

**IHO e-Learning Project Team**  
**3<sup>rd</sup> Meeting (VTC), 1 June 2021**

**Abbreviations:**

Chair	Helber Carvalho (Chair)	(Brazil)
Vice-Chair	Mina Foroutan (Vice-Chair)	(Canada)
AY	Aeri Yu	(Republic of Korea)
CJ	Christopher Janus	(United States of America)
CT	Christoff Theunissen	(South Africa)
EG	Emre Gülher	(Turkey)
HK	Hoyoun Kang	(Korea Hydrography and Research Association)
HL	Hyunuk Lee	(Korea Hydrography and Research Association)
JK	Jeremy Kitchker	(United Kingdom)
JL	Jeongmin Lee	(Korea Seabed Information Corporation, KOSBI)
JPH	Jens Peter Hartmann	(Denmark)
JS	Julien Smeekaert	(France)
LF	Lucy Fieldhouse	(United Kingdom)
LM	Leonel Manteigas	(IHO Secretariat)
LT	Lysandros Tsoulos	(IBSC)
PY	Peter You	(Republic of Korea)
SS	Solomon Smit	(Institute for Maritime Technology, S. Africa)

**Welcome/Logistics**

**1. Opening** [Chair]

Chair acknowledged the challenges of holding meetings in the current pandemic situation and thanked the participants that were attending from substantially different time zones. He noted a few new members present.

**2. Approval of agenda**

The meeting agenda was approved.

**3. Status of Action list from 2nd e-Learning PT meeting** [Secretary]

Secretary reported the relevant decisions and actions arising from the A-2. LM uploaded meeting documents to the IHO website (<https://iho.int/en/miscellaneous-2>) and it was agreed to create a dedicated webpage after the IHO e-Learning Center website is created.

**4. Approval of new PT members**

Chair welcomed JK and CT to the PT. CT stated his desire to contribute to the e-Learning Guideline Drafting Group. JPH brought attention to the MSDI e-learning material available from the Body of Knowledge page and enquired whether all training materials would be made freely available to all MSs by bringing up the governance model of the IHO e-Learning Center. Post-meeting note: All e-learning materials would be made freely available to all MSs.

**Decision 1: PT appointed Jeremy Kitchker (UK, in place of Stacy Walker) and Christoff Theunissen (South Africa) as new members.**

**5. e-Learning activities of the IHO – SHOM (France)** [JS]

JS presented SHOM's e-Learning course made for the EAtHC in 2016 available in French. Two priority

themes are MSI and tides. SHOM is considering to develop a Moodle platform for e-Learning. LT asked to change the name of one of the programmes to “Tides programme made in accordance with the Category A standard”. Further to PY’s enquiry on the availability of the courses, JS replied service hosting the contents weren’t active anymore. PY asked about the file format and JS said they were moodle-based composed of slides and html but without video. PY values experiences for the IHO community and will try to convert and test run them at the IHO e-Learning Center. PY asked to share the material and JS will look into it.

Action 1: JS to check the possibility of sharing SHOM’s training contents with ROK for test running them by the IHO e-Learning Center.

#### **6. Presentation on the draft e-Learning Guideline** [PY]

PY presented the need of a guideline, its table of contents, and examples of guidelines. PY presented the draft e-Learning Guideline. LT complimented the work and asked to circulate it to members for their comments.

#### **7. Composition of the e-Learning Guideline Drafting Group** [Vice-Chair]

Vice-Chair will manage a small drafting group to finalize the guideline and share the ROK’s version with the Drafting Group. She aims to have a final draft ready by early August for members’ comments to prepare it before the next PT meeting in September. LM suggested to submit the final draft to CBSC for submission to IRCC in 2022. Vice-Chair will upload the guideline to the IHO website when it’s ready.

Action 2: e-Learning Guideline Drafting Group to prepare a final draft by early August for circulation to members for comments and submit it to the next PT meeting in September

Action 3: Vice-Chair to upload the guideline to the IHO website when it’s ready.

#### **8. Report to CBSC-19** [Chair]

Chair presented the PT report to CBSC-19.

#### **9. Any other business** [Chair]

PY presented the webpage, domain, and conversion of material. JPH asked whether it was possible for IHO MSDIWG to test the MSDI e-Learning. This was possible so JPH will give feedback after testing. Vice-Chair asked to circulate the structure of the e-learning website for members’ comments.

Action 4: PY to share the structure of the e-learning website for members’ comments (deadline: 30 July 2021).

Action 5: ROK to convert and upload the learning material of the IHO MSDIWG and invite the e-Learning PT and the MSDIWG to try it and give feedback to ROK (deadline: November 2021).

#### **10. Next meeting** [Chair]

Decision 2: Hold the 4<sup>th</sup> meeting on 15 September 2021.

#### **11. Closing** [Chair]

The Chair thanked the members for their participation.

