

2009 YEAR PLANNER

S/N	ACTIVITY	VENUE & DATE/DURATION	TARGET GROUP	EXECUTION/ IMPLEMENTATION	KEY RESPONSIBLE
			JANUARY 2009		
1	Arrival of PGD Course Participants (International and Nigerian)	ARCSSTE-E/January 17 – 25, 2009.	PGD Course participants	Airport reception, Hostel accommodation, Establishing contact with Resource Persons, etc.	Director/Course Coordinator/ Admin Staff, (ARCSSTE-E)
2	PGD Orientation programme for 2009 session	ARCSSTE-E/Jan 26 – Feb 1, 2009.	PGD Course participants	Lectures, courtesy calls, excursions, luncheon, etc./	Director/PGD coordinator/All staff
			FEBRUARY 2009		
3	Commencement of lectures for the PGD programme.	ARCSSTE-E/Feb 2, 2009.	PGD Course participants	2009 Courses: RS/GIS, Basic SpaceSci & SatCom options	Director/PGD coordinator/ Resource Persons Scientific Staff
4	10 TH YEAR Anniversary Celebration	ARCSSTE-E/February 4 – 6, 2009.	ARCSSTE/NASRDA/OAU/OOSA/UNESCO/ ministries, parastatals, agencies	Media briefing/Anniversary programmes/Luncheon, exhibitions/talks/lectures/ presentation of awards and prizes/Anniversary dinner.	Director/all staff
5	Opening Ceremony (PGD programme)	Conference Centre, OAU, Ile-Ife/ARCSSTEE February 6, 2009.	PGD Students, Members of the university community, NASRDA, Stakeholders in Space Science & Technology applications, Armed Forces, police, etc.,	Opening ceremony/speeches, Keypaper presenter, goodwill messages & luncheon	Director/PGD course coordinator All staff
6	Familiarization visits to Embassies and High Commissions	Abuja, Nigeria/Feb 23 – 25, 2009	International PGD Course Participants	Discussions with embassy officials, establishing contacts, Tour of Abuja, FCT, etc.	Asst. Director/PGD course coordinator /Staff
7	School Outreach Activity – Workshop on Space Education	North Central Zone (Kano). February 24, 2009.	A cluster of Schools in the zone (secondary Levels)	Presentations, Educational Activities (Hands-on, exhibitions, quiz competitions, etc.	Director/ Outreach staff

			MARCH 2009		
8	ARCSSTEE GOVERNING BOARD MEETING	Abuja (tentative), March 11, 2009	Representatives of Member States, NASRDA, & OOSA	Consultative meeting/Review of programme of the centre.	DG NASRDA, Director/PGD course coordinator & Admin Staff
9	School Debates (preliminary stages)	All zones. March, 2009.	A cluster of Schools in the zone (secondary Levels)	Debating competition on themes on space education, etc.	Director/ Outreach staff
10	School Outreach Activity – Workshop on Space Education	North Central Zone (Markurdi). March 26, 2009.	A cluster of Schools in the zone (secondary Levels)	Presentations, Educational Activities (Hands-on, exhibitions, quiz competitions, etc.	Director/ Outreach staff
			APRIL 2009		
11	Quiz Competition on Space Education	All zones (nationwide). April 28, 2009.	Secondary Schools.	Competitive examination on space education.	Director/ Outreach staff
			MAY 2009		
12	4 th Annual Schools' Workshop on Space Education and Exhibition of Science Projects	ARCSSTE-E/May 20 – 21, 2009	Students of Nur/Pry & Sec Schools, principals and Proprietors of school, science teachers, Ministries, Parastatals, agencies, etc.	Presentations/hands-on sessions, exhibition of mock-ups of space hardwares distribution of souvenirs, quiz competition, tour of space museum, water rocket kit, certificate presentation, etc.	Director/ All Staff
13	Collation/Editing of Newsletter – ORBIT	ARCSSTE-E/April – June 2009 (routine)	Stakeholders in SST, Schools, principals and proprietors of schools, science teachers, Ministries, Agencies, general public, etc.	Publication of Educational Materials for outreach programmes etc.	Director/ Publications Committee/ All staff
			JUNE 2009		
14	COPUOS	Vienna, Austria, June 2009 (Exact dates to be announced)	UN Member States	Presentations, Annual Review of Centre's Status.	Director
15	Water Rocketry competition	ARCSSTE-E/June 17, 2009	Secondary Schools.	Fabrication of different designs and complexities of water rockets and launching.	Director/ outreach staff

