Research Data Management	Yes	26 – 30 November 2018	Propose moving to early 2019
6	Conduct of Marine Scientific Research (MSR) under the United Nations Convention on the Law of the Sea (UNCLOS)		3-7 December 2018	Need to liaise with UN/DOALOS and IOC/MPR
7	Marine Species Distribution Modelling			Propose moving to early 2019
8	OBIS	Yes		
9	SeaDataCloud (two workshops for)	No	20-22 and 25-27 June 2018	Preparation ongoing
10	Ocean Currents Data Quality Control and Analysis Methods	Yes	June 2019	

Ms Delgado noted that for new courses participants from RTC's should assist in the capacity of train the trainer.

5.1.2. RTC CHINA

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	Regional climate change and coastal disaster mitigation	Yes	17-20 September 2018	50 pax, 20-30 national); language=English
2	Salinity measurements and CTD calibration	Yes	March 2019	4 days long language=English – participants from WESTPAC, 50pax, 20-30 local

5.1.3. RTC COLOMBIA

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	Marine GIS	Yes	18-22 June 2018	Organisation process ongoing
2	Blue Carbon and Ecosystem Adaptation	No	30 July - 4 August 2018	with RAMSAR; MAPCO Project support; use of the OT eLP

3	MSP and ICZM	Yes	13-17 August 2018	Organisation process ongoing
4	OBIS Data Management	Yes	10-14 September 2018	
5	MPAs	No	8-12 October 2018 (F2F)	use of the OT eLP
6	RDM ?		19-23 November 2018	Needs to be well defined; need to find the right instructors in the Region
7	Ocean Acidification related to Data Management		late Feb/early March 2019	Under discussion with GOA-ON, Kirsten Isensee

5.1.4. RTC INDIA

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	Discovery and Use of Operational Ocean Data Products and Services- Indian Ocean	Yes	18-22 June 2018	Organisation process ongoing
2	Data Visualisation (using Ferret)	Yes	27-31 August	Organisation process ongoing
3	Marine GIS Applications for Coastal Applications	Yes	February 2019	
4	IOCINDIO Coastal vulnerability due to sea level rise and storm surges	?	26-30 November 2018	possibly jointly with OTGA (TBD)
5	Integrated Meetings of ICG-IOTMWS	No	26 June-14 July 2018	

5.1.5. RTC IRAN

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	OBIS	Yes	1-5 September 2018	INIOAS will identify lecturers); OBIS could lecture via videoconference from Oostende
2	Operational Physical Data Analysis and Products	Yes, details to be determined	online 3-7 November 2018	INIOAS has lecturers
3	Coral Mapping using Ocean Colour and GIS Applications	Yes, details to be determined	2-6 February 2019	Course fully online); own teachers; each day 2 hours

				online; offline work; budget requested from OTGA for teachers (e.g. from abroad)
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5.1.6. RTC KENYA

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	Marine Spatial Planning and national MSP meeting	Yes; (would like 1 OTGA resource person to stay longer: to be discussed)	10-14 September 2018: back to back with the National MSP meeting (17-21 September)	Joint course with UNEP + Nairobi Convention; potential teachers from within the region: Pascal Thoya + Kamdoum (U. Montpellier); Harrison will inquire further with Julian Barbieri from IOC/MPR)
2	Discovery and Use of Operational Ocean Data Products and Services	Yes	12-16 November 2018	Trainers to attend same course in Belgium (September 2018); Joint with RTC-Mozambique; discuss with Albert Fischer and Emma Heslop (IOC/GOOS)
3	Marine GIS for ICZM	Yes	4-8 February 2019	
4	Data Analysis and Products Development in Support of IIOE2	Yes	25-29 March 2019	for IIOE2 [he would then like a follow-up workshop within IIOE: to discuss with Nick d'Adamo, Perth Project Office
5	National MSP meeting	No	20 – 21 September	Requesting OTGA financial support (resource person)

