

## **WORK PROGRAMME REPORTING, REVIEW AND COORDINATION**

Expert Team on Education, Training and Competency (ET-ETC)

*(Submitted by Kathy-Ann Caesar and  
Gaborekwe Khambule as co-leads of ET-ETC)*

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### **Summary and Purpose of Document**

This document provides a progress report on the activities of ET-ETC since its re-establishment following the CAeM-16 session in July 2018. The composition of the expert team as well as draft terms of reference, work plan and other considerations are presented for review by the Management Group.

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### **ACTION PROPOSED**

The Management Group (MG) is invited to:

- (1) review the composition, draft terms of reference and work plan, and other considerations of the expert team;
  - (2) offer comment and/or strategic direction in respect of (1) above.
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## 1. EXPERT TEAM ON EDUCATION, TRAINING AND COMPETENCY (ET-ETC) PROGRESS REPORT

### *Composition*

1.1 The Expert Team on Education, Training and Competency (ET-ETC) comprises the following lead and core experts:

LAST NAME	First name	Country	Lead or Core Expert	Regional Association
<b>CAESAR</b>	Kathy-Ann	British Caribbean Territories	Co-lead	IV
<b>KHAMBULE</b>	Gaborekwe	South Africa	Co-lead	I
<b>BUGEAC</b>	Paul	Romania	Core	VI
<b>CASTRO</b>	Jimmy	Brazil	Core	III
<b>DUMAS</b>	Karine	Canada	Core	IV
<b>HENDERSON</b>	Andrea	Australia	Core	V
<b>LAM</b>	Ching-chi	Hong Kong, China	Core	II

### *Terms of reference*

1.2 The draft terms of reference for the expert team are given in Part A of the ET-ETC work plan, as presented at [Annex A](#).

### *Work plan*

1.3 A draft work plan of the expert team is given in Part B of the ET-ETC work plan, as presented at [Annex B](#).

### *Proposed working methodology and coordination needs*

1.4 ET-ETC will conduct teleconferences on a quarterly basis. Prior to each teleconference, coordination led by the co-leads will take place with all ET-ETC core members. To date, ET-ETC has held two teleconferences – one to agree on the selection of core experts and the other to assign the activities to the individuals of the expert team. This was supported by frequent email exchanges.

1.5 During the quarterly teleconferences, ET-ETC co-lead and core members will report on progress in respect of the ET-ETC work plan. The members will be encouraged to make interim contact via email if there is any immediate need. One quarterly teleconference has been conducted, with a second teleconference planned in March or early April 2019 following the CAeM-MG-2019 meeting.

1.6 In addition, ET-ETC will:

1.6.1. Coordinate special meetings with the Global Campus Management to work on the integration of the ET-ETC Education Database into the Global Campus Platform. At least one of the ET-ETC co-leads should be involved in this process.

1.6.2. Coordinate special meetings on the upgrade of the CAeM/ET-ETC Moodle website and the expert team may need to seek supporting expertise.

1.6.3. Continuously report all developments and other ETC-related activities happening in all the WMO Regions to the CAeM Management Group in a timely manner.

1.6.4. Communicate on work performed within the regions relating to the deliverables of the ET-ETC work plan.

1.6.5. Contribute any progress or achievements that can be used for publication in the CAeM newsletter for sharing with the wider community.

***Other considerations***

1.7 There may be a need to seek an alternate ET-ETC core member if there continues to be a lack of engagement by or response from the expert nominated by Brazil.

1.8 Involve the ad-hoc members in ET-ETC teleconferences if/where necessary.

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