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| **World Meteorological Organization** | **ETR-PAN-27/Doc. 9** |
| **EC PANEL OF EXPERTS ONEDUCATION AND TRAINING** | Submitted by: | Secretary-General |
| Date: | 23.II.2016 |
| **TWENTY-SEVENTH SESSION**Florence, Italy,14 – 18 March 2016 | Original Language:  | English |
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# Agenda Item 4.2: WMO Global Campus Feasibilty study

# Global Training CalendaR

# SUMMARY

### THE PANEL ARE INVITED TO:

(a) Recommend which calendar prototype/s should be further developed to become operational by end of 2016

(b) Recommend to EC-68 that all institutions providing events for the WMO Global Campus calendar follow the metadata requirements outlined in this document

(c) Recommend to EC-68 that all institutions offering learning events to the calendar agree to a disclaimer that would allow the event entry to be modified or removed by the WMO Education and Training Office following consultation with the offering institution.

### CONTENT OF DOCUMENT:

The Table of Contents is available only electronically as a Document Map[[1]](#footnote-1)\*.

# 4.2 WMO Global Campus Feasibilty study: Global Training CalendaR

## introduction

1. EC-66 requested that the WMO Global Campus feasibility study investigate *“options to develop a trial Global Campus registry of resources and activities, exploiting where possible an existing registry, and exploring how the Global Campus could utilize the capabilities of WIS”.*

And

*“Establishing basic criteria for partners and providers to list resources and activities on the registry and developing ways to actively solicit and encourage organizations to offer their resources to WMO Members”* Please see Appendix A of Doc. 8.

2. In March 2015, the feasibility work was discussed in detail at the Regional Training Centre Directors workshop in Langen, Germany. As a result, one of three suggested activities for a phase one implementation of a WMO Global Campus was a Global Searchable calendar. The WMO Global Campus calendar should bring together in one website, as many as possible education and training activities offered by WMO RTCs and WMO affiliated institutions to assist Members in identifying education and training opportunities for the staff of their NMHSs.

3. This activity was subsequently endorsed by the WMO Global Campus steering committee and the Chair of the EC Panel of Experts on Education and Training, and further agreed by Cg-17.

4. This paper updates the Panel on the outcomes achieved to date and invites the Panel to advise and recommend which prototype/s and should be pursued with the aim of having an operational version during 2016.

## What is a Calendar?

5. In developing this activity it became necessary to define the difference between a *calendar* and a *searchable calendar*.

* A ***calendar*** is best suited to show one time and regular events, it will show events available for a period of time in advance of the current date.
* A ***searchable calendar*** adds filter and search criteria to assist users searching for appropriate events.

6. This does not predicate what the user interface should look like. Unfortunately assuming everyone had the same concept of the style of user interface led to some confusion on what was to be achieved during the development phase. Many people assumed a date ordered listing of training events whilst others assumed a traditional calendar view.

## Members User Needs

7. A series of methods and meetings (co-joined with existing planned meetings) were used to sample the user needs of the WMO Education and Training community.

8. The steps are briefly described below and with each successive stage, a clarification and prioritisation of the needs resulted.

* Expert Workshop in July 2014 - The aim of this meeting was to gather and document, from a small group of experienced attendees, initial thoughts on the potential user requirements of the wider NMHS community.
* Using this initial data and by considering “use cases”, a Questionnaire was then developed and sent to all WMO RTC’s and several training institutions to gather wider user needs. 24 responses were received. The questionnaire can be viewed within the details of Appendix A.
* Further to this, a session at the CALMet Workshop at KMA in Seoul, Republic of Korea, September 2015 considered the functions and features of a calendar and prioritised the needs.
* This information was further prioritised by the WMO Global Campus steering committee in Nanjing, China, 14-18 September 2015 and resulted in the “Report and Recommendations from WMO Global Campus Steering Committee” – a shortened version is shown in Appendix A with the full available at http://www.wmo.int/pages/prog/dra/etrp/documents/WMOGlobalSearchableCalendarreportandRecommedationsfromSteeringCommitteeSept2015-V1.pdf

9. The user needs showed that the WMO Education and Training community wanted features and functionality more akin to a Learning Management System, thus not only showing events on offer, but also being able to view all possible resources (catalogue), whether scheduled or not and additionally providing access to the learning resources (repository). Appendix B shows the schematic.

