

Programme Board Nomination Process and Member Terms

This document is submitted to the Program Board for discussion.

1 INTRODUCTION

In accordance with the GEO Rules of Procedure, a call for nominations to the Programme Board is issued annually by the GEO Secretariat in late August or early September. The call for nominations for the period 2020 to 2022 was sent to GEO Principals on 27 August 2019. The deadline for receiving completed nomination forms is 27 September 2019. Nomination forms must be sent to the GEO Secretariat email address.

This document is intended to inform Programme Board members about the process and the contents of the call for nominations, with particular emphasis on the terms of existing Programme Board members.

2 NOMINATION PROCESS

The call for nominations consists of an email sent to GEO Principals, Alternates and other correspondence contacts (with a copy to the Programme Board list), along with three attachments:

1. List of Programme Board members and their terms;
2. GEO Programme Board terms of reference (excerpt from the GEO Rules of Procedure); and
3. Programme Board Nomination Form.

These documents are provided as Annex A to this document.

Following the close of the nomination period, the Secretariat reviews the received nominations. If the number of nominations exceeds the number of vacant positions, the Secretariat will review the attendance of Programme Board members with the Programme Board co-chairs, who will decide whether to recommend early termination of one or more Programme Board members to the GEO Executive Committee. The review of attendance takes account of not only attendance at Programme Board meetings, but also participation in Programme Board subgroups, Review Teams, and other work of the Programme Board.

The Secretariat then prepares a recommendation to the GEO Executive Committee regarding which nominations should be accepted and whether any existing Programme Board member terms should be terminated. Finally, the Executive Committee decides on a slate of Programme Board members to present to the GEO Plenary for final approval.

3 IMPLICATIONS FOR PROGRAMME BOARD MEMBERS

It should be noted that the terms of seven current Programme Board members end as of 31 December 2019:

- China
- European Commission
- Italy
- Japan
- CEOS
- ESIP
- WMO

These Programme Board members must submit a new nomination form if they wish to remain on the Programme Board.

Since one of the Programme Board members whose term ends is also a Programme Board co-chair (Japan), this means that one co-chair position becomes vacant and thus a co-chair election process will be required. The election process will be conducted via email (unless there is an objection by any Programme Board member) and will occur in late November / early December.

Elections will also be conducted around the same time for the three Participating Organization observers to the Executive Committee.

4 BALANCE OF MEMBER TERMS

When the Programme Board was first established, the terms of Programme Board members were initially set by lottery for one year, two years or three years, with one-third of Programme Board members having terms of each length. The intent was to have approximately one-third of members turn over each year, thereby maintaining continuity of most members from year to year, while allowing for renewal.

For terms starting in 2018, there were initially 11 Programme Board members whose terms were scheduled to end (based on the starting lottery), but to these were added seven additional vacancies: one due to resignation and six as a result of early termination by Executive Committee due to low participation. Thus, a total of 18 Programme Board members began terms for 2018 to 2020. Three of these terms were terminated early by the Executive Committee at the end of 2018, with the result that there are 15 Programme Board members whose terms are scheduled to end in 2020, accounting for nearly half of the Programme Board.

In contrast, the number of vacant seats ending in 2019 is exceptionally low (seven). The impact of these year to year differences may be lessened by the number of returning members, thus the actual turnover may be less than that suggested by the number of ending terms. The number of members whose terms are scheduled to end in 2021 is 10, which is close to the target one-third.

The Secretariat will continue to monitor seat turnover and may propose options to redress the balance at the next nomination period.

5 RECOMMENDATION

Programme Board members whose terms are expiring at the end of 2019 are asked to take note of the process and date for submission of nominations.

ANNEX A – CALL FOR NOMINATIONS

To: GEO-LEADERSHIP

From: GEO Secretariat

Copy to: PROGRAMME-BOARD; GEOSEC

Subject: Call for Nominations to the GEO Programme Board

Dear GEO Principals,

The GEO Secretariat invites you to nominate representatives to the Group on Earth Observations (GEO) Programme Board, for the three-year period 2020 to 2022 (calendar year basis). Nominations must be received by Friday 27 September 2019 to be considered.

