SEAMEO-Singapore Students Challenge (SSSC) 2023
THEME: SUSTAINABLE AND RESILIENT COMMUNITIES

Phase 1
Virtual Workshops
25, 26, 27 April and
2, 3 May 2023

Phase 2
In-Person Challenge
in Science Centre Singapore
4-8 July 2023

A platform for *Junior High School Students* from Southeast Asian countries to interact and co-create solutions for pertinent sustainability issues.

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Information Note for
Ministry Coordinators, Teachers and Students

This Information Note is meant to guide Ministry Coordinators, Teachers and Students to prepare for the SEAMEO-Singapore Students Challenge (Virtual Workshops). It covers administrative, and technical requirements needed to enable the smooth flow of the virtual workshops.

1) The Virtual Platform and Technical Instructions

The SEAMEO Secretariat, based in Bangkok, will be the host of the Virtual Workshop Platform. Speakers, teachers and students will join the online meeting platform by using **WebEx (Similar to Zoom Meeting Platform)**.

Meeting Link for Students and Teachers
One Meeting Link for all Sessions of Virtual Workshops on
25, 26, 27 April and 2, 3 May 2023

[WebEx Short Link] SSSC Online Workshops
<Please email to sssc@seameo.org for the WebEx Short Link>

Meeting number: 2511 630 8080

<QR Code>

- *We will use only ONE WebEx meeting link for the technical briefing session, orientation and all sessions of the Virtual Workshops.*

- *Participating schools/teachers/students will use the same WebEx meeting link to enter the Virtual Workshops.*

- *Due to the limited capacity of the meeting room, **please do not share** the meeting link to others who are not the participants of this SSSC.*

- *Please adhere strictly to the log-in name format. We will remove participants who are not named accordingly.*

- *On technical instructions for the Webex platform, please refer to the document "Manual_WebEx Guide" as attached.*

Log-in Instructions:

- If you are not familiar with WebEx, please read the attached "**WebEx Guide**" prepared by the organiser.

- To participate in the virtual workshop, we prefer schools to arrange the participating students in **a classroom** and **access the meeting link by using one computer/notebook**. This is because some workshops may have group activities.

- However, we understand that it is difficult for some schools to have this. Therefore, we can allow individual students to access the virtual workshops **from their home by using their own device (Mobile/Computer/Laptop).** Please ensure that students are still able to work collaboratively from their own homes.

- Schools/students should log-in **5-10 minutes before the session starts.**

- The host will **LOCK the meeting room after the session starts 15 minutes**. Late participants after 15 minutes will not be able to access the Workshop.

- Please do not log-in with more than one device per person, due to capacity limits. Please also avoid logging in to multiple devices within the same physical room as it could result in audio echo.

Log-in Name:

We would like to request the cooperation of teachers and students to follow the following log-in name format.

- **Log-in name for school** (*We strongly encourage students and teachers to be together in a classroom setting and use one computer to log-in.*)

  - "Country_ Abbreviation of School Name"
    Such as Indonesia_SMKN1 Bekasi

- **Log-in name for Student (Individual)**

  - "Country_Abbreviation of school_Student Name"
    Such as Indonesia_SMPN 4 Pakem_Sirin

- **Log-in name for Ministry Coordinators**

  - "Country_Ministry Coordinator"
    Such as Thailand_Ministry Coordinator

- **Log-in name for individual teacher**

  - "Country_Abbreviation of School Name_Teacher"
    Such as Singapore_BPGHS_Teacher

2) Updated Information of the SSSC

- SEAMEO will have the most updated information of the SSSC on the SEAMEO Website

    SSSC Web URL: https://www.seameo.org/Main_programme/407

- The referencing materials provided by the speakers are posted on the SSSC webpage as above. It is advisable for students to read/view or be familiarised with the topics in advance.

- Teachers and students can review **previous sessions** of the virtual workshop. The record link will be sent by email to the Coordinating Teachers and Ministry Coordinators after the workshop session.

3) Attendance Check

- It is necessary for students to participate in all virtual workshops.

