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| **MINUTE OF MEETING****VLMG7 MEETING**  |
| Day/ Date | : Thursday, 24 July 2014/ 05.00 – 0630 pm |
| Venue | : The Park  |
| Leader | : Vesa Nietosvaara  |
| Participants |

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| 1. | Mahmood Al Kyari  | 5. | Graciella Rolon |
| 2. | Alessandro Chiariello  | 6.  | Prof. Zheng Youfei |
| 3. | Bruce Muller | 7. | Yao Xiuping |
| 4. | Yuliana Purwanti |  |  |

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| Topic | : | Future VLab Training  |
| **HASIL RAPAT** |
| 1. The meeting started 05.00 pm, opening by Vesa with a brainstroming was conducted afterwards.
2. The objective is to propose future Vlab training activities, including the training needs, training material and delivery, existing/ future activities and the challenge/ background condition. The output will be a list of training needs (covering possible topics of training) and training delivery proposal
3. Notes taken from the meeting :
* A need to conduct the Training the Trainer. This is proposed as the solution based on a condition that nowadays, sharing the experience, information, knowledge and skill after attended meeting/seminar/workshop/traning is not a mandatory. To foster the dissemination of information within personnels in each CoE this kind of sharing method should be implemented. There is a limitation in knowledge transfer, the personnel should be equipped by the Training the Trainer
* A need of Practical Guideline about “a know-how to deliver a training material”, that provided as a part and together with the training material itself. So personnel who get the material will know what will be the best way to deliver each and every material for the most benefit in term of sharing experience activities
* A need of “level-based” Vlab course. It is proposed Vlab to define the metarial in a framework of this level-based course, so Vlab in the future could define that a course will be conduct as a basic course/ intermediate course or advance course.
* A need of further review of existing VLAb training material in term of its relevancy with the use technology in NMHSs. By categorized the material and divide them into some groups based on the level, it will be easier in using the material. This need is based on condition that in some CoEs the knowledge gained from a training could not be implemented since it is too advance compare with the existing operational technology used in NMHSs covers by that CoE.
* A need of mapping the existing material/resources that available in Vlab library, for the better and the most effective way in using the resources. The afore-mentioned map will be a guidance to plan the learning path of each user, so they could learn in a more structured way. The components of the map: the level of material, the suggested path (what first, what should be taken next). By using this map, one personnel could gain the most benefit of the training in the most fast and the most structured way
* A need of financial budget to support CoEs in providing training material (i.e. e-book), and training facilities (i.e simulator)
* An initiative to link the document of “Satellite Skills and Knowledge for Meteorologist Forecasters” with the related link and material available in VLAb library and other resources that needed to be studied in order to meet each of competencies.
* Idea in using Regional Focus Group Discussion (RFG) as a more potential forum to foster satelitte related knowledge and information dissemination and promotion within the CoE and amongst CoEs. In order to meet the purpose in the best mode, a RFG presenter should :
	+ - * Annnouce the topic as earliear as possible
			* Posting and making related resources information (i.e. link of books, modules) available before-hand
* A need to strengthen communication, cooperation and collaboration among CoEs in order to be able to sharing experts and information. This need could drive Vlab to further mapping experts and resources
* A proposed topics for Vlab training/Round Table Discussion: Existing basic topics, RGB, preparation for the new satellite.
1. The meeting was closed by Vesa at 06.15 pm, and the minute meeting should be prepared and send Friday 25 July 2014 in the morning (at the latest), to be shared in the last-day meeting.
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|  | Minute KeeperYuliana Purwanti |