5.1.7. RTC MALAYSIA

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	Digital Repositories	Yes	23-27 September 2018	Pauline Simpson as external instructor
2	Marine Spatial Planning	Yes	11-15 November 2018	It will follow up on a WWF/NOAAMSP workshop
3	Marine GIS for Coastal Zone Management	Yes	2-6 December 2018	Trainers to attend same course in Belgium
4	Discovery and Use of Operational Ocean Data Products and Services	Yes	17-23 February 2019, tbc	Trainers to attend same course in Belgium (September 2018);

5.1.8. RTC MOZAMBIQUE

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	Discovery and Use of Operational Ocean Data Products and Services	Yes	12-16 November 2018	Trainers to attend same course in Belgium (September 2018); Joint with RTC-Kenya
2	Tidal Data Analysis	Yes	21-25 January 2019	Suggest to combine it with the Ocean Currents Data Analysis (June 2019); may expand to ENG; need to discuss with GLOSS, INAHIMA; South Africa and IHO

5.1.9. RTC SENEGAL

The following courses are proposed for 2018-19:

#	Course	OTGA (Yes/No)	Dates	Comments
1	ICAM: Integrated Coastal Zone management	Yes	17-21 December 2018	Need to look for possible French speaking teachers. Possible alternative venue (IODE Project Office) for a French speaking course. Needs to checked with Julian Barbieri (IOC/MPR)

Regarding the administrative processes, Dr Massal informed he would prefer these to be dealt

by the UNESCO Office in Dakar. Mika Odido will follow up and discuss this with the Director of the UNESCO Office in Dakar.

Regarding the MSP course (December 2018), it was agreed that this needs to be discussed with IOC/MPR as they are organizing MSP courses in Dakar in September 2018 and also in Mauritius (French) and Mombasa (English). However, this series of courses are intended for LME projects. Given this information Dr Massal decided to cancel this course for the time being.

Given the challenges at the RTC Dakar to organize training courses, it was recommended to identify additional French speaking RTCs in Africa.

The **Group agreed** on the OTGA calendar of courses detailed above.

The **Group tasked** all RTCs to provide updated budgets by mid-June 2018 for all courses between May 2018 and March 2019. Course descriptions should be sent by the end of June 2018.

5.2 OTGA ACTIVITIES (GENERAL)

This Agenda item was addressed together with 5.1 above.

5.3 OTGA OUTREACH AND COMMUNICATION STRATEGY

This agenda item was introduced by Ms Claudia Delgado. She recalled the OTGA Outreach & Communication Strategy was adopted during the OTGA SG II (2016). The Strategy describes the style guide templates, branding and uniformity. She noted that course content branding is an important aspect of OTGA and ascertains the global image/profile of OTGA. OTGA Courses are expected to be used by students registered for the courses and possibly re-used by them as they cascade training, but also course material (presentations) are available on the website. She further informed that under the CC License others are able to take OTGA presentations and re-use the material.

Once a presentation is downloaded from the course website, it stands alone and its provenance can only be gleaned from the attribution on the presentation. If we do not correctly attribute our own course material, we cannot expect those re-using it to attribute it to OTGA, and an opportunity to build a global OTGA presence is missed out.

Ms Delgado noted that the course leader / RTC coordinator is responsible for the branding and more particularly for the material uploaded on the OT eLP. This should be done before the course and this is also the material that should be used during the training course. She underlined the need for a correct and consistent use of the official logo's, including from the funders.

The RTC's were requested to mention on their own websites a link to the OTGA website, for which they can use the INVEMAR RTC as an example.

The **Group agreed** that the IOC Sub commissions, OTGA RTCs and the IOC CD websites should have a link to the OTGA website and tasked all RTCs to implement this on their institutional websites.

6. OTGA JOINT FACILITIES

This agenda item was introduced by Ms Claudia Delgado. She referred to the following:

- OTGA web site & e-Learning Platform
- OTGA Back Office
- OTGA and Copyright
- Trello

6.1 OTGA WEBSITE & E-LEARNING PLATFORM

This agenda item was introduced by Ms Claudia Delgado. She recalled the OTGA e-Learning platform, which uses Moodle which supports classroom training, blended learning and online (distance) learning.