16	Outreach Activity	South-South zone (Calabar)/June 25, 2009	A cluster of Schools in the zone (secondary Levels)	Presentations, Educational Activities (Hands-on, exhibitions, quiz competitions, etc.	Director/ Outreach staff
17	PGD Course: Mid-term Review	ARCSSTE-E/June 29, 2009.	PGD course participants/Resource persons	Mid-term review of the PGD Courses and evaluation of Syllabus	Director/ARCSSTE Staff/Resource Persons.
18	School Debate (quarter and semi finals)	All zones/ June 25, 2009	A cluster of Schools in the zone (secondary Levels)	Debating competition on space education.	Director/ Outreach staff
JULY 2009					
19	Arts/Poems/Playlets/ Essay competition	ARCSSTE-E/ July 8, 2009	Primary Schools	Presentation of space science theme based poems, playlets etc.	Director/ outreach staff
20	Outreach Activity	North West zone/ Sokoto, July 15, 2009	A cluster of Schools in the zone (secondary Levels)	Presentations, Educational Activities (Hands-on, exhibitions, quiz competitions, etc.	Director/ Outreach staff
21	Evaluation of Space Science Education Curriculum syllabus for Schools	All zones/July 23, 2009	Contact Teachers (Secondary and Primary Schools)	Roundtable discussions with target schools on implementation of SSE curriculum	Director/ Outreach Staff / Consultants
AUGUST 2009					
22	UN/ARCSSTEE International Workshop on Capacity Building in SST Application in RS/GIS.	ARCSSTE-E/2 days (dates to be scheduled LOC)	Stake holders in Space Science technology applications, researchers, application scientists, Nigerian Armed forces, academia, policy makers, police, (PGD participants), relevant min/agencies, etc	Opening ceremony, speeches/keynote/ technical/practical sessions/ hands-on, exhibition/award of certificates, etc	Director, LOC All Staff
23	Holiday Camp/Workshop on Fabrication of Mockups for SSE/Space Clubs	ARCSSTE-E/Space Science Museum/various dates in August 9-15, 2009	School teachers & children on Vacation	Tour of exhibitions/ presentations, refreshments, etc.	Outreach staff

	workshop				
			SEPTEMBER 2009		
24	Outreach Activity	South East/South-South zones -dates to be scheduled	A cluster of Schools in the zone (secondary Levels)	Presentations, Educational Activities (Hands-on, exhibitions, quiz competitions, etc.	Director/ Outreach staff
25	Workshop on Satellite Communications	ARCSSTE-E/ September 9-11,2009	Stakeholders in Satellite Communications technology applications, Nigeria Armed forces, academia, PGD participants etc.	Presentation of Papers	Director/LOC
26	Outreach Activity – 2009 zeronaut	ARCSSTEE/KSC, USA/September 27-October 3, 2009	Winner of Space Science Education Quiz Competition	Participation in zero-Gravity (Weightless) flight at KSC, USA	Director/ Outreach Staff
			OCTOBER 2009		
27.	World Space Week (WSW)	ARCSSTE-E/October 4 - 10, 2009.	School Children, Space enthusiasts, stake holders in SST, members of the public	Presentations /Keynote speech/papers - technical, policy/ exhibitions/tour of space museum, etc	Director/All Staff
28	Schools' Debate (finals)	ARCSSTEE/October 6, 2009	Finalists in the secondary schools debate competitions	Debate on selected topics in space science education	Director/ Outreach Staff
29	Closing Ceremony (PGD Programme)	Conference Centre, OAU, Ile-Ife /ARCSSTE Oct 2009 (date to be scheduled by Director/PGD course coordinator)	PGD participants, embassies in Nigeria, Stake holders in SST, NASRDA/ARCSSTE/Sister Centres, Nigerian Armed forces UNOOSA relevant ministries/agencies of govt, friends of ARCSSTEE University Community other invitees etc	Ceremonial speeches/key paper, goodwill speeches, award of certificates, luncheon/dinner, etc	Director/PGD Course coordinator /All staff
			NOVEMBER 2009		
31	Space Science Activity Education	Zone 3/3 days -dates to be scheduled	Academics in the universities, Polytechnic, Researchers	Presentations, Educational Activities (Hands-on, exhibitions, quiz competitions, etc.	Director/ Outreach staff

32	Workshop on Space Science Curriculum Development for Schools	OAU Conference Centre/ November 18-20, 2009	Policy Makers/science teachers/stakeholders in SS&T applications/ Curriculum developers NERDC/NCE/Relevant agencies & ministries	Opening ceremony/Key paper/Technical Session/ Presentation of draft curriculum, exhibitions presentation of certificates	Director/LOC/ All Staff
			DECEMBER 2009		
33	Collation/editing materials for Newsletter - ORBIT/Updating brochure, etc	ARCSSTE-E, October –December, 2009	Stakeholders in SST, Students of Nur/Pry/Sec Schools, principals and Proprietors of schools, science teachers, ministries, agencies, etc	Publication of Educational Materials for outreach programmes etc.	Director/ Publications Committee
			ALL-YEAR ROUND		
34	Schools' Excursions & Exhibitions	Space Museum, ARCSSTEE	Students of Nur/Pry & Secondary Schools, Members of the General Public	Outreach Programme	Outreach Staff/Scientific Officers
35	Mobilizing support /participation of all stakeholders & interested parties in CSSTE activities	ARCSSTE/CSSTE, All year Jan- Dec, 2009 (routine)	ARCSSTE/CSSTE	Contacts, letters/visits etc Budgeting/sourcing for fund from govt sources/and/or other sources book keeping, monitoring of expenditure, financing progs/ projects/activities/ salaries	Director/ Administration, etc
36	2009 REVIEW	ARCSSTE-E, December 2009	ARCSSTE-E/CSSTE	Review of 2009/stock-taking/ Plans for 2010	Director