## WMO GLOBAL CAMPUS STEERING COMMITTEE

10. Following the above, the WMO Global Campus steering committee agreed that 3 prototypes should be investigated and that the priority was decided as the Calendaring aspect, with further work on catalogue or repository to be investigated at a later stage.

The three prototypes:

1. Calendar from Moodle database activity
2. WMO Vlab calendar
3. A calendar built on the metadata contained in WIS

## Status of calendar prototypes

11. Several groups in the WMO Education and Training community volunteered to prototype the calendar options. The moodle option was developed by a group including the Australian Bureau of Meteorology Training Centre, COMET, the Met Office College and the WMO Education and Training Office. The WMO VLAB calendar is an existing calendar hosted by EUMETSAT for the WMO VLAB, EUMETSAT, EUMETRAIN and EUMETCAL. COMET offered to look at the WIS option as part of their activities of connecting the MetEd library to the WIS system.

12. In the end only two of the three options were actively pursued. In late December 2015 COMET demonstrated the ability to use the WIS system to list the MetEd catalogue of content. This demo was made possible through the use of an existing UCAR-hosted Open Archive Initiative (OAI) server that is compatible with the WIS harvesting process. Without access to such an OAI, COMET would have had to custom build an OAI, which would have called for a significant investment in programming. This step just showed that it was possible to connect one of the WMO community databases to the WIS system using the standard WIS metadata, it did not address the additional metadata and then harvesting routines that would be required to build a date based listing of courses. The WIS option, whilst possible, would need to be developed from scratch with the need for extensive discussion with the WIS group on metadata protocols and implementation details.

13. The WMO VLAB calendar can be viewed at <http://training.eumetsat.int/mod/page/view.php?id=5804.It> is naturally the most mature of the prototypes, being operational, and is currently hosted by EUMETSAT. It has a range of interesting features for reporting and monitoring purposes not identified in the user needs, but at this stage does not contain some of the specified user needs. A number of modifications to the existing system would be required to meet the user needs and the question of how users could add courses has not been addressed. The current system of issuing passwords and accounts was not seen as viable for this installation.. The WIS/COMET demonstration can be accessed on

<http://giscportal.washington.weather.gov/openwis-user-portal/srv/en/main.home>

by conducting a search using the following term: UCAR-TEST

14. The moodle based calendar is still in early prototype stage addressing quite a few of the user needs. This prototype will be shown during the session.. As this prototype is based around the moodle system which is widely used in the WMO Education and Training community it offers some possibilities for sharing the calendar information across moodle installations (subject to the security settings in each installation)..

## NEXT STEPS

15. The Panel are invited to view the available prototypes above and to discuss and consider the pros and cons of each, including the associated work and costs required to move from prototype stage to an operational phase, with a view to deciding which prototype should be adopted.

16. A number of “personas” will be shared with the Panel, so that the user journey and usefulness of the calendar to these personas can be evaluated. This should assist in ensuring that the calendar meets the identified user needs.

17. While the COMET based WIS demonstration has shown the possibility of adding the MetEd catalog into the WIS system, the WIS is designed for using the Geographic Metadata (GMD) schema and is not designed with metadata fields aligned to cataloguing training resources and events. For a WIS based solution the following actions would need to be considered:

* Given the need for a OAI server, explore the barriers that would need to be overcome for institutions to feed the WIS that do not have direct access to the programming resources of a GISC.
* WMO should define a MetaData format for training resources and events that can be adapted by WIS
* Modify the WIS search engine and interface to best accommodate searches and listings for training resources and events. Alternatively it may be possible to develop software that took the results of a specific WIS search and present it back in the desired “calendar” format

18. The Panel are invited to:

1. endorse the user needs that have been identified
2. recommend the minimum functionality for a phase one operational system
3. use the current prototypes and provided documentation to recommend which of the prototypes to further explore
4. identify criteria to be used for a go / no go decision for pursuing the proposed prototype using their experience in implementing IT solutions (particularly in multi-institutional / international situations), possible costing implications to either a hosting institution(s) or the WMO regular budget vs the potential benefit to Members of such a system.