She informed that the website was recently upgraded to version 3.3 (March/April 2018), and that new functionalities enabled include:

- Attendance
- Learning Paths
- Completion

She recalled the Group about the 2 training courses on how to use Moodle provided in the past by OTGA to the staff of the RTCs:

- **OTGA Train the Trainers (Jan2015):**
<http://classroom.oceanteacher.org/course/view.php?id=188>
- **OTGA Moodle 'Crash Course'(Feb2017/updated May 2018): Mandatory**
<https://classroom.oceanteacher.org/course/view.php?id=262>

and invited the Group and content creators to make a more extensive use of the Moodle Tools, including books, Lessons, and assessment tools, etc.

The **Group agreed** on making on further exploring the use of the OT eLP.

6.2 OTGA BACK OFFICE

This agenda item was introduced by Ms Claudia Delgado. She recalled the Group about the OTGA Back Office, introduced during the last session and available on <https://classroom.oceanteacher.org/course/index.php?categoryid=140>).

She recalled that this space, available only to the RTCs, should be used to upload and share documents relating to the courses' organization, such as:

- Admin & financial files (e.g. course budgets, invoices)
- Official logos
- Outreach documentation

- Common documentation templates (course fliers, outreach fliers, newsletter, etc...)
- Course applications
- Movies
- Pictures
- Etc.

She continued by recalling the structure of the OTGA Back Office, as well as the standard structure to be used when filing each courses' documentation, as well as the metadata (e.g., how to name a file). The recommended format should be YYYYMMDD_RTCACRONYM_Budget2016_V.1.xls

Within each RTCs space, each topic is equivalent to a Course. The structure to be used for each course is as follows:

- Course Title
- Course Dates
- Course Organisers
- Course Instructors
- Call Open:
- Link to online application form:
- Nb of Applications:
- Selection Committee (names):
- Nb of participants:
- Link to IODE Calendar:
- Link to course contents on OceanTeacher e-Learning Platform:
- Link to online feedback survey:
- Comments:
- Folders

Each course should include the following folders:

1. Call for Applications [documents such as course description, course flyer, email announcing the call, etc
2. Competence assessments
3. Applications [individual applications + endorsement letters]
4. Admin / Finances [draft course budget, invoices, e-tickets, etc]
5. Feedback [feedback survey at the en of the course]
6. Course videos
7. Course Pictures
8. Other

The Group **agreed** to use the OTGA Back Office as file management system and to instruct their respective RTC staff to also make use of it.

6.3 OTGA AND COPYRIGHT

This agenda item was introduced by Ms Claudia Delgado. She recalled the Group on the importance of respecting copyright law and recalled the variations in national copyright law. She posed the question if, in case of dispute, what legal jurisdiction controls OTGA content?

- Country of OTGA RTC
- Country of Creator of content
- IODE/IOC/UNESCO
- Belgium

She **recalled the Group** on the important of complying with copyright and licenses; otherwise legal advice/representation is essential.

She **recalled the Group** on the license approved by the Group during the last session:


All OTGA output, whether from IODE PO or OTGA RTC or OTGA Course Content providers is to be issued under:



Except where otherwise noted, content in this work is licensed under Creative Commons Attribution-NonCommercial-ShareAlike 4.0 (International)

This license lets others remix, tweak, and build upon your work **non-commercially**, as long as they credit you and license their new creations under the identical terms.

She continued by recalling the following main guidelines for OTGA content creators:

- For any original material created for OTGA courses – enter the following:
- **OTGA RTC Website**
- 

Except where otherwise noted, content on this site is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0

- **Document, Presentation, Video etc.**



Except where otherwise noted, content in this work is licensed under a Creative Commons Attribution-NonCommercial-ShareAlike 4.0

In summary:

- Assume all content, regardless of the format, publication status and/or absence of a copyright symbol **is** protected by copyright.
- Educational use alone does not automatically mean you can use copyrighted works freely in your Moodle course.
- Students hold the copyright to their works.
- Giving proper attribution is essential but is irrelevant in determining copyright infringement.
- Password protecting a course does not automatically shield you from claims of copyright infringement or allow you to upload anything you wish but a 'closed' course does permit some special educational privileges.

She recalled that all OceanTeacher content is freely available; however, access to some courses may require registration on the OT e-Learning Platform. Course material remains on the website indefinitely.

