Subject: Call for proposals to host a OceanTeacher Global Academy Regional or Specialized Training Centre

I would like to invite research and academic institutions in your country to join the OceanTeacher Global Academy (OTGA) and participate in its development as a global network of regional training centres in the fields of oceanographic data/information management, ocean research, observations and services. Over the last 15 years, OTGA has developed as a comprehensive web-connected Learning Management System that, in combination with classroom activities, has trained nearly 2,000 students from 120 countries.

At the 2nd phase of its development, OTGA2 will provide increased support to the training activities of all IOC programmes, IOC regional sub-commissions and committees, contributing to the sustainable management of the ocean. OTGA2 will also contribute to priority area 7 of the UN Decade of Ocean Science for Sustainable Development (2021–2030) through the implementation of capacity development, inter alia, transfer of marine technology, ocean literacy, education and training.

As a vital instrument of implementation of the IOC Capacity Development Strategy and achieving its expected outputs, the OTGA2 project will establish two categories of training centres, namely Regional Training Centres (RTC) and Specialized Training Centres (STC), whose respective roles and responsibilities are specifically defined hereafter in Annex A.

Through this letter, I invite IOC National Official Coordinating Bodies for liaison with IOC and focal points to forward this invitation to research and academic institutions in their country with the training capacity to join the OceanTeacher Global Academy. Proposals should imperatively use the Application form to Host an OTGA Regional Training Centres or Specialized Training Centre (Annex
B). It is worth noting that existing designated OTGA Regional Training Centres will need to reapply. Please submit applications to the IOC secretariat by 3 April 2020 by e-mail to Mr Peter Pissierssens, IOC Capacity Development Coordinator ([p.pissierssens@unesco.org](mailto:p.pissierssens@unesco.org)), with cc to [ioc.training@unesco.org](mailto:ioc.training@unesco.org).

The selection of the successful candidate training centres will be made in consultation with the IOC Group of Experts on Capacity Development, IOC Programmes with training responsibilities, IOC regional bodies and the IOC Project Office in Ostend (Belgium), the coordinating training centre of OTGA.

It is expected that training courses will commence in the second half of 2020, by which time the selected training centres should be operational.

Relying on your support to take a proven training methodology for ocean-related topics and international network of cooperative training centres one step further, I remain,

Yours sincerely,

[signed]

Vladimir Ryabinin
Executive Secretary

Enclosures:
Annex A: Requirements for OTGA Regional or Specialized Training Centres
Annex B: Application to Host an OTGA Regional Training Centre (RTC) or Specialized Training Centre (STC) (*English only*)
ANNEX A. Requirements for OTGA Regional or Specialized Training Centres

1. Description

The second phase of the OceanTeacher Global Academy (OTGA2) project will build on the legacy of the OceanTeacher Global Academy Project (2015–2019) and will include new initiatives and challenges such as the 2030 Agenda and its SDGs and the UN Decade of Ocean Science for Sustainable Development. New, ready to deliver course topics will be made available online. The network of Regional Training Centres (RTC) will be joined by Specialized Training Centres (STC) that can deliver specific training topics. Training topics will also include tools that can help Member States achieving the SDGs as well as emerging topics such as Ocean Acidification and Blue Carbon, *inter alia*. OTGA2 will foster collaborations beyond UNESCO/IOC to position itself as the training platform for ocean-related topics within the UN and beyond.

OTGA2 will become less reliant on voluntary effort through contracting the development of new course content. Subject matter experts will be invited to submit proposals for new course content, based on the priority areas agreed by the Project Steering Group and Interested Parties. Course material will be developed in discussion with the relevant RTCs, STCs, IOC Programmes and IOC Regions.

Through the network of Regional Training Centres (RTC) and Specialized Training Centres (STC), OTGA will contribute to:

- Promoting the use of local experts as instructors and training assistants;
- Providing a programme of training courses related to IOC programmes, contributing to the sustainable management of oceans and coastal areas and relevant to Member States in the regions;
- Working in a regional context, addressing common regional goals as well as national goals;
- Using the working language(s) of the countries in their region.

2. Requirements

The OTGA2 project will establish two categories of training centres: Regional Training Centres (RTC) will be joined by Specialized Training Centres (STC).

(i) An OTGA Regional Training Centre is an institution or coordinated group of institutions that undertakes delivery of training on a broad range of topics in marine science that contributes to the high-level objectives of the IOC and meets the needs of the Member States in a Region to achieve the 2030 Agenda and its SDGs and the over-arching goals of the UN Decade of Ocean Science for Sustainable Development.

(ii) An OTGA Specialized Training Centre is an institution or coordinated group of institutions that undertakes delivery of specialized training on one or more specific topics that meet the needs of IOC programmes that can assist Member States achieve the 2030 Agenda and its SDGs and the over-arching goals of the UN Decade of Ocean Science for Sustainable Development.

To be designated as an OTGA RTC or STC, the hosting institution shall ensure it has the human and financial resources and facilities to satisfy the following:

- Identify learning needs
- Design learning services
- Deliver learning services (both face to face as well as online/distance learning)
Administer and manage the learning services.

The RTC or STC should have adequate training facilities and competent instructors. The RTC or STC must be able to respond to the training needs of the IOC Programmes and IOC Regions and design and deliver training that contributes to meeting these learning needs using competent instructors and an environment that is conducive to learning. The establishment and maintenance of the RTC or STC will largely be the responsibility of the host institution.