## METADATA REQUIREMENTS (MD) Recommended for offering to WMO Global Campus calendar

19. Apart from the technical aspects of which system to use a common element for all calendars is the required metadata that must be entered. Earlier examples in the WMO ETR and other communities show the delicate balance between not enough metadata to make it useful for the users and too much metadata dissuading the providers from entering course information. This section investigates the metadata requirements.

20. Based upon the Quality Assurance of education and training courses reviewed in Document 12 of this session, as well as the user needs and priorities for a WMO Global Campus calendar, the Panel is invited to make a recommendation regarding the minimum metadata that would be required to be entered by institutions offering courses onto the WMO Global Campus calendar.

1. Course Name
2. Course Description
3. Course Duration, including start and end dates
4. Course Location
5. Delivery Institution (might be different to Location)
6. Region/area of applicability
7. Course Delivery Format
8. Delivery Language
9. Fees if applicable
10. Application deadline
11. Learning Content and links to qualifications or competency frameworks
12. Expected Learning Outcomes
13. Learning activities used to achieve outcomes
14. Awards (Diplomas, Certificates) associated with the Course
15. How Learning is assessed
16. Additional Quality Management processes used by the institution

21. The above elements 1 to 10 and 12 should be Viewable or Searchable from the calendar, i.e.

* Viewable, able to be viewed from a landing page of the calendar
* Searchable, able to be searched for using key words for example, on the searchable calendar

Other items 11,13 to 16 ideally should be viewable or searchable depending on ease to which this can be achieved through the metadata schemas.

22. An example of what this looks like for a typical course is shown in Appendix D [to be provided].

23. In addition, and noting the recommended items in the Quality Assurance paper, the following elements should be discoverable through a link to the relevant area of an institutions web site, or to a contact person or by details entered on element 16 above.

1. How the training system is managed
2. How Learning Needs are determined
3. How materials are kept up to date and relevant
4. How trainers are hired, trained, monitored and evaluated
5. How the Facilities, resources and technology infrastructure are managed
6. How training is monitored, evaluated and improved
7. Application process including how the trainee is selected

24. The Panel is invited to consider whether course entries in the WMO Global Calendar, include the recommended metadata and quality assurance elements as mandatory elements (ie if they are NOT provided the course information cannot be posted). The Panel are further invited to consider whether institutions offering courses should agree to a disclaimer requiring them to consider feedback and acknowledge that the entry describing the course offering could be edited or removed by the WMO Education and Training Office following consultation with the offering institution. See Appendix C

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# APPENDIX A:

**WMO Global Searchable Calendar**

**Report and Recommendations from WMO Global Campus Steering Committee**

**Nanjing, September 2015**

**Background**

As part of the WMO Global Campus Feasibility study, WMO Executive Council (EC-66) in June 2014 recommended *“Investigating options to develop a trial Global Campus registry of resources and activities, exploiting where possible an existing registry, and exploring how the Global Campus could utilize the capabilities of WIS”*

A Global Searchable Calendar was also identified as one of 3 key demonstration activities that the RTC Directors wanted to see and this was approved by WMO Congress (CG-17) in June 2015.

A series of methods have been used to gather as many user needs for this as possible. The details of each follow.