Copyright and Images

- As with textual material, images are likely to be subject to copyright in their own right, whether from printed or electronic sources like the Internet.
- The photographer owns the copyright (unless employee signed contract).
- Images of people must include their permission for it to be published (ie not only the photographer).
- Sharing images – through Moodle, for example -- is not permitted unless:
 - you are the copyright holder
 - you have permission of the copyright holder to do so
 - there is a licence which permits this (CC) or it is FREE

Web Site Content

- Material on web sites, although apparently "freely available", is subject to copyright restrictions
- Check on the website for what is permissible in terms of linking to and reproducing material from that site. If no copyright or license information on home page, can usually be found in the 'Terms of Use' or "Terms and Conditions" or "Copyright" link or "About Us" section of the site.
- Web pages should not be copied and uploaded to Moodle, nor should text, images and any other material be copied and pasted without permission of the web site owner. (there may be permission on the website). However it is usually accepted to provide links for students so that they can access web based materials themselves.
- Make it clear to students that internet based material which is referred or linked to within their online course is for their personal use only.

In case of making use of someone else's content for OTGA – Attribution (ideal scenario:

- **Attribution:**
 - Since 2004, all current licenses (beside the CC0 waiver) require attribution of the original author, the BY component. The attribution must be given to "the best of [one's] ability using the information available". Generally this implies the following:
 - **Include any copyright notices (if applicable).** If the work itself contains any copyright notices placed there by the copyright holder, those notices must be left intact, or reproduced in a way that is reasonable to the medium in which the work is being re-published.
 - **Cite the author's name, screen name, or user ID,** etc. If the work is being published on the Internet, it is nice to link that name to the person's profile page, if such a page exists.
 - **Cite the work's title or name (if applicable),** if such a thing exists. If the work is being published on the Internet, it is nice to link the name or title directly to the original work.

- **Cite the specific CC license the work is under.** If the work is being published on the Internet, it is nice if the license citation links to the license on the CC website.
- **Mention if the work is a derivative work or adaptation.** In addition to the above, one needs to identify that their work is a derivative work, e.g., "This is a Finnish translation of [original work] by [author]." or "Screenplay based on [original work] by [author]."
- https://wiki.creativecommons.org/wiki/Best_practices_for_attribution

6.4 TRELLO

This agenda item was introduced by Ms Claudia Delgado. She introduced Trello as a Project and Team Management Tool, which can help addressing the challenges when organizing a training course, including:

- Too many events taking place in different places
- Need to work as a team
- Need to delegate / know who is in charge of each task
- Need to share information on what is done / needs to be within the team members
- ... and all information needs to be traceable

What is Trello?

- Trello is a collaboration tool that organizes your projects into boards. In one glance, Trello tells you what's being worked on, who's working on what, and where something is in a process.
- Imagine a white board, filled with lists of sticky notes, with each note as a task for you and your team. Now imagine that each of those sticky notes has photos, attachments from other data sources like, emails, documents, and a place to comment and collaborate with your teammates. Now imagine that you can take that whiteboard anywhere you go on your smartphone, and can access it from any computer through the web. That's Trello!
- example Trello board for an OTGA course organisation:
<https://trello.com/b/EU8JUqHs/otga-master-board-do-not-touch>

She conclude by referring to the Trello workshop that will take place at the end of the meeting and invited the Group to consider using this (free) tool to facilitate the process of course organization.

