



AGENDA
Monday, 09 May 2016

Time	Sessions	
09:30-10:00		Registration and information
10:00-10:30	1.	Opening Welcome
10:30-10:45		News/Announcements
10:45-11:05	2.	Introduction by Host
11:05-11:30		Coffee break
11:30-12:50	3.	<p>VLab efficiency</p> <ul style="list-style-type: none"> a. Review of VLab actions (from VLMG-7, CGMS-43, IPET- SUP- 2 and web-meetings) and summary of relevant meetings b. Working well with the VLab Office: <ul style="list-style-type: none"> - How the VLab Office has been responding to CoEs needs reported in the last two years - Challenges and requests reported in 2016 - how can VLab office and VLMG help? c) Working well with WMO-SP, CGMS and IPET-SUP: <ul style="list-style-type: none"> - Are we getting the most of our partnerships? d) VLab Strategy: <ul style="list-style-type: none"> - How do we know we are implementing the Strategy? What are the milestones and measures that we should use? d) Communicating VLab training and achievements: <ul style="list-style-type: none"> - The need to improve communication of the training activities of VLab - Are there key messages from the VLab Strategy that need to be communicated? If so, who should receive the key messages? - How to take the best from VLab Website, Calendar, Facebook, Newsletter, Mailing list, YouTube channel. - Do we need to consider translating the Newsletter?
13:00-14:00		Lunch break
14:00-14:45	4.	<p>Satellite Skills and Knowledge for operational meteorologists</p> <ul style="list-style-type: none"> - Inform the group on the way this document will fit into WMO Tech. Req. structure - Discussion of ways to implement the content of this document into VLab training



14:45-15:30	5. Training resources <ul style="list-style-type: none">– How do we know what training resources have been produced and/or translated by VLab members?– Are there drivers for change in the kind and type of training resources we have been producing? What are they?– Are there changes in requirements and audiences? Is there a requirement for more job aids rather than big lessons?– How can we coordinate the production of training resources to increase effectiveness and sharing?
15:30-16:00	Coffee break
16:00-16:40	6. Poster Session - VLab CoEs
16:40-17:10	7. Evaluation of Training impact <ul style="list-style-type: none">– Do we have more examples of evaluation of training impact in the group (adding to the example provided by action VLMG7.02)?– Should we include this aspect in the “Expectations” documents?– Should it be part of the self-assessment?– Do Satellite Operators perform this evaluation?
17:10-17:40	8. Self-assessment of VLab CoEs <ul style="list-style-type: none">– Brief comparison of Maturity Model results (2014 vs 2016)– Are we happy with the self-assessment we have followed 2014/2016 (Maturity Model) or do we want to implement the use of WMO-ETR self-assessment form?– How often should we run the self-assessment?– Who do we report the results of the self-assessment to?
17:40 -18:00	Summary of the day
18:00	ICE BREAKER



AGENDA
Tuesday, 10 May 2016

Time	Sessions	
09:30-09:40		News/Announcements
09:40-11:00	9.	User readiness a. Status report on user readiness (Data access and training) b. What are the VLab partners' mandates? c. Who will act if there is a readiness gap? d. How does the VLab 'lead' in the training of new products? e. How does the CoEs plan to integrate NextGen into their training programs? f. What events can the CoEs plan and or collaborate in developing training events. g. What should the timeline of training be? h. What are the data access issues? i. Does VLab have a role in helping Lesser Developed States gain access to the new data? j. User preparation for Indian Ocean
11:00-11:30		Coffee break
11:30-12:50		Feedback from group discussions in Agenda item 9.
13:00-14:00		Lunch break
14:00-14:30	10.	Poster Session - Partner Programmes
14:30-15:30	11.	Coordination with Partner Programmes and efforts for translation of training resources – Opportunities to enhance sharing and collaboration – Efforts for translation - what would be useful to translate and localise? – Is funding available to support translation?
15:30-16:00		Coffee break
16:00-16:30	12.	Poster Session - Supporting Satellite Operators and Agencies
16:30-17:00		Summary of the day



AGENDA
Wednesday, 11 May 2016

Time	Sessions	
09:30-09:40		News/Announcements
09:40-11:00	13.	Climate Services a. What does the term “Climate Services” encompass? b. Who else is acting (CCI, SCOPE, GFCS, maybe others)? c. The role of VLab in preparing NMS for Climate Services: what is the VLab mandate and who is asking for assistance? d. What training and information is available at this moment and what is still needed? e. What is VLab doing now and what do we need to do next?
11:00-11:30		Coffee break
11:30-12:50		Feedback from group discussions in Agenda item 13.
13:00-14:00		Lunch break
14:00-15:30	14.	Global Campus – Short update on GC status and plans. – How do these plans affect the way VLab does business today?
15:30-16:00		Coffee break
16:00-16:30	15.	Weather Ready Nations – Briefing about WMO Weather Ready Nations
16:30-17:00		Summary of the day



AGENDA
Thursday, 12 May 2016

Time	Sessions	
Morning		Island tour
13:00-14:30		Lunch break at the Sunbury Plantation Great House
14:30-16:00	16.	Group Work at Sunbury Gardens WG1 - VLab Self assessment document and procedure for evaluation of training impact WG2 - Coordination with Partner Programmes and efforts for translation Other Working Groups may be formed depending on the outcomes of previous sessions.
16:00-16:30		Return to the hotel
16:30-18:00		Continuation of working groups as needed. Suggestion: Regional networking & coordination - Group work done by CoEs and respective supporting satellite operators to reinforce regional coordination.



AGENDA
Friday, 13 May 2016

Time	Sessions	
09:30-09:40		News/Announcements
09:40-11:00	16.	Feedback from Thursday's Working Groups
11:00-11:30		Coffee break
11:30-13:00	17.	VLab Outlook <ul style="list-style-type: none">- Budget- TSO position- Expectations from VLab Members- Updating VLab Terms of Reference
13:00-14:00		Lunch break
14:00-15:00	18.	VLab Projects - possibilities for continuation and expansion <ul style="list-style-type: none">- Short introduction about CM4SH achievements- Discussion of funding possibilities for continuation of CM4SH
15:00-15:30		Coffee break
15:30-16:30	19.	Review of actions and recommendations
16:30-17:00	20.	Organization of future VLMG meetings
17:00-17:15		Closure of the Meeting