* An initial workshop was held at Eumetsat in July 2015. This gathered a number of needs and thoughts from a selection of experts. The details gathered indicated a desire for fuller Learning Management System (LMS) functionality. It was also seen that features and functionality of calendars, registers, repository and LMS should be defined to aid understanding of each. The suggestions are shown below.

|  |
| --- |
| Suggested Definitions of calendars, registers, repository and LMS* A calendar is best suited to show one time and regular events, it will show events available for a period of time in advance of the current date.
* A searchable calendar is the above, but filterable for agreed criteria to assist searching for appropriate events.
* A catalog is where you advertise all possible events, perhaps not currently scheduled on a calendar, perhaps like a prospectus.
* A registry is an authoritative store of information and links to resources that relates to a particular task at hand (it could actually relate to a broad domain of information and resources, not a single task). Registries are typically built for a particular purpose such as a "gift registry". Or built for a defined audience that can be very broad (like “higher education”) or narrower (like “meteorology educators and training providers). A registry could also hold information about events, like a calendar, and be designed to display them in calendar format.
* A repository stores assets. Repositories are built for the specific kind of assets they are meant to hold and the modes of interaction they must support. Databases, file systems, and content management systems are all repositories of one sort or another, and they are all tailor-made for their specific requirements.
* A LMS is a software application for the administration, documentation, tracking, reporting and delivery of electronic educational technology (also called e-learning) education courses or training programs
 |

* Further to the workshop at Eumetsat, a small survey was sent to all WMO RTC’s, 9 WMO Affiliated Institutions and latterly to the members of Eumetcal. This sought user needs for a searchable calendar and also thoughts on what was needed to ensure that it would be populated and used – The survey is shown in ANNEX A. 24 responses were received.
* In tandem with the survey, a workshop session was held at Calmet 2015 in Seoul. Attendees were asked to list, using MOSCOW technique (https://en.wikipedia.org/wiki/MoSCoW\_method), the “Must”, “Should” and “Could” haves of the calendar (for features and functions). Attendees were also asked to prioritise them. The results from this are in ANNEX B. Again, whilst the focus was at the meeting was to seek input for a calendar, it can be seen from the feedback, that desire for a register/catalogue or fuller LMS functionality was suggested.
* At the WMO Global Campus Steering Committee meeting on Friday 18 September, the list of key features was discussed to see (a) what was needed for the initial landing page of the searchable calendar and (b) what should be searchable. The details are shown on page 4 & 5.
* In addition to this, the following **next steps recommendations were agreed at the meeting:-**
1. An outline project, which could allow for the development of a global searchable calendar, catalogue and repository is investigated, the elements *could* be hosted centrally, but more likely to be hosted disparately by a number of institutions due the nature of where the community is in terms of existing infrastructure and IT (*schematic being prepared*). The global searchable calendar element should be delivered by summer 2016.
2. Suggestion is that we seek support and advice on 3 options for the global searchable calendar prototypes, which all build on “*exploiting where possible an existing registry”* They are
* WMO Vlab calendar – we should request Eumetsat if they can evaluate the details gathered in this report and advise if the work is achievable on existing Vlab platform and if timescales suggested are realistic.
* Moodle – request a small team of those NMHS who are using Moodle to work collaboratively to evaluate the details gathered and advise if the work is achievable on a Moodle platform and if timescales suggested are realistic.
* WIS – request COMET (currently working on aspects of this for NOAA) and WMO to evaluate the details gathered and advise if the work is achievable on a WIS platform and if timescales suggested are realistic

**The following details will be shared with the three potential prototype projects as noted above.**

* **From analyzing the feedback from the above meetings and surveys, the list of Features requested on the a calendar are shown below *(****NB event means the offering, whether it is a course, module, lesson, lesson plan etc.*