The sustainability of the RTC or STC is essential and it should not rely solely on financial support from the OTGA2 project. It is expected that up to 50% of a course budget will be contributed from the hosting institution’s resources. Co-funding contributions from the RTC or STC can include: (i) provision of internet connection and audio-visual facilities; (ii) provision of a training centre coordinator, instructors and support staff; (iii) local expenses (catering, ground transport, guest house/hotel accommodation); and (v) travel support for national attendees. There is provision in the project for travel grants to facilitate learner attendance at training courses. These travel grants will be limited to 5-10 per Training Centre per year. The RTC or STC is encouraged to seek additional funding opportunities to support the training activities of the Centre. There will also be more reliance on self-funded participation from learners and this should increase the long-term sustainability of the RTC or STC.

OTGA maintains a Learning Management System (LMS) to deliver the training courses and to provide the resources used in distance-learning and on-site courses (http://oceanteacher.org/). The RTC or STC will be required to utilize the OTGA LMS (Moodle open source learning platform) and use it for their on-site courses and as a platform for distance-learning courses. An RTC or STC should demonstrate proven experience with the use of an LMS.

OTGA2 will emphasize quality assurance in learning service design and delivery. To assure the quality of resources and activities delivered, the RTC or STC should demonstrate that it carries out its training activities in accordance with agreed standards and has quality management processes for measuring the effectiveness and quality of the learning service, including obtaining feedback from stakeholders.

Institutions should only submit an application to host an RTC or STC if the required human and financial resources and facilities are available to support the RTC or STC in carrying out its functions.

3. Further information

If you have questions or require additional information on hosting an OTGA Regional or Specialized Training Centre, please contact Mr Peter Pissierssens, IOC Capacity Development Coordinator (p.pissierssens@unesco.org) or Ms Claudia Delgado, IODE Training Coordinator (c.delgado@unesco.org).
ANNEX B. Application to host an OTGA Regional Training Centre (RTC) or Specialized Training Centre (STC)

This application is to host (tick one):

☐ OTGA Regional Training Centre (RTC).
[An OTGA RTC is an institution or coordinated group of institutions that undertakes delivery of training on a broad range of topics in marine science that contributes to the high-level objectives of the IOC and meets the needs of the Member States in a Region achieve the 2030 Agenda and its SDGs and the over-arching goals of the UN Decade of Ocean Science for Sustainable Development.]

☐ OTGA Specialized Training Centre (STC).
[An OTGA STC is an institution or coordinated group of institutions that undertakes delivery of specialized training on one or more specific topics that meet the needs of IOC programmes that can assist Member States achieve the 2030 Agenda and its SDGs and the over-arching goals of the UN Decade of Ocean Science for Sustainable Development.]

1. Details of applying institution

| Name of institution(s) to host proposed RTC/STC | (provide name, address, URL) |
| Name of proposed RTC/STC coordinator | (provide name, contact details) |
| Experience of proposed RTC/STC coordinator | (provide CV, including qualifications, teaching experience, language proficiencies) |
| Names of proposed RTC/STC trainers | (provide CVs, including qualifications, teaching experience, language proficiencies; links to (professional) profiles (e.g. Institutional, OceanExpert, etc.) |

2. Identify learning needs.
The RTC or STC should have processes in place to gain information about regional or specialized training needs. Examples include a learning needs analysis, request for training from IOC Programmes and IOC Regions.

2. Provide details on how the hosting institution identifies training needs and the decision-making process on which courses/topics to be prioritised.

3. Designing learning services.
The RTC or STC will ensure that its courses of instruction are carried out in a way that is consistent with the standards and guidelines issued by the UNESCO/IOC Project Office for IODE. The OTGA maintains a Moodle platform (http://oceanteacher.org/) to deliver the online
courses and to provide the resources used in the distance-learning and on-site courses. The RTC or STC will be required to utilize the OTGA Moodle platform and use it for their on-site courses or as a platform for distance-learning courses.

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<tr>
<th>3a. Provide a description of the experience using guidelines for organizing and managing training courses in the hosting institution.</th>
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<th>3b. Provide details of the experience in the use of a Learning Management System, for example Moodle LMS, by the hosting institution.</th>
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4. **Delivering learning services.**

The RTC or STC should have the ability to deliver training by competent instructors in terms of their scientific/technical ability and training expertise. The RTC or STC should also have the ability to deliver training in an environment which is favourable to learning with the necessary equipment and facilities for an efficient and effective delivery of training.

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<th>4a. Provide details on (a) academic qualifications, (b) teaching qualifications, (c) operational experience of training staff in the hosting institution and (d) languages used for delivering training.</th>
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<th>4b. Provide a description of dedicated physical and ICT infrastructure of training facilities in the hosting institution.</th>
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5. **Administering learning services**

The RTC or STC should have appropriate services in place to support course participants to obtain visas, book accommodation, etc. The RTC or STC should foresee accommodation for all international participants (and if required, for local participants). Course participants need to have access to food and drink during the training course days. Catering should be provided either through a facility in the direct vicinity of the training venue where food and refreshments can be purchased at a reasonable price, or the RTC/STC can provide catering for the course participants.
5a. Provide details of the appropriate services that will be available in the hosting institution to support course participants.

5b. Provide details of any quality management process or standards that are in place for managing learning services.

5c. Provide details of accommodation options for course participants, for example, on site or local.

5d. Provide details of catering facilities that will be available to course participants.

5f. Provide details on distance and ground transportation from RTC/STC facilities to accommodation facilities.

5g. Provide details on distance and ground transportation from RTC/STC facilities to closest and or main arrival in the country (airports / train stations, etc.)

6. **Sustainability of the Centre**
   The RTC or STC needs to explore options for sustainability, not only financially but also with respect to training course development and collaboration amongst partners. This includes the development of operational, strategic and business plans for the continued operation of the RTC or STC beyond the timeframe of the OTGA project (2020–2022).

6. Provide details of any counterpart contributions and how the hosting institution plans to achieve long-term sustainability for the RTC/STC.