Training programme on the EcoPortal of Azerbaijan

22 June 2020

<mark>Meeting location; Online</mark> – Microsoft Teams

Agenda

Training documents:

Agenda for hands-on training and other materials can be found on <mark>here</mark>;

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22 June 2020			
Time	**Item no.**	**Agenda item**	**Moderator**
Session 1 (1.5 h): Introduction and demonstration			

Implementation of the Shared Environmental Information System principles and practices in the Eastern Partnership countries (ENI SEIS II East)

Chair: NFP (country); Co-chair: EEA			
10:00-10:30	1	**Opening the training session** • NFPs Azerbaijan • EEAS-Baku – Rainer Freund • EEA- Galina Georgieva, HoG	
10:30-11:00	2	**Getting started with the training:** • Welcome and objectives of the training • Short presentation of participants (name and institution) Setting the scene and expected main outputs of the training	NFP {Azerbaijan} and ETC/ICM
11:00-11:30	3	**Product introduction and presentation of the content ("what we have in hand" - without "IT" terminology")** • Web portal: describes the aim and background of the portal (informing public, institutional collaboration, exchange of selected data, communication) • Web portal: functionality of the portal (contractor shows contents and how information is organized: water policies, water management (textual information), selected data as part of web portal with functionality of upload and download (standardization needed), data interpretation and visualization (indicators).	EEA-ETC (Lidija Globevnik)
Session 2 (1.5 h): Content Management System for content experts (HOW to work with web portal) Chair: NFP, Co-chair: national assistant			
11:30-12:00	5	**Web portal (HOW): how to work with "static" content** • The participants familiarise with the Content Management System (CMS) for pages with static content ("Policy and Implementation", "Topics"): how to change text and images in these pages; • The participants try an example (if possible and prepared by contractor)	{Contractor} Support: EEA-ETC
12:00-13:00	**Lunch break**		

Session 2 (1.5 h): Content Management System for content experts (HOW to work with web portal) Chair: NFP, Co-chair: national assistant *(Continued)*

Implementation of the Shared Environmental Information System principles and practices in the Eastern Partnership countries (ENI SEIS II East)

13:00-14:00	7	**How to work with section "Indicator"** The participants learn how to create, update and publish the underlying data as part of the indicator, including updating the charts with the data illustration and text blocks with description. The EEA/ETC experts can potentially demonstrate a simple way of publishing the Water Quality data on an interactive map.	EEA-ETC (Gašper Šubelj) support by {Contractor}
Session 3 (1.5h): Coordination between experts and institutions with closure of the training **Chair: NFP (country); Co-chair: EEA**			
14:00-15:00	11	**How to coordinate work between web portal experts (content, IT) and EU WI+ data outputs** Experts from the EU WI+ will present how to use the main output of the EUWI+ project and interlinks with the web portal	Paul Haener and Marta Boyko
15:30	11	**Wrap up and closure of the training**	NFP with help of EEA (Nihat Zal)