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Initial landing page** | **Searchable** | **Comments** |
| Event name (including brief description, topic-subject) | **Y** |  |  |
| Event duration, including start and end dates | **Y** | **Y** |  |
| Deadline date for application |  | **Y** |  |
| Format of delivery | **Y** | **Y** |  |
| Fees/costs/ can fellowship, is scholarship be available | **Y** |  |  |
| Location | **Y** | **Y** |  |
| Institutional name/logo (information) | **Y** | **Y** |  |
| Language delivered in | **Y** | **Y** |  |
| Region of applicability |  | **Y** |  |
| How is it assessed, does it have quizzes |  |  |  |
| What Learning outcomes or competencies the course meets – Mapped to competencies (covered and NOT covered) |  | **Y** |  |
| What Qualification achieved |  | **Y** |  |
| What Certificate awarded |  | **Y** |  |
| What credit value and how to transfer  |  |  | Not for prototype, but later |
| Level of difficulty, level of certificate , points awarded |  |  | Not for prototype, but later |
| Pre requisites: Qualifications, previous learning etc. |  | **Y** |  |
| Pre requisites: Others, do I need a laptop, internet connection etc. |  |  | Suggest that a space for any additional information a supplier deems important can be written in freehand. |
| Deliverer contact information |  |  | Suggest that a space for any additional information a supplier deems important can be written in freehand. |
| How to apply  |  |  | Suggest that a space for any additional information a supplier deems important can be written in freehand. |
| Is accommodation provided |  |  | Not for prototype, but later |
| Who selects the student |  |  | Not for prototype, but later |
| Is travel information and safety advised issued |  |  | Not for prototype, but later |
| What is the pastoral care |  |  | Not for prototype, but later |
| How to apply for grants/funding |  | **Y** |  |
| Can is show conferences and seminars |  | **Y** |  |
| Event feedback |  | **Y** |  |
| What training materials are used |  |  | Suggest that a space for any additional information a supplier deems important can be written in freehand. |
| Details on what additional benefits or opportunities there may be from me doing this event |  |  | Suggest that a space for any additional information a supplier deems important can be written in freehand. |

* **The following Functions of a Searchable Calendar are requested**
* Ability to synchronize, standard format (with existing calendar already using)
* Search facility which includes clever key words for search ability.
* Ability to add tags/keyword for (to facilitate search)
* Can alerts be sent to notify me of events I register an interest in
* Can I post feedback or opinion
* Link to home page of course and institution name for seeking more information
* Layers of permissions
* Courses dropped when event passed
* 99% up-time
* **The suggested timescales for the development/s**
* By end September 2015 – all steering committee members to feedback on report
* By early October 2015 and in tandem to above – seek suppliers to assess the user needs and advise if they can prototype, including what, if any resource implications are
* By mid-November 2015 – Initial analysis of potential solutions on meeting the user needs.
* Early December 2015 – Decide which or all prototyping is feasible, based on feedback from suppliers on feasibility of the solution and estimated effort from the initial analysis.
* February/March 2016 – Prototyping completed for one or more platforms including entries from all Steering Committee Members and other who can commit also.
* March 2016 – EC Panel: Demonstration and comments and agreement on next steps
* June 2016 – Implementation with as many as possible RTC’s and affiliated institutions
* December 2016 – All RTCs to use it for their calendars for the coming year 2017, after any revisions are made.
* **Features for catalogue or repository or fuller LMS**
* How many places are there and minimum for course to run
* **Functions and items for exploration for a catalogue or repository or fuller LMS**
* Student data protection
* Information asset security
* IPR and Copyright respected
* Bandwidth to support it
* Does LMS have a Helpdesk or strong technical support
* Request a course
* What courses did I already take
* What courses are recommended for me
* Analytics
* Integrate with skype, saba moodle etc
* Anticipated, course ideas, next year’s courses so other training centres know what might be coming. (F)
* Alert for KEYWORD course in my REGION (F/f) to help coordination for managers and for participants
* **Need to Consider**
* Some of these items may really be more in a catalog, resister or full LMS, but if Members feel need for these, then any Global Searchable Calendar development should consider that it may need to incorporate these in the development, either directly or through linking.
* It must be well-structured information and that the most important information is readily visible, other details can be expanded (in sequence of importance (Topic, Who can attend, Cost, Delivery Mode, Competencies,)
* It needs to be scaleable and sustainable.
* We need to think about how many calendars are out there and how will it really link to these – this is noted in functions section.
* **How events are currently shared/advertised**
* Via WMO circular letters, i.e. RTC or affiliated institution send details to WMO for onward dissemination to NMHS
* Paper and or on-line prospectus
* Through NMHS International relations departments
* E shots to alumni
* Sending to entities like Eumetcal
* Twitter of Facebook
* Through Ministries
* **Benefits of what Members currently do**
* Users currently know the system and place to find events
* The events are approved by authorized agencies, e.g. either state or accreditation, therefore quality assured
* Have flexible deadlines for publication of training calendar
* My branding respected
* **What Members would like to be able to do, but cannot currently**
* Cannot sort trainee information automatically (LMS)
* Attract more meteorological and hydrological experts
* To see all possible training offerings (learning trajectories) which lead to defined results (find BIP-M/MT targeted courses, BSc, MSc programmes etc
* – what = credit transfer
* Able to target students well
* Wide diffusion of offer
* Move from paper to web based
* Be able to target students rather than PR’s
* Links to external resources (LMS)
* Establishing a training pool (LMS)
* Advertise via twitter and social networks
* Better market analysis and targeting (LMS)