7. The FUTURE OF OTGA

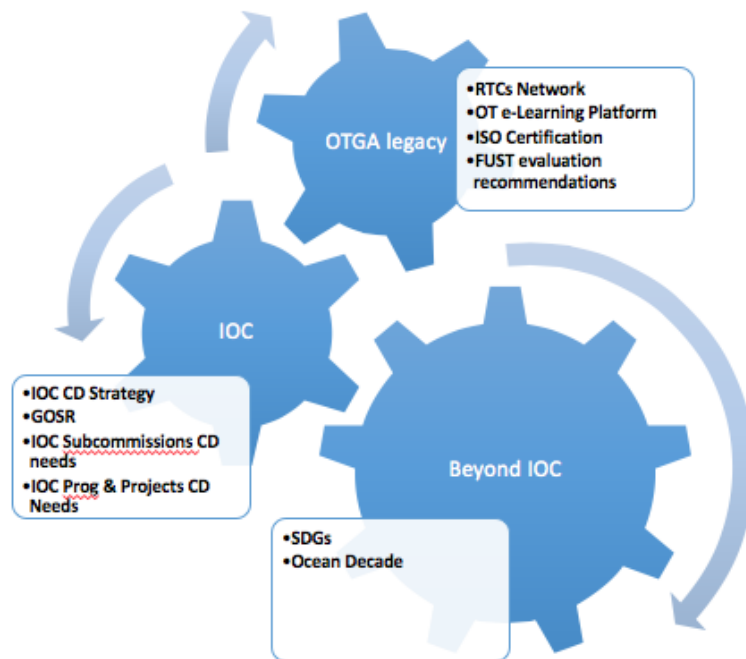
7.1 DISCUSSION / BRAINSTORMING

This agenda item was introduced by Ms Claudia Delgado. She recalled that the OTGA Project will end in June 2019 and that an external evaluation of the project is ongoing.

She introduced some of the questions that need to be considered for the future of OTGA, as a starting point for the discussion, including:

- Will FUST open a new call for project proposals?
- If so, proposal to be submitted end September/October 2018
- Will everyone remain in the OTGA network? Open for new players?
- Business model?
- Classroom vs blended-learning
- others...?

She also added some of the aspects that should be considered, as depicted on the diagram:



She invited the Group to discuss the following when designing the new OTGA project proposal:

- Increase scope of topics
- Financial contribution or scholarships by learners
- Formalise inclusion of other IOC programmes: GOOS, JCOMM, Tsunami, Acidification
- Develop pre-packaged courses
- How to uses atlases (CMA, ACMA)
- Best practices used for short term courses
- Expand audience: Ocean Literacy, FAO, CBD, RAMSAR
- Work plan for each RTC covering 2019-23 years, see how OTGA contributes (template): each RTC should prepare document with work plan 2019-2023 that shows what resources they have, what topics they can teach, what clients they have, what funding they have or expect.
- focus more on blended learning for OTGA.
- Plan courses in advance / should course topics be included in project proposal

7.2 DECISIONS ON FORMAT, MAIN GOALS, ETC

The Group discussed the options for the future of OTGA.

Mr Peter Pissierssens informed the Group that the Government of Flanders will be renewing the FUST; therefore, there will be a new call for project proposals. The expected dates are around September/October 2018.

Mr Peter Pissierssens asked the Group if all RTCs are interested in continuing being part of OTGA and, if so, does each RTC want to continue using the same approach or considers moving on to ways of learning.

Ms Paula Sierra confirmed the interest of INVEMAR to continue. She added that INVEMAR is also interested in obtaining the ISO certification. She informed that INVEMAR is part of the MAPCO project, European Union, with a training component. She referred to the need to improve RTC at INVEMAR, by adding translation of courses, so that they are available to a broader public. She added that INVEMAR is looking at a different formats for the courses to mix funded and paying / scholarship trainees in order to increase the capacity.

Mr Greg Reed called on the need for new RTCs, one important one being an English speaking one for the Caribbean, and also for the Pacific Islands.

Mr Antonio Hoguane confirmed the interest of UEM to continue. He suggested to widen the scope beyond current OTGA areas and meet demand as identified by IOC sub-commissions and other agencies.

The **Group agreed** that there is a need to expand the OT platform. The platform doesn't need to be restricted to IOC. The RTRC's have different objectives but there is no reason why they cannot use the platform.

Mr Ward Appeltans referred to the need of scaling up, i.e., all the information on the OT platform will imply an extra workload especially within the PO. He suggested using a feed to use the OT eLP. He added that Flanders should not remain as the one single donor. In this regard, Mr Peter Pissierssens added that contribution can also be in kind.

Mr Gert Verreet recalled that OTGA is considered as a flagship project for Flanders, thus some advocacy from the delegates during the IOC Executive Council would be appreciated. He added that local countries have to endorse the RTC's.

