



## Expectations from the Centres of Excellence

Last reviewed on:  
14/07/2010

1. Nominate a focal and alternate point of contact for Virtual Laboratory (VLab) business. This person should have some authority to make decisions regarding the use of the VLab within the Centre of Excellence (CoE);
2. Run international training events that conform with the VLab guides for organising and running training events;
3. Develop and run regular weather discussions (and also possibly discussions covering other GEO SBA topics) for Regional Focus Groups;
4. Maintain an up to date list of priority training needs for that region: Links to ET-SUP for coordination;
5. Develop and maintain proficiency in providing online training using tools such as VISITView;
6. Share training resources by submitting the link to the training material to the Environmental Satellite Resource Center (ESRC), following the guidelines for VLab submissions;
7. Maintain regular contact with the other members of the VLab Management Group: Co-chair responsibility to coordinate sessions;
8. Provide the Co-Chairs (or designated people) a brief annual report at the end of June each year, relevant to the VLab, outlining the training activities for the past 12 months, anticipated training activities for the next 12 months, priority training needs for the region for the next 12 months and their ability to meet the training needs, and other information they feel is relevant to the VLab: Co-chairs responsibilities to report to constituent bodies after receipt of information.-