**Annex A**

**WMO Global Campus**

**Global Searchable Calendar**

**Stakeholder and User Needs Questionnaire**

**Part 1**

There are many users and stakeholders that have vital *information to offer* and *benefits to gain* from a WMO Global Searchable Calendar, one of the key stakeholders will be those within your institution that are currently responsible for advertising and publicizing the courses you offer. What do they need from a WMO Global Searchable Calendar?

|  |
| --- |
| 1: What do you currently do to advertise and publicise your courses - this should include Who does it? When they do it? & How they do it? *(e.g. you might send details to WMO, publish an on-line catalogue, print a prospectus, show on your own existing calendar)* |

|  |
| --- |
| 2: What are the advantages of what you currently do? |

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| --- |
| 3: What can’t you do currently, but would like to be able to do? |

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| --- |
| 4: What are the key things, in order of priority, which will be needed for you to input to the WMO Global Searchable Calendar? *(Please detail as much as possible including systems etc. that need to be interoperable)* |

**Part 2**

There are many other stakeholders and users; five are listed below, with some suggestions about what they might need from a WMO Global Searchable Calendar.

For each of the five listed, please answer the following questions.

1. **Trainees need to be able to access the calendar to find events that suit their learning needs and apply for an event** *(Suggestions - e.g. they want to look for courses that they need for their current role, or for CPD for future roles or general personal development. Details they may want about the event could be where is it, when is it, what does it cost, who to contact, how to register or how to let their manager know about the course. What language it is in and what is the delivery method)*

|  |
| --- |
| A-1 What other needs would you add to the suggestions? |

|  |
| --- |
| A-2 Would you delete any items from the suggestions? |

|  |
| --- |
| A-3 What would the top 6 priorities be for a **Trainee** on a WMO Global Searchable Calendar, in order of priority? |

1. **Trainers/Managers/Heads/Directors of WMO RTC or Affiliated Institution need to need that their courses are displayed correctly, the system is reliable and that all other offerings are of similar quality.** *(Suggestions - e.g. they want to know that the course is advertised and described properly, that their staff will not have to spend a lot of extra effort compared to what they currently do to advertise courses here. They need assurances about the quality of what is being advertised by others is as good as theirs. They may need to ensure their branding is accurate and that they retain control of their curriculum.*

|  |
| --- |
| B-1 What other needs would you add to the suggestions? |

|  |
| --- |
| B-2 Would you delete any items from the suggestions? |

|  |
| --- |
| B-3 What would the top 6 priorities be for **Trainers/Managers/Heads/Directors of WMO RTC or Affiliated** on a WMO Global Searchable Calendar, in order of priority?  |