Programme Board seats are assigned to GEO Members or Participating Organizations, not to individuals. GEO Members and Participating Organizations may nominate one principal representative to the Programme Board and may also nominate up to two alternate representatives.

Approximately one-third of Programme Board seats become available annually for nomination. Current Programme Board members whose terms have not been completed, and whose participation has met requirements in the Terms of Reference, retain their seats for 2020. Programme Board members whose terms end in 2019 may re-nominate representatives for a new term beginning in 2020. Please refer to the List of Programme Board Members (attachment 1) for current membership and term lengths.

The estimated time commitment for representatives to the Programme Board is approximately 30 days per year, allocated as follows:

- Eight days per year (not including travel time) for participation in Programme Board meetings and in the annual GEO Symposium;
- Ten days per year for performing Programme Board work at the representative's home institution, e.g. review of documents; and
- Twelve days per year for teleconferences and other interaction with Programme Board members.

This time may be divided between the principal and alternate representatives. While, in general, Programme Board members are responsible for their own costs associated with their participation in Programme Board activities, some support for travel costs may be available for representatives from developing countries, subject to budgetary considerations and approval by the Executive Committee.

Please refer to the Programme Board Terms of Reference (attachment 2) for details on the duties of the Programme Board and other information that may help in your selection of appropriate representatives. We also ask that you give due consideration to gender balance in your choice of representatives.

Please provide your nominations to the GEO Secretariat (secretariat@geosec.org) using the attached nomination form (attachment 3), signed by either the GEO Principal or Alternate. Nominations will be reviewed by the GEO Executive Committee, which will then propose a slate of Programme Board members to the GEO-XVI Plenary (6-7 November 2019) for approval.

Thank you for your continued support to GEO.

GEO Secretariat

Attachment 1 – List of Programme Board Members and Terms

Members whose current terms expire at the end of 2019 are listed in red text.

Programme Board Member	Term			
	2018	2019	2020	2021
Australia				
Cambodia				
Canada				
China				
European Commission				
Finland				
France				
Germany				
Ghana				
Greece				
Italy				
Japan*				
Norway				
South Africa				
United Kingdom				
United States*				
CEOS (Committee on Earth Observation Satellites)				
COSPAR (Committee on Space Research)				
ESA (European Space Agency)*				
ESIP (Federation of Earth Science Information Partners)				
GODAN (Global Open Data for Agriculture and Nutrition)				
GRSS (Geoscience and Remote Sensing Society)				
IAG (International Association of Geodesy)				
IEEE (Institute of Electrical and Electronics Engineers)				
IOC (Intergovernmental Oceanographic Commission)				
IUGG (International Union of Geodesy and Geophysics)				
MRI (Mountain Research Initiative)				
OGC (Open Geospatial Consortium)				
POGO (Partnership for Observation of the Global Ocean)				
SWF (Secure World Foundation)				
UN Environment				
WMO (World Meteorological Organization)				

* Programme Board Co-Chair

Attachment 2 – GEO Programme Board Terms of Reference

Excerpt from the GEO Rules of Procedure, version of March 2019.

Function: The GEO Programme Board supports the on-going development and implementation of the *GEO Strategic Plan 2016 – 2025: Implementing GEOSS* through multi-year GEO Work Programmes.

Specifically, the GEO Programme Board:

- Works to ensure the overall coherence and alignment of the GEO Work Programmes with GEO's Strategic Objectives and Core Functions;
- Works to align the scope and substance of tasks, GEO Initiatives and Flagships in the GEO Work Programme with the resources committed by Members and Participating Organizations;
- Supports and enables cross-cutting coordination and knowledge exchange, especially best practices; and
- Promotes GEO Work Programmes and engagement of stakeholders in their implementation.