Mr Harrison Onganda informed that support is there as there is a lot of in-kind contributions, but OTGA project should be visible in countries of trainees. He suggested that the IODE PO should send a letter to the different RTCs informing about the completion of the project and the Group is seeking continuation.

Mr Peter Pissierssens suggested to use regional offices as promoters. Mr Greg Reed suggested each RTC should develop a Regional brochure on OTGA for its country/Region.

Mr Gert Verreet informed that there is no fixed timeline by which date new proposals can be submitted. The evaluation will be available half September. It could be the case like last time when the FUST renewal was together with submission of new proposals. Nevertheless, it will not be before 1 October.

Ms Claudia Delgado informed that OTGA is seen more as tool for developing countries, but not so much for so-called developed countries. Mr Gert Verreet added that that is why Flanders wants a RTC for Europe. He referred to IOC Group I of MS, who should make more use of the RTC. Additionally, for the RTC Europe/Belgium, there is need for more outreach and raise the interest of Category 1 countries.

Gert Verreet suggested contacting various networks to see how OTGA can assist in Europe. He noted the document on CD recently published by the European Marine Board (EMB). He suggested including the EMB in the draft proposal as well as other partners, depending on the audience (e.g. EMB for Research Institutions, EMBRC for academic/students). Also contact JPI Oceans (what are the gaps when addressing human capacity).

The **Group agreed** on the following approach and main guidelines:

Project proposal should include:

- Link with other IOC programmes so OTGA becomes IOC training platform eg.: CMA? Maybe use Ocean best practices for courses? Look at ocean observations (GOOS), marine meteorology (with WMO, JCOMM), tsunami, ocean acidification, ...:
- standard courses that are translated into various languages
- expand lecturer pool: invite experts from national institutions and universities to lecture or create new RTCs.
- include exchange lecturers from Flanders and students to come to Flanders. Lecturers would then reach in RTCs.
- Ideas: OTGA was the IOC training tool (f.ex. working with MPR) but this can be extended GOSR, Ocean Acidification, OOS, Tsunami, JCOMM, Decade, FAO ... A number of courses can be developed and then available for the RTC.
- OceanBestPractices.
- Platform can be used for courses / information that is not IOC related. IOC will not be able to fund these trainings, but the platform can be used for non-IOC related courses and that can then be a platform for more interaction with other agencies.

The draft proposal for OTGA-2 will be prepared by a small drafting group composed by:

- Claudia Delgado
- Greg Reed
- IOC CD Coordinator
- Kristin de Lichtervelde (budget)
- Aidy Muslim
- Antonio Hogueane
- IOC Subcommissions,

The drafting group will work online (using Google Docs or equivalent). The draft proposal will be peer reviewed by JCOMM CD coordinators, chair of IOC GE-CD, current RTC coordinators, IOC regional coordinators, IOC programme heads, Mr Peter Pissierssens and Claudia Delgado will liaise with the IOC programmes for their comments.

Additionally, the **Group agreed that** each RTC should prepare a document with work plan 2019-2023 that shows what resources they have, what topics they can teach, what clients they have, what funding they have or expect. This can then be included in OTGA through the platform and funding for some courses, etc.

8. SUMMARY DISCUSSIONS

8.1 ANY OTHER BUSINESS

No further comments were mentioned.

8.2 DATE AND PLACE OF THE NEXT SESSION

Given that the Project will close by June 2019, the Group agreed that no more OTGA SG Meeting should occur. All the necessary decisions will be made via e-mail.

8.3 DESIGNATION OF SG CHAIR

In this regard, it was noted that the project should finish in June 2019. The **Group unanimously agreed** on the continuation of Dr Aidy Muslim (RTC-INOS/UMT) and Mr Harrison Ong'anda (RTC-KMFRI) as Co-chairs of the Group for the rest of the project.

8.4 SUMMARY REPORT OF THE MEETING

This agenda item was introduced by Ms Claudia Delgado. She noted that the report will be made available to all Group members and thanked Mr Greg Reed and Mrs Kristin de Lichtervelde for sharing the reporting task during the meeting.

