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| **EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **1** | Modify, maintain and promote maintain the ET-ETC Education & Training Website at: <http://www.caem.wmo.int/moodle/> | | | | | | |
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| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | | **Reference document(s)** | **Responsibility** | | **Deadline**  (Month and year or  Meeting reference) | **Status**  (Not started / On hold /  On-going / Completed / Deferred / Cancelled) |
| **Lead**  (Name of expert) | **Support**  (Name of expert or Group) |
| **1.1** | | Transition the management and maintenance of the ET-ETC Education and Training Moodle Website | | | | … | Paul Bugeac | Raf Windmolders | March 2019 | On going |
| **1.2** | | Modernize the Moodle Site | | | | … | Paul Bugeac/ | Andrea Henderson | June 2019 | On going |
| **1.3** | | Promote the ET-ETC Education & Training Website at <http://www.caem.wmo.int/moodle/>, including posting of reviewed educational resources, and provision and moderation of discussion forums | | | | … | ET-ETC | Paul Bugaec/ RAF Windmolders | June 2023 | On going |
| **1.4** | | … | | | | … | … | … | … | … |
| **1.5** | | … | | | | … | … | … | … | … |
| Last updated: | | 15/02/2019 | | | |

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| **EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **2** | Integrate the CAeM Training Database into the Global Campus Platform. | | | | | | |
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| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | | **Reference document(s)** | **Responsibility** | | **Deadline**  (Month and year or  Meeting reference) | **Status**  (Not started / On hold /  On-going / Completed / Deferred / Cancelled) |
| **Lead**  (Name of expert) | **Support**  (Name of expert or Group) |
| **2.1** | | Communicate with Global Campus Administration on the integration of the CAeM training Database into Global Campus platform | | | | … | Ching-chi (Queenie) Lam | Kathy-Ann Caesar | March 2019 | Not Started |
| **2.2** | | Liaise with the Global Campus Technical Team on merging the Database | | | | … | Ching-chi (Queenie) Lam | Kathy-Ann Caesar | June 2019 | Not Started |
| **2.4** | | Look for cost-effective training opportunities and seek in-kind contributions (material) to make these available in WMO official languages | | | | … | ET-ETC | Ching-chi (Queenie) Lam | June 2023 | Not Started |
| **2.4** | | … | | | | … | … | … | … | … |
| **2.5** | | … | | | | … | … | … | … | … |
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| **EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **3** | Utilize the Global Campus and other methods for cost-effective training opportunities. | | | | | | |
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| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | | **Reference document(s)** | **Responsibility** | | **Deadline**  (Month and year or  Meeting reference) | **Status**  (Not started / On hold /  On-going / Completed / Deferred / Cancelled) |
| **Lead**  (Name of expert) | **Support**  (Name of expert or Group) |
| **3.1** | | Assess the CAeM Global Survey and /or country profile successes and gaps in training | | | | … | Karnie Dumas | Other | September 2019 | Not Started |
| **3.2** | | Review the ET-ETC Toolkit and suggest topics that can be mapped to Global Campus for training purposes | | | | … | Karnie Dumas | Ching-chi (Queenie) Lam | September 2019 | Not Started |
| **3.3** | |  | | | | … |  | … | … | … |
| **3.4** | |  | | | | … | … | … | … | … |
| **3.5** | | … | | | | … | … | … | … | … |
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| **EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **4** | Establish a presence on WMO EC Panel of Experts on Education and Training | | | | | | |
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| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | | **Reference document(s)** | **Responsibility** | | **Deadline**  (Month and year or  Meeting reference) | **Status**  (Not started / On hold /  On-going / Completed / Deferred / Cancelled) |
| **Lead**  (Name of expert) | **Support**  (Name of expert or Group) |
| **4.1** | | Liaise with WMO ETR and or current members of the WMO EC Panel of Experts on Education and Training | | | | … | Kathy-Ann Caesar | Janine StanderTM-TBA | September 2019 | On going |
| **4.2** | | Report on discussions on the BIP-M modifications | | | | … | Kathy Ann Caesar | Janine Stander / Gaborekwe E. Khambule | September 2019 | On going |
| **4.3** | | … | | | | … | … | … | … | … |
| **4.4** | | … | | | | … | … | … | … | … |
| **4.5** | | … | | | | … | … | … | … | … |
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| **EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **5** | Identify and review the material for inclusion in the WMO Technical Regulations and related guides; including providing support to the competency guidelines in the associated fields | | | | | | |
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| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | | **Reference document(s)** | **Responsibility** | | **Deadline**  (Month and year or  Meeting reference) | **Status**  (Not started / On hold /  On-going / Completed / Deferred / Cancelled) |
| **Lead**  (Name of expert) | **Support**  (Name of expert or Group) |
| **5.1** | | Maintain and review documentation | | | | caem-mg-2019-doc5.1\_wmo-publications.pdf;  WMO No. 930;  WMO No-1038[[1]](#footnote-1) | Other | Kathy-Ann Caesar/TM-TBA | December 2019 | On going |
| **5.2** | | Refine the process for dealing with requests from NMHSs and similar agencies for reviews of AMP educational documentation. | | | | … | Kathy-Ann Caesar | Gaborekwe E. Khambule | March 2019 | On going |
| **5.3** | | Support the development of the relevant competencies for Forecasters in field of Volcanic Ash/Space weather/Tropical Cyclone | | | | … | Andrea Henderson | TM-TBA[[2]](#footnote-2)  VAAC, IPT-SWeISS; Tropical Cyclone Programme (TCP) | December 2019 | Not Started |
| **5.4** | | … | | | | … | … | … | … | … |
| **5.5** | | … | | | | … | … | … | … | … |
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| **EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **6** | Develop an assessor training framework (blended using online, and Face to Face forums) and recommend assessment criteria for AMPs that are not yet competent. | | | | | | |
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| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | | **Reference document(s)** | **Responsibility** | | **Deadline**  (Month and year or  Meeting reference) | **Status**  (Not started / On hold /  On-going / Completed / Deferred / Cancelled) |
| **Lead**  (Name of expert) | **Support**  (Name of expert or Group) |
| **6.1** | | Suggest assessment criteria for AMPs that are not yet competent; | | | | … | Paul Bugeac | Karine Dumas | December 2019 | On-going |
| **6.2** | | Develop an assessor training programme (blended using online, and FtF forums) | | | | … | Paul Bugeac | Karine Dumas | December 2019 | On-going |
| **6.3** | | … | | | | … | … | … | … | … |
| **6.4** | | … | | | | … | … | … | … | … |
| **6.5** | | … | | | | … | … | … | … | … |
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| **EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **7** | Consolidate ETC activities, contribute to the CAeM Newsletter and report to MG. | | | | | | |
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| **Activity No.** | |  | | | |  |  | |  |  |
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| **7.1** | | Consolidate the reports on ETC activities and submit to MG | | | | … | Kathy-Ann Caesar | Gaborekwe E. KhambuleET-ETC | May 2019 | On going |
| **7.2** | | Email/ Communicate with ET-ETC members on meetings and their various tasks | | | | … | Kathy-Ann Caesar | Gaborekwe E. Khambule | April 2019 | On going |
| **7.3** | | Assign liaison responsibilities by Region to core team members and invited experts | | | | … | Kathy-Ann Caesar | Gaborekwe E. Khambule | December 2019 | On going |
| **7.4** | | Liaises with EN-COM to communicate the needs of the Regional Focal points. | | | | … | Gaborekwe E. Khambule | Kathy-Ann Caesar | May 2019 | On going |
| **7.5** | | Contribute any progress or achievements that can be used for publication in the CAeM newsletter for sharing with the wider community. | | | | CAeM Newsletter | Gaborekwe E. Khambule | ET-ETC | June 2019 | On going |
| Last updated: | | 15/02/2019 | | | |