- Students and teachers must complete the **Feedback Form** of each workshop. The link and QR code of the form will be presented to all teachers and students at the end of each session.

- The coordinating teachers need to ensure that an individual student shall fill-up the Feedback Form of all sessions. This will also be used for attendance taking.

- The deadline to fill up the form is at 23.59 hrs on the workshop day.

4) Certification

- Certificates of Completion

    ➢ A Certificate of Completion will be provided to every student who attend all workshops and contributes to a team proposal.

- Certificates of Appreciation

    ➢ A Certificate of Appreciation will be provided to the Ministry Coordinator and Coordinating Teachers.

5) Different Time Zone

- Teachers should ensure that the students understand the different time zone of the workshop time:

Country	Workshop Time
Singapore, Malaysia, Brunei Darussalam, Philippines (GMT+8)	14.00 - 15.00 hrs
Cambodia, Indonesia, Lao PDR, Thailand, Vietnam (GMT+7)	13.00 - 14.00 hrs
Myanmar (GMT+6.30)	12.30 - 13.30 hrs
Timor Leste (GMT+9)	15.00 - 16.00 hrs

6) Virtual Background

- The provided SSSC Virtual Background is optional for schools/teachers/students to use. Alternatively, teachers/students can use your own school's virtual background.

7) Roles of Ministry Coordinators

- Provide the list of participating schools, coordinating teachers and students to SEAMEO and MOE Singapore.

- Coordinate with the Ministry of Education, Singapore and SEAMEO in conducting the SSSC Virtual Workshops and SSSC In-Person Challenge in Singapore.

- Ensure the submission of Team proposals from each participating school.

- Remind the participating schools for each student team to submit the proposal before/by 8 May 2023.

- Conduct the evaluation of proposals during 8 – 18 May 2023 based on the Guidelines provided by the Singapore Science Centre.

- Provide the information of the winning team (only one team) who will be joining the In-Person Challenge in Singapore to SEAMEO and Ministry of Education of Singapore by 18 May 2023.

  Note: Please refer to the Virtual Workshop Programme (ANNEX I) and Important Dates (ANNEX II).

8) Roles of Coordinating Teachers

- Coordinate with SEAMEO and your respective ministry coordinators for the participation of your school in the SSSC Virtual Workshops.

- Join the Whatsapp SSSC Communication Group (The QR code was sent by email).

- Explain the details of the SSSC Virtual Workshops Programme and expectations to the students and ensure that all of them understand.

- Ensure that the students are aware of the different time zone.

- Prepare a classroom setting for all students to participate in the Virtual Workshops or ensure that all students are able to enter the WebEx and join all Virtual Workshops.

- Inform SEAMEO in advance if your school is not able to join any Virtual Workshop due to valid circumstances.

- Mentor students in preparing a team proposal according to the guidelines.

- Submit the proposal to your country's Ministry Coordinator before/by 8 May 2023.

- If your school is selected to participate in the In-person Challenge, you shall coordinate with Singapore Science Centre for the travel arrangement of 1 teacher and 5 students.

  Note: Please refer to the Virtual Workshop Programme (ANNEX I) and Important Dates (ANNEX II).

9) Roles of Participating Students

- Make sure that you are able to enter the WebEx Meeting Room by using the school computer device or personal devices (mobile/laptop/CPU).

- Log-in to the WebEx Meeting Room before the workshop time and properly follow the log-in name instruction.

- Actively participate in the Orientation on 25 April and the Virtual Workshops on 26, 27 April and 2, 3 May 2023.

- Follow the workshop activity assigned by the speakers.

- Finish the Feedback Form which will be shared with all participating students and teachers at the end of each workshop.

- Prepare a Team Proposal and submit to the Coordinating Teacher before the deadline on 8 May 2023.

- Do not share the WebEx meeting link to other students/friends who are not the participants of the SSSC Programme.

- Study the references provided by the speakers before the workshop.

- Prepare the materials/stationeries as instructed by the speakers before the workshop.

    Note: Please refer to the Virtual Workshop Programme (ANNEX I) and Important Dates (ANNEX II).

