1st e-Learning Project Team meeting, 8 September 2020
Meeting Minutes

Attendees:
 (SWAtHC) Luiz Claudio Fonseca (Brazil) (Chair)
 (EAHC) Peter YOU (ROK)
 (MBSHC) Emre Gulher (Turkey)
 (IHO) Leonel P. Manteigas
 (IBSC) Nickolás de A. ROSCHER (Brazil), Gordon JOHNSTON (UK), Lysandros TSOULOS (Greece)
 (UK) Stacy Walker
 (ROK): Dongsu Kim, Aeri Yu, Yuri Gang, Hoyun Gang

1. **Structure and framework of the IHO e-Learning Center**

ROK presented the structure and the framework of the IHO e-Learning Center. The PT endorsed ROK's proposal to place the Center under the CBSC as it will handle capacity building activities and to set up a Steering Committee and a Secretariat. A question was raised on the respective role of the Steering Committee and the Secretariat and it was agreed to clearly state their roles in the e-Learning guideline.

Decision-1. Establish the IHO e-Learning Center under the CBSC and set up a Steering Committee and a Secretariat for efficient implementation. The Center liaises with the CBSC, IRCC and IBSC.

Action-1. The e-Learning PT to clearly state the roles of the Steering Committee and the Secretariat of the IHO e-Learning Center in the e-Learning guideline.

ROK presented that the e-Learning system will be built in a distributed manner in four servers – Web, WAS (LMS), VOD stream, and DB servers – which will enable stable service even if 1,000 users access it at the same time and ROK is considering to provide a mobile service. IBSC (Tsoulos) raised the need to set up an implementation plan for delivering practical training as it takes up a significant part of hydrography. It was agreed to consider this need when developing the e-Learning guideline and curriculum.

Action-2. KHOA will set up the server in a distributed manner (Web, WAS, VOD steam, DB) to provide a stable service and respond to system overload.

Decision-2. It was agreed to consider the practical exercise (or face-to-face) aspects when developing the e-Learning guideline and curriculum as required by the nature of hydrography.

2. Review of the draft table of contents of the e-Learning Guideline

ROK presented the draft table of contents of the e-Learning guideline and it was considered valuable. It was agreed to further elaborate it in detail at the next meeting. IBSC (Roscher) commented that the IHO has an e-Learning portfolio and archive and the UKHO has a regional portfolio and that France runs blended MSI training so the PT could refer to them when developing the guideline.

Action-3. To develop the e-Learning guideline at PT meetings by referring to the resources IHO, UKHO and SHOM have.

3. Roles, responsibilities and work plan of the e-Learning PT

ROK presented the roles, responsibilities and work plan of the e-Learning PT. It was agreed to develop the Terms of Reference and the Rules of Procedure of the PT first by referring to them.

Action-4. ROK to draft and circulate the Terms of Reference and the Rules of Procedure of the e-Learning PT for review by the PT before the second PT meeting.

Decision-3. If PRO 3.3 is approved at A-2, it was agreed to continue the e-Learning PT until A-3 (April 2023) and set up the e-Learning Center and complete the guideline, in collaboration with ROK (Annex 2).

Decision-4. It was also agreed to develop the guideline further through continuous feedback, based on the Table of Contents drafted by ROK.

4. Other Matters and Next Meeting:

Next meeting will be planned after A-2.

Decision-5. It was decided to report the outcome of the first e-Learning PT meeting to IRCC-12.

Action-5. ROK to draft the report on the activities of the e-Learning PT, in liaison with PT Chair, and report it to IRCC.

5. Closing

The Chair thanked all the members who attended the meeting and acknowledged ROK for preparing meeting documents and organizing the meeting as a VTC.

Annex-1 structure and framework of the IHO e-Learning Center
Annex-2. Review of the draft table of contents of the e-Learning Guideline
Annex-3. Roles and Responsibilities of IHO e-Learning Center Project Team
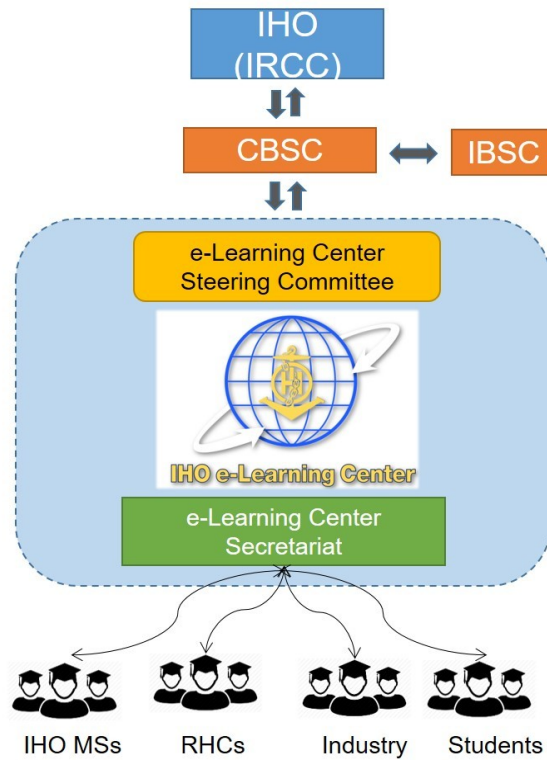Annex-4. Timeline of IHO e-Learning Center Project Team
Annex-5. Print screen of the meeting participants

