



# Responsibilities of GLOBE Country Coordinators

## School-Based

1. Identify schools that will participate in The GLOBE Program
2. Ensure that GLOBE schools conduct the fundamental activities of GLOBE schools (take GLOBE environmental measurement, report data, and receive and use GLOBE visualization, graphs and datasets, using GLOBE educational materials under the guidance of GLOBE-trained teachers)
3. Attend annual GLOBE Regional Meeting to become a GLOBE Trainer (and as necessary identify and support training of qualified GLOBE trainers) and provide GLOBE training to at least one teacher in each GLOBE school
4. Create teacher training workshops and GLOBE teacher accounts for trained teachers following the workshops using the GLOBE website
5. Ensure that GLOBE instructional materials related to measurement procedures and data reporting protocols are utilized in GLOBE schools, and that broader GLOBE educational materials are appropriately translated, adapted, reproduced and distributed to all GLOBE schools
6. Ensure that the measurement equipment used by GLOBE schools to take GLOBE environmental measurements meets GLOBE specifications
7. Ensure that teachers and students at GLOBE schools calibrate GLOBE measurement equipment according to procedures provided in GLOBE instructional materials
8. Ensure that GLOBE schools have the necessary computer and communications systems to allow Internet/web access in order to report GLOBE environmental measurements and to receive and use GLOBE environmental images; if such computer and communications systems are not available in schools, make agreed alternative arrangements for such reporting and receipt
9. Make full use of data technology now available for data entry such as the GLOBE website and apps
10. Assess needs to provide follow-up training and/or support for teachers
11. Develop and use an effective communications infrastructure (for example, newsletter, listserv, etc.) to support GLOBE teachers and their students

## Programmatic

12. Complete the Annual GLOBE Partner Survey conducted each year to support evaluation of the overall GLOBE Program
13. Complete and submit the annual Country Report of activities distributed by the Regional Coordination Offices (RCOs) to be shared at the annual GLOBE Regional Meeting each year

14. Name and integrate a Deputy or Assistant CC
15. Keep up-to-date all contact and country information posted on the GLOBE website
16. Keep up-to-date with developments in the program, the website and data systems, as well as changes to protocols and instrumentation
17. Communicate with Citizen Scientists and Citizen Science organizations who contact the CC
18. Be engaged in the implementation of the GLOBE Strategic Plan (2018-2023) to strengthen the program in their country
19. Be involved in GLOBE Program processes as required (the nomination of candidates for the GLOBE Working Groups, training certification, etc.)
20. Regular communication with the RCO

## Additional Capabilities Available

- Post national news and events on country page (on the GLOBE website)
- Blog
- Write up and submit GLOBEStar and STEM Stories

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