



Expectations from the Centres of Excellence¹

1. Nominate a person to be part of the VLab Management Group (VLMG). This person should have some authority to make decisions regarding the use of the VLab within the Centre of Excellence (CoE). VLMG members should participate in the VLMG online meetings and the biannual face-to-face VLMG;
2. Nominate a focal **point of contact** for Virtual Laboratory (VLab) business. The **point of contact** will be included in all VLab communications and will be responsible for delivering the messages to their regional community. The **point of contact** may be the same person nominated as VLMG member (if appropriate);
3. Organise national and international training events that conform with the Guidelines For Trainers In Meteorological, Hydrological And Climate Services document published by WMO (WMO, 2013²);
4. Organise regular weather briefings and satellite related discussions (and also possibly discussions covering other GEO and GFCS topics) in the form of “Regional Focus Groups”;
5. Perform a regional training needs assessment every year (couple of years) in order to identify and prioritise the organisation of VLab training events;
6. Develop and maintain proficiency in providing online training using the learning technologies available;
7. Support the personnel involved in the organising and delivering of VLab training events to develop and acquire competencies mentioned in the Competency Requirements for Education and Training Providers for Meteorological, Hydrological, and Climate Services (WMO, 2013³);
8. Ensure that all training events organised within the VLab Network are advertised and reported in the VLab Online Calendar of events⁴;
9. Maintain regular contact with the regional community, sponsoring satellite operator and VLMG;
10. Provide the Co-chairs (or designated people) an annual report of activities following the template and guidelines provided;
11. Ensure that activities adhere to the VLab Strategy 2015-2019 (VLab, 2015⁵).

¹ This document was primarily based on the Annex VII of the CGMS VL FG 2nd Session Report (Barbados/2003). Updates were made and approved by VLMG members in 2015, as part of Action VLMG7.12.

² WMO (2013) Guidelines For Trainers In Meteorological, Hydrological And Climate Services [Online] Available in English at http://www.wmo.int/pages/prog/dra/documents/wmo_1114_en.pdf

³ WMO (2013) Competency Requirements for Education and Training Providers for Meteorological, Hydrological, and Climate Services [Online] Available in English at http://www.wmo.int/pages/prog/dra/etrp/documents/CompetencyRequirements_en.pdf

⁴ VLab Online Calendar of events. Available at <http://www.wmo-sat.info/vlab/calendar-of-events/>

⁵ VLab (2015) Five-Year Strategy For The WMO-CGMS Virtual Laboratory for Education And Training in Satellite Meteorology 2015-2019 [Online] Available at http://www.wmo-sat.info/vlab/wp-content/uploads/2015/07/VLabStrategy_2015-2019.pdf