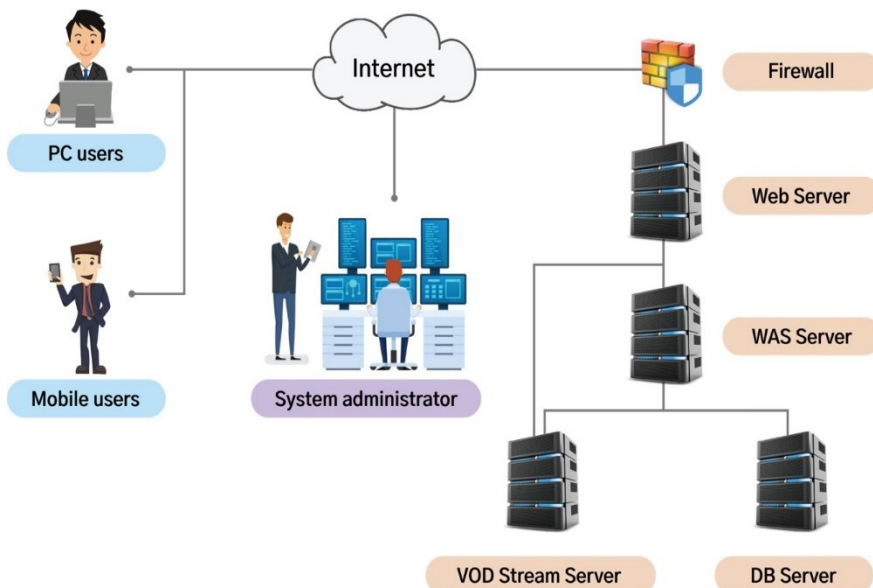Annex-1. structure and framework of the IHO e-Learning Center

IHO e-Learning Center Framework (draft)
Organizational Structure

e-Learning System Architecture (draft)

Distributed Server Configuration Scheme to prevent Overload

Annex-2. Review of the draft table of contents of the e-Learning Guideline

1. **General rules**

1.1. Objectives

1.2. Scope

1.3. Terminology

2. **Operation of the e-Learning Center**

2.1. Composition

2.2. Steering Committee

2.3. Secretariat

2.4. Regular meetings and reports

3. **Development and management of e-Learning curriculum & course**

3.1. Planning of curriculum & course

3.2. Development of curriculum & course

3.3. Common use of curriculum by member states

3.4. Submission and review of curriculum & course

3.5. Renewal and discontinuance

3.6. Copyright and intellectual property right

4. **Operation of e-Learning curriculum & course**

4.1. Setting up of curriculum & course

4.2. Subscription and approval

4.3. Running of curriculum& course, feedback

4.4. Evaluation and certification

5. **Management and operation of an e-Learning system**

5.1. Designation of system manager and responsibilities

5.2. Operation of website and LMS

5.3. Management of security and system failures

Annex-3. Roles and Responsibilities of IHO e-Learning Center Project Team

Purpose

Promote the establishment of the IHO e-Learning Center smoothly and capacity building activities of the IHO Member States

Roles

1. Develop rules and a guideline required for the running of the Center.
2. Cooperate among PT members to finalize the structure of the Center.
3. Liaise with the IHO and its subordinate organs and Member States.
4. Support the establishment of the Center and report such progress.

Responsibilities

1. Develop rules and a guideline required for the running of the Center.

 - Define the rationales of the Center.
 - Develop the Terms of Reference and Rules of Procedure of the Center.
 - Develop a guideline and an Implementation strategic Plan
 - Prepare the procedure for recognizing e-Learning programmes.

2. Cooperate among PT members to finalize the structure of the Center.

 - Define the composition and role of the Center.
 - Seek advice for managing e-Learning resources and establishing an e-Learning system.

3. Liaise with the IHO and its subordinate organs and Member States.

 - Liaise with the IHO and its subordinate organs, Member States and industry.
 - Develop communications and PR strategy.

4. Support the establishment of the Center and report such progress.

 - Monitor the establishment of the Center and seek advice.
 - Report the progress to CBSC, IRCC and 3rd Assembly.

Output

1. ToR, RoP, Guideline, Implementation strategic Plan
2. Structure and framework
3. Communications and PR strategy
4. Report for IRCC, CBSC and 3rd Assembly

Annex-4. Timeline of IHO e-Learning Center Project Team