1. **Managers of Trainees need to be able to access the calendar to find what courses are available and suitable for their staff/team’s needs.** *(Suggestions - e.g. they want to look for courses that are suitable for their teams CPD or indeed for new staff. They want to see how suitable the course is in terms of learning outcomes to ensure it will give proper return on investment. They may also want to know how long the relevant course takes and whether it is online, face-to-face or blended)*

|  |
| --- |
| C-1 What other needs would you add to the suggestions? |

|  |
| --- |
| C- 2 Would you delete any items from the suggestions? |

|  |
| --- |
| C-3 What would the top 6 priorities be for **Managers of Trainees** on a WMO Global Searchable Calendar, in order of priority? |

1. **Learning Administrators (these may be the same as those suggested in part 1)** *(Suggestions - e.g. they may want to insure inter-operability with what they currently do to advertise courses, ensure little or no duplication, easy ways to import/export metadata and information)*

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| --- |
| D-1 What other needs would you add to the suggestions? |

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| --- |
| D-2 Would you delete any items from the suggestions? |

|  |
| --- |
| D-3 What would the top 6 priorities be for **Learning Administrators** on a WMO Global Searchable Calendar, in order of priority? |

1. **ICT support** *(Suggestions – e.g. they may need to know what security is needed for exchanging data or what backup measures there are)*

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| --- |
| E-1 What other needs would you add to the suggestions? |

|  |
| --- |
| E-2 Would you delete any items from the suggestions? |

|  |
| --- |
| E-3 What would the top 6 priorities be for **ICT support** on a WMO Global Searchable Calendar, in order of priority? |

**Part 3**

**Other users & stakeholders**

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| --- |
| Please list any other user(s) or stakeholder(s) of a WMO Global Searchable Calendar and describe what they may need from it? |

Thank you for completing this, if you have any questions please contact Aileen Semple on

asemple@wmo.int

 Institution \*



 Name \*



 E-mail \*



# APPENDIX B:

WMO GLOBAL CAMPUS LMS CONNECTIONS & LINKS

WMO RTC or Affiliated Institution repository

WMO RTC OR Affiliated InstitutionCatalogue

WMO RTC OR Affiliated InstitutionCatalogue

WMO RTC OR Affiliated InstitutionCatalogue

WMO RTC OR Affiliated InstitutionCatalogue

WMO Global Campus

Catalogue for ETR offerings

(Possible listings of trainer, institutions capabilities etc)

WMO RTC or Affiliated Institution Calendar

WMO RTC or Affiliated Institution Calendar

WMO RTC or Affiliated Institution Calendar

WMO RTC or Affiliated Institution Calendar

WMO RTC OR Affiliated Institution**NO** Catalogue

WMO RTC, Affiliated Institution **NO** calendar

WMO RTC or Affiliated Institution **NO** repository

WMO Global Campus

Global Searchable Calendar for ETR events

API

API

WMO Global Campus

Repository for

ETR materials

API

API

API

WMO RTC or Affiliated Institution repository

WMO RTC or Affiliated Institution repository

WMO RTC or Affiliated Institution repository

**APPENDIX C:**

**Agreement Clause, example for consideration**

|  |
| --- |
| **I agree that to the best of my knowledge, the Recommended Quality Assurance and Meta Data requirements for contributing this offering to the WMO Global Campus and WMO Global campus calendar are met.****I agree that peer review of this by a Member, EC Panel or WMO ETR may occur and welcome recommendations provided as a result of this. I further acknowledge and agree that the provided course information may be edited or removed by the WMO Education and Training Office based upon such recommendations and discussion between the WMO Education and Training Office and the institution offering the course.** |

**Appendix D**

**Example of a completed event metadata record**

**(to be provided)**

1. \* In MS Word 2007 or 2003, go to “View” > “Document Map”. In MS Word 2010, go to “View” > “Navigation Pane”.
In MS Word on a Mac, go to “View” > “Navigation Pane”, select “Document Map” in the drop-down list on the left. [↑](#footnote-ref-1)