She noted the main conclusions of the OTGA SG Meeting:

- RTCs status as Designated (Belgium, Colombia, India, Kenya, Malaysia, Mozambique, Senegal) and Candidate (China, Iran);
- ISO Certification and the necessary changes needed for compliance across the network of RTCs;
- OTGA course calendar until mid 2019;
- OTGA new project proposal format and main guidelines.

9. CLOSING OF THE MEETING

Mr Aidy Muslim, Co-Chair of the Group, thanked the IODE / OTGA Secretariat for the support in implementing the Project and noted with thanks the work of the network, which organized 18 courses in the past intersessional period. He expressed his hope to continue the work and expand OTGA during a follow up phase.

10. OTGA TECHNICAL WORKSHOPS

Ms Claudia Delgado welcomed the participants to the OTGA Workshops. She informed that the workshops addressed the (i) Using Moodle (ii) using Trello as a Project and Team management tool and (iii) the OTGA Back Office.

10.1 SIDE WORKSHOP ON THE USE OF MOODLE

A 3-hour long workshop on Moodle was organized (available on <https://classroom.oceanteacher.org/course/view.php?id=262>), in order to update / refresh the Group on Moodle tools. The Group was informed that Moodle organises regular free MOOCs on how to use Moodle. The Group was advised that RTC staff contributing to OTGA courses should try to follow such MOOCs.

10.2 SIDE WORKSHOP ON TRELLO

A 1-hour long workshop on Trello was organized, detailing how Trello can be used task/team management tool for organizing the OTGA training courses. A Trello board template for organizing the courses was shared with all the interested RTC representatives.

10.3 SIDE WORKSHOP ON OTGA BACK OFFICE

A 1-hour long workshop was organized on how to use the specific Moodle space as a Back Office for the Project (available from <https://classroom.oceanteacher.org/course/index.php?categoryid=140>).

ANNEX I

AGENDA

1. Opening of the Meeting

- 1.1. Welcome by the donor representative, etc [10']
- 1.2. Adoption of the agenda and timetable [5'] Co-Chairs
- 1.3. Introduction of participants [15'] All

2. Introduction to OTGA Project status

- 2.1. Overview of Project activities [15'] Claudia Delgado
- 2.2. Certification as a Learning Services Provider [30'] Greg Reed

3. Review of OTGA RTCs activities (2017) Co-Chairs/All

- 3.1. OTGA Designated RTCs (7 RTCs*10'):
 - Belgium
 - Colombia
 - India
 - Kenya
 - Malaysia
 - Mozambique
 - Senegal
- 3.2. OTGA Candidate RTCs (2*10'):
 - China
 - Iran
- 3.3. Review of OTGA RTC Guidelines [45] Greg Reed
- 3.4. Audit of RTCs [45'] Greg Reed

4. OTGA Project Budget [20'] Kristin de Lichtervelde / Peter Pissierssens

5. OTGA Work plan until mid 2019 [55'] Co-Chairs/All

- 5.1. OTGA RTCs Course plan/training topics
- 5.2. OTGA activities (general)
- 5.3. OTGA Outreach and Communication Strategy

6. OTGA Joint Facilities [35'] Claudia Delgado

- 6.1. OTGA web site & e-Learning Platform
- 6.2. OTGA Back Office
- 6.3. OTGA and Copyright
- 6.4. Trello

7. The future of OTGA

- 7.1. 1st moment discussion new OTGA proposal: brainstorming [45'] Co-Chairs/All
- 7.2. 2nd moment discussion new OTGA proposal: decisions on format, main goals, business plan, etc

8. Summary discussions

- 8.1. Any other business [10'] Co-Chairs
- 8.2. Date and place of next Session [10] Co-Chairs
- 8.3. Designation of SG Chair [10] Co-Chairs
- 8.4. Summary Report / conclusions of the Meeting [30] Claudia Delgado

9. Closing of the meeting [10] Co-Chairs / Gert Verreet

10. Side Workshops

- 10.1. Side workshop on the use of Moodle
- 10.2. Side workshop on Trello [45'] Kristin de Lichtervelde
- 10.3. Side workshop on OTGA Back Office [45'] Claudia Delgado

ANNEX II

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