Duties: The GEO Programme Board will:

- a. Review the scope and substance of activities proposed for the multi-year GEO Work Programme;
- b. Review the progress of GEO Foundational Tasks, Initiatives and Flagships;
- c. Recommend GEO Work Programmes (GEO Initiatives, Flagships, and Foundational Tasks) for Plenary acceptance; including assessing whether resources committed are commensurate to the activities scoped for inclusion in the Work Programme;
- d. Examine proposed Implementation Plans for GEO Initiatives and take decisions to accept new ones;
- e. Provide high-level recommendations to the Executive Committee;
- f. Nominate Participating Organization observers to the Executive Committee;
- g. Establish sub-groups to address specific topics as needed; and
- h. Undertake such other tasks as may be delegated to the Programme Board by the Executive Committee or the Plenary.

Membership: The GEO Programme Board comprises persons serving as members¹ from GEO Members and from Participating Organisations who are appointed by the Plenary. The Secretariat will propose a slate of between 16 and 32 candidates to the Executive Committee, which will review all nominations and recommend a slate of Programme Board members for appointment by the Plenary. The Executive Committee will ensure that there is a balance in the membership of the Programme Board. Programme Board members and their alternates are expected to take a broad, comprehensive perspective of GEO, working constructively towards common objectives. A Call for Nominations will be issued by the GEO Secretariat at least 3 months prior to the end of the Programme Board members' term as defined in 5.4, and may be issued on an as needed basis when one or more vacancies occur during a term.

The GEO Programme Board will number no fewer than 16 and no more than 32 members. At least 40% of Programme Board members will be from GEO Members and at least 40% will be from Participating Organizations.

Term: The Programme Board will be active for the full duration of the GEO Strategic Plan 2016 – 2025: Implementing GEOSS.

Nominations – GEO Member and Participating Organization Principals nominate representatives to the Programme Board; therefore, nominations are made at the discretion of the Member or Participating Organization;

Nominations may include a single principal, or a principal and up to two alternates. Nominees are requested to provide a short biography with their nomination;

Length of Term – Programme Board members and their alternates serve simultaneously for up to three years. Programme Board members and their alternates may be re-nominated by their Principal;

To assure retention of knowledge and continuity on the Programme Board, nominations will be held annually for 1/3 of the Programme Board member positions;

To initiate the process defined in 5.4.4, at the beginning of the 2017, the Programme Board members, including co-chairs, will be assigned a term end date by lottery – either 2017, 2018 or 2019;

If a member has not participated in 2 consecutive Programme Board meetings and has not been active in sub-groups, their term can be terminated early by the Executive Committee on advice from Programme Board Co-chairs.

Alternate members: In the absence of the principal member, an alternate member may participate and vote on the member's behalf. If both the member and alternates attend a meeting, which can be desirable to promote continuity and additional input, they may participate in discussion as long as their input is coordinated. Alternates may be appointed by the Programme Board to participate in and / or co-chair sub-groups of the Programme Board.

Decision: The Programme Board works by consensus taking into account decisions taken previously in the Programme Board or in other GEO governance structures. In the spirit of GEO being open, inclusive and transparent, consensus is reached when there is no strong objection from a Programme Board member to the question before the Programme Board. In cases where strong objections are not able to be addressed (despite best endeavours), issues may be brought forward to the Executive Committee for resolution. At least 50% attendance is required for

¹ Each person on the Programme Board is a representative of a GEO Member or a GEO Participating Organization and a member of the Programme Board. The Programme Board co-chairs, working with Programme Board members, are Programme Board representatives.

quorum. With repeated failure to reach quorum, the Programme Board co-chairs may request the Executive Committee to draw additional members from the list of proposed nominees to replace inactive Programme Board members, or call for additional nominations.

Meetings: The Programme Board meets physically at least twice per annum. Meetings are generally held at the GEO Secretariat for convenience. Other meetings, including through electronic means, may be convened by the Programme Board or sub-group co-chairs. Meeting documents will be available at least four weeks prior to a meeting to allow the required national/internal consultation processes to occur.

Leadership: The Programme Board will elect by vote (see Annex F) three Programme Board members to serve as co-chairs. At least one co-chair should come from a GEO Member and one from Participating Organization nominees. Co-chairs serve for a term of up to three years and may be renewed.

Reporting: The Programