

Request for Progress Reports from GEO Work Programme Activities

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Draft Cover Email to GEO Work Programme Activity Leads

Dear GEO Work Programme Activity Lead,

As we approach the half-way point in the current Work Programme, we kindly request that you provide a brief summary of the status of implementation of your Flagship, Initiative or Community Activity.

This information is needed to support key upcoming decisions within GEO, including:

- Interim adjustments to the Work Programme by Programme Board for the remainder of the 2017-2019 period;
- Review of progress by the GEO-XV Plenary in October 2018 and any consequential decisions from that review;
- Analysis and preparation by the Programme Board that will feed into development of the 2020-2022 Work Programme;
- Planning for the next Ministerial Summit, which may take place in 2019 or 2020.

To reduce the need for multiple requests for information, we have also included some questions related to communications messages, events, publications and contacts. This information will aid the Secretariat in helping you to communicate your achievements to a broader audience.

A template (RTF format) is provided to guide you on filling in the requested information. It would be greatly appreciated if the completed templates could be returned to Craig Larlee (clarlee@geosec.org), with Doug Cripe (dcripe@geosec.org) in copy, by **15 June 2018**.

If you have any questions about the template or require assistance, please contact:

Craig Larlee (clarlee@geosec.org) regarding Section 2 (Progress and Impacts Achieved); or
Maddie West (mwest@geosec.org) regarding Section 1 (Description) or Section 3 (Communications Update).

GEO 2018 Progress Reporting Template

Please provide the requested information in this template in the spaces provided below each question. Save the completed file with the GWP activity acronym in the file name.

1. Brief Description of the GEO Work Programme (GWP) Activity

Title of the GWP Activity (Applies to all GWP Activities – Flagships, Initiatives and Community Activities)

Format: Full title (Acronym)

Example: GEO Global Agricultural Monitoring (GEOGLAM)

Overarching Tagline (All GWP Activities)

Format: [overarching purpose] + [overarching activity].

This information will support improvements to the WP activity descriptions on the GEO website.

Example: GEOGLAM is helping reduce food insecurity and food price volatility.

Value Statement (All GWP Activities)

This information will support improvements to the WP activity descriptions on the GEO website.

Please provide a one sentence statement of how the activity is working to achieve the above mission.

Format: [policy framework supported, if relevant] + [slightly more detailed description of what the activity delivers to achieve the above stated purpose].

Example: Using Earth observations, GEOGLAM reinforces the international community's capacity to produce and disseminate relevant, timely and accurate projections of agricultural production at national, regional and global scales.

2. Progress and Impacts Achieved

Self-Assessment of Progress (All GWP Activities)

Please provide a brief (fewer than 500 words) assessment of the progress achieved in the WP activity since 2016.

This assessment will inform Programme Board preparations for the 2020-2022 Work Programme and an edited version will be included in documentation provided to GEO-XV Plenary.

The assessment should include discussion of:

- *Whether available resources (financial and in-kind) are sufficient to implement the WP activity;*
- *Status of development of products and services (where applicable);*
- *Whether users or potential users have been engaged and how;*
- *Status of Implementation Plan milestones and deliverables (Initiatives and Flagships only); and*
- *Progress on recognition of a policy mandate (Initiative and Flagships only);*

The assessment should aim to provide a fair and balanced summary of progress, including successes, challenges and areas for improvement.

2017-2018 Highlights (Optional – complete if relevant)

*Briefly highlight one to three recent examples of outcomes or impacts on policy, environment, users or beneficiaries attributable in part to the work of this GWP activity **that occurred in 2017 or 2018**.*

Examples provided may be featured in GEO's annual Highlights Report or on the GEO website, in which case follow-up questions may be sent to you.

Previous Impact Highlights (Optional – complete if relevant)

*Briefly highlight one to three examples of outcomes or impacts on policy, environment, users or beneficiaries attributable in part to the work of this GWP activity **that occurred prior to 2017**.*

Submissions may be featured in GEO communications materials, in which case follow-up questions may be sent to you.

Supporting Documents (Optional – complete if relevant)

Please attach or provide links to documents that provide evidence of outcomes and/or impact achieved by the Work Programme activity. These may include, for example, reports provided to funders or other organizations; statistics on usage of products or services; feedback or testimonials from users; official recognition from other organizations, etc.

3. Communications Update

Relevant Links (Optional – complete if relevant)

Website: (*www...*)

Twitter: (*@handle & URL*):

Facebook page: (*name / URL*):

Other:

Key Upcoming Events (Optional – complete if relevant)

Format: Event title, Dates, Location, Website

Links to Recent Publications or Communications Products (Optional – complete if relevant)

Format: Title, year released, URL

Communications Contact Person (All GWP Activities)

Format: Name, position, organization and email address

Please identify the person responsible for running the website, social media if relevant, and who can inform GEO Secretariat of updates, events, and achievements. The GEO Communications Manager will follow up with this person for any questions or media inquiries. This person may be the same as the primary Point of Contact for the GWP activity or may be different.

Schedule for Collection of Progress Reports from GEO Work Programme Activities

Action	Who Performs the Action	Target Date of Completion
Send request to GWP leads for completion of Progress Reports (with template)	Secretariat	14 May
Email reminder to GWP leads	Secretariat	1 June
Reminder to GWP leads at Symposium	PB Co-chair / Secretariat	12 June
Complete Progress Report templates	GWP activity leads	15 June
Follow-up with activities that have not returned completed templates	Secretariat	7 July
Consolidation, review and analysis of submitted templates	Secretariat	21 July
Draft Progress Report sent to Programme Board as part of 10 th meeting documents	Secretariat	25 July