

Master Schedule for 2007

As Accepted at GEO-III

This document presents the schedule of all official meetings of GEO, including Plenary, Executive Committee, Committees and Working Group, as well as the coordination meeting of Committee co-chairs. This schedule has been designed in order to provide sufficient time for the Committees to review the progress of the Work Plan and contribute to the preparation of annual updates of the Work Plan.

The figure attached also describes the process for producing Secretariat Operations Reports, GEOSS Progress Annual Report as well as Work Plan updates.

It should be noted that in keeping with this overall schedule, the Secretariat will issue three Operations reports per year.

The following general schedule is proposed:

15 Jan	Secretariat issues first Task Sheet Update
15 Jan to 15 Feb	Committees meet to review progress, prepare reports to the Executive Committee as needed, provide suggestions to Secretariat regarding possible Work Plan Update
15 Feb	Secretariat issues first Operations Report (activities through 31 January)
1 Mar to 15 Mar	Executive Committee meets (2 days in this range)
15 May	Secretariat issues second Task Sheet Update
15 May	Secretariat issues Work Plan Update V.1 for expert review
15 May to 15 June	Committees meet to review progress, comment on Work Plan Update, prepare reports to The Executive Committee as needed Committee Co-Chairs meet to coordinate issues across Committees (for practical purpose, all Committee meetings and coordination meetings will be co-located)
15 June	Secretariat issues second Operations Report (activities through 31 May)
1 July to 15 July	Executive Committee meets (2 days in this range)
1 August	Secretariat issues Work Plan Update V.2 for official review
15 September	Secretariat issues third Task Sheet Update
15 Sept to 1 Oct	Committees meet to review progress, make final comment on Work Plan Update, prepare reports to Plenary
1 Oct	Official comments due from GEO Members and Part Orgs on Work Plan Update
15 Oct	Secretariat issues third Operations Report (activities through 30 Sept)
15 Oct	Secretariat issues Work Plan Update for Plenary approval
1 Nov	Secretariat issues Annual Report on GEOSS progress
28-29 Nov	GEO Plenary approves Work Plan Update
30 Nov	GEO Ministerial

