**ENI SEIS II East project**

**Training programme on the Water Information System of Georgia**

**4-5 June 2020**

Meeting location; Online – Microsoft Teams

Join the meeting

**Agenda**

**Training documents**:

Agenda for hands-on training and other materials can be found on here;

<https://eni-seis.eionet.europa.eu/east/areas-of-work/communication/events/training-on-water-information-system-of-georgia>

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| **4 June** **2020** | | | |
| **Time** | **Itemno.** | **Agenda item** | **Moderator** |
| **Session 1 (2 h): Introduction and demonstration**  **Chair: NFP (country); Co-chair: EEA** | | | |

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| 09:30-10:00 | 1 | **Opening the training session**   * NFPs Georgia * EEAS-Tbilisi - Alexandre Darras * EEA- Galina Georgieva, HoG |  |
| 10:00-10:30 | 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 {Georgia} and ETC/ICM |

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| 10:30-11:00 | 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) |
| 11:00-12:00 | 4 | **Demonstration of the main features (describing the web portal elements using “IT terminology”): WHAT**   * web portal structure/architecture (explains what is “front-end”, “back-end” - what is behind and how one can edit/upgrade the system * In which form dataset must be supplied (prepared) to be integrated into web portal: standardised dataset (using water data dictionary) * Steps to integrate dataset into the portal section “Data” (data processing) and how the datasets are integrated/used in portal section “Indicator” * Maps in web portals (where are maps and how are produced/processed before the integration into web portal and how they are visualised in the web portal). * What is CMS (Content Management System)? (answer: this is a system of tools and procedures for editing web portal); rest of training is on how to sue CMS | {Contractor} |
| 12:00-13:00 | **Lunch break** | | |
| **Session 2 (2.5 h): Content Management System for content experts (HOW to work with web portal) Chair: NFP, Co-chair: national assistant** | | | |
| 13:00-13:30 | 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 |
| 13:30-14:00 | 6 | **Data processing to support section “Data”**   * The participants familiarise with the structure of Water Quality dataset and its use for subsequent products (e.g. the indicators). * Demonstration of harmonisation of sample data to the standard format and upload to the database in the web portal (as possible with CMS rights/explanation of who can do what is given at that point) | EEA-ETC (Gašper Šubelj)  support by {Contractor} |
| 14:00-14:15 | Virtual coffee break | | |
| 14:00-15:00 | 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} |
| 15:00-16:00 | 7a | Free exercise | {Contractor} participants (material/task to be prepared in advance!) |
| **5 June 2020** | | | |
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| **Session 3 (2 h): Administration of the web portal (for IT experts that will maintain the system)**  **Chair: NFP, Co-chair: national assistant** | | | |
| 09:30-11:30 | 8 | **Technical administration**  The contractor explains the possibilities of technical administration of the web portal and the database, including: information on types of platforms used (SQL and HTTP server, CMS platform, any other software packages used); root server and database access; event logging; possibilities of system upgrade (adding new databases, maps, etc.); possibilities of editing outside CMS functionality (entry page editing, section structure editing, etc.).  (Remarks: content people are warmly invited to observe!) | {Contractor} |
| 11:30-11.45 | **Virtual coffee break** | | |
| **Session 4 (2.5h): Coordination between experts and institutions with closure of the training**  **Chair: NFP (country); Co-chair: EEA** | | | |
| 11:45-12:15 | 9 | **Coordination between IT and content management experts of web portal**  The training will end with a wrap-up session of the learned procedures and how to coordinate the actions between the IT experts (portal administrators) and content experts (content editors).  (how to sustain the system in the future: definition of rules, responsibility, timing (one year plan) to manage IT and content elements | NFP and EEA – (Nihat Zal) to moderate discussion on set of cooperation: recommendation/documentation of the modus operandi/ |
| 12:15-13:30 | 10 | **Hands on exercise (learning by doing)** | contractor |
| 13:30-14:30 | **Lunch break** | | |
| 14:30-15:00 | 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 | EU WI+ experts |
| 15:30 | 11 | **Wrap up and closure of the training** | NFP with help of EEA (Nihat Zal) |