10) Other Technical Reminders

- Please ensure that you have a good internet connection when you log-in to the WebEx Meeting Link of the Virtual Workshop.

- Please mute your microphone during the workshop when the speakers are presenting

- Please use the Q&A features for questions to speakers or "Raise hand" icon for the questions to speakers.

- If you experience technical difficulty, such as poor audio/video quality, try to re-enter the WebEx room using the link provided to you.

11) Focal Persons

- SEAMEO Secretariat, Bangkok:
  Ms Piyapa, Knowledge Management Manager
  Email: sssc@seameo.org
  Web: www.seameo.org

- Ministry of Education, Singapore:
  Mr Tan Han Xiong, Senior Officer, International Relations
  Email: tan_han_xiong@moe.gov.sg

Programme Highlights for Virtual Component of SSSC

Starting Time of the Workshop
- 14.00 hrs in Singapore, Brunei Darussalam, Malaysia, Philippines (GMT+8)
- 13.00 hrs in Cambodia, Indonesia, Lao PDR, Thailand, Vietnam (GMT+7)
- 12.30 hrs in Myanmar (GMT+6.30)
- 15.00 hrs in Timor- Leste (GMT+9)

Workshop Facilitator: Ms Phichaya Sakchareon
Programme Assistant, SEAMEO Secretariat

Schedule (SG Time/GMT+8)	Description
Day 1 - 25 Apr 2023 (Tuesday)	
14.00 -15.30 hrs	**Virtual Orientation and Icebreaking Activities** **Theme: Inter-cultural Understanding** *Moderators:* *Mr Emiljohn Sentillas, Policy and Planning Specialist and* *Ms Piyapa Su-angavatin, Knowledge Management Manager* **Issuance of Problem Statement + Guidelines on Submission of Proposals** *Speaker: Ms Er Ya Qin* *Manager, Science Centre Singapore*
Day 2 - 26 Apr 2023 (Wednesday)	
14.00 -15.00 hrs	**Theme: Sustainable Developmental Goals (SDG)** *Speaker: Mr Phinith Chanthalangsy* *Regional Advisor, Social and Human Science Unit* *UNESCO Asia Pacific Regional Bureau for Education* *(UNESCO Bangkok)*
Day 3 - 27 Apr 2023 (Thursday)	
14.00 -15.00 hrs	***Theme: Singapore's Coastal Protection and Effects from Climate Change*** *Speaker: Dr Toh Tai Chong* *Senior Lecturer, National University of Singapore (NUS)*
Day 4 - 2 May 2023 (Tuesday)	
14.00 -15.00 hrs	**Theme: Global Citizenship Education (GCED)** *Speaker: Ms Maggie Yang* *Programme Specialist, Office of External Relations* *Asia-Pacific Centre of Education for International Understanding* *(APCEIU), Republic of Korea*
Day 5 - 3 May 2023 (Wednesday)	
14.00 -15.00 hrs	***Theme: Applied Technologies for Live and Learn*** *Speaker: Dr Lee Song Choon* *Director, Science Centre Singapore*

Important Dates of SSSC

Activity	Schedule
• Technical Briefing for Ministry Coordinators and Teachers	21 April 2023 15.00-16.00 hrs(GMT+8)
• Virtual Orientation and Ice Breaking Activities • Issuance of Problem Statement	25 April 2023 14.00-15.30 hrs (GMT+8)
• Virtual Workshops	26 & 27 April 2 & 3 May 2023 14.00 hrs (GMT+8)
• Deadline for submission of proposals by student teams	8 May 2023
• Evaluation of proposals by the Country's Ministry of Education *(The team with the best proposal will represent the country in the in-person challenge in Singapore from 4 – 8 July 2023.)*	By 18 May 2023
• Release of results (selected teams will be notified)	22 May 2023
• Issuance of Certificates of Participation and Appreciation	By mid-June 2023
• All selected country teams to develop their solution(s) according to the broad proposal they had submitted earlier AND prepare a presentation on their solution(s) to be showcased during the in-person challenge	Month of June 2023