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| ***CAeM OPERATING PLAN*** | ***MAJOR  DELIVERABLE No.*** *(Max. 15 words)* | | | ***9*** |  | | | | | | |
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| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | |  |  | |  |  |
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| **9.1** | |  | | | |  |  |  |  |  |
| **9.2** | |  | | | |  |  |  |  |  |
| **9.3** | |  | | | |  |  |  |  |  |
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| **EXPERT [TEAM/NETWORK] ON […]** | | | | | | | | | | | |
| **CAeM OPERATING PLAN** | **MAJOR  DELIVERABLE No.** (Max. 15 words) | | | **10** | <Description from PART A> | | | | | | |
|  | | |  | | | | | | | |
| **Activity No.** | | **Concise description of activity** (Max. 25 words each) | | | | **Reference document(s)** | **Responsibility** | | **Deadline**  (Month and year or  Meeting reference) | **Status**  (Not started / On hold /  On-going / Completed / Deferred / Cancelled) |
| **Lead**  (Name of expert) | **Support**  (Name of expert or Group) |
| **10.1** | | … | | | | … | … | … | … | … |
| **10.2** | | … | | | | … | … | … | … | … |
| **10.3** | | … | | | | … | … | … | … | … |
| **10.4** | | … | | | | … | … | … | … | … |
| **10.5** | | … | | | | … | … | … | … | … |
| Last updated: | | [dd/mm/yyyy] | | | |

1. WMO No. 930 Compendium on tropical meteorology for aviation purposes-2003;

   WMO No-1038 Weather forecasting for soaring flight-2009 [↑](#footnote-ref-1)
2. TM-TBA Team Member to be Announced [↑](#footnote-ref-2)