Annex:

A: Agenda

B: List of participants

C: List of decisions and actions from 3<sup>rd</sup> meeting

D: List of decisions and actions from 2<sup>nd</sup> meeting

**3<sup>rd</sup> Meeting of the IHO e-Learning PT  
VTC, 1 June 2021 (13:00 – 14:45 CEST)**

**AGENDA**

**Note:** All times are CEST (UTC+2)

<b>Time</b>	<b>Agenda</b>	<b>Description</b>	<b>Lead</b>
12h 40		Opening of the online system	All
13h 00	1	Opening - Introduction of new members	Chair
13h 05	2	Approval of Agenda	Chair
13h 10	3	Status of Action list from 2 <sup>nd</sup> e-Learning PT	KHOA
13h 30	4	Approval of new PT members	Chair
13h 35	5	e-Learning activities of the IHO SHOM (France)	TBD
13h 55	6	Presentation on the draft e-Learning Guideline	Peter You (KHOA)
14h 15	7	Composition of the e-Learning Guideline Drafting Group	Vice-Chair
14h 20	8	Report to CBSC-18	Chair
14h 35	9	Any other business	Chair
14h 40	10	Next meeting	Chair
14h 45	11	Closing	Chair

## List of participants

MS	Name	Email
Brazil	Helber Carvalho <b>(Chair)</b>	helber.carvalho@marinha.mil.br
Canada	Mina Foroutan <b>(Vice-Chair)</b>	mina.foroutan@dfp-mpo.gc.ca
Denmark	Jens Peter Hartmann	jepha@gst.dk
France	Julien Smeekaert	julien.smeekaert@shom.fr
IBSC	Lysandros Tsoulos	lysandro@central.ntua.gr
Republic of Korea	Aeri Yu	aeriyu@korea.kr
Republic of Korea	Peter You	peterhak@korea.kr
South Africa	Christoff Theunissen	hydrosan@iafrica.com
Turkey	Emre Gülher	egulher@shodb.gov.tr
UK	Lucy Fieldhouse	lucy.fieldhouse@ukho.gov.uk
UK	Jeremy Kitchker	jeremy.kitchker@ukho.gov.uk
USA	Christopher Janus	christopher.g.janus@nga.mil
Institute of Maritime Technology	Solomon Smit	
Korea Hydrography and Research Association	Hoyoun Kang	hykang@khra.kr
Korea Hydrography and Research Association	Hyunuk Lee	hu2020@khra.kr
Korea Seabed Information Corporation	Jeongmin Lee	jeongmin@kosbi.co.kr
IHO Secretariat	Leonel Manteigas	leonel.manteigas@iho.int

### **List of Decisions and Actions from 3<sup>rd</sup> meeting**

Decision 1: PT appointed Jeremy Kitchker (UK, in place of Stacy Walker) and Christoff Theunissen (South Africa) as new members.

Action 1: JS to check the possibility of sharing SHOM's training contents with ROK for test running them by the IHO e-Learning Center.

Action 2: Guideline Drafting Group to prepare a final draft by early August for circulation to members for comments and submit it to the next PT meeting in September

Action 3: MF to upload the guideline to the IHO website when it's ready.

Action 4: PY to share the structure of the e-learning webpage for members' comments (deadline: 30 July 2021).

Action 5: ROK to convert and upload the learning material of the IHO MSDIWG and invite the e-Learning PT and the MSDIWG to try it and give feedback to ROK (deadline: November 2021).

Decision 2: Hold the 4<sup>th</sup> meeting on 15 September 2021.

## List of Decisions and Actions from 2<sup>nd</sup> meeting

Decision 1: Highlight the important contribution from the ROK to the e-Learning PT.

Decision 2: Approve the draft ToR and RoP provided by ROK and circulate it for future amendments if any possibly by the 3<sup>rd</sup> meeting.

Action 1: Members to proceed work in 2021 according to the Implementation Plan. Those who want to contribute to drafting the e-Learning guideline are invited to come forward (deadline: 30 April 2021) – [Done](#)

Decision 3: Chair acknowledged the e-learning activities of the members and asked them to cooperate with the IHO e-Learning Center in the future.

Action 2: ROK to present its e-learning MSDI course at the next MSDIWG meeting (deadline: October 2021) – [Pending](#)

Action 3: PT members to deliver activities regarding developing the e-learning guideline. (continued.) – [Continued](#)

Action 4: JS to present e-learning activities of SHOM at the next PT meeting (deadline: next PT meeting) – [Done](#)

Action 5: LM and ROK to find a suitable place on the IHO website for a dedicated webpage to share e-learning activities (deadline: Next PT meeting) – [Pending until the IHO e-Learning Center website is created](#)

Decision 4: PT appointed Helber Carvalho as Chair and Mina Foroutan as Vice-Chair.

Decision 5: PT acknowledged the great work done by Luiz Claudio Fonseca as the PT Chair and Leonel Manteigas as the Secretary so far.

Decision 6: Hold the 3<sup>rd</sup> meeting in the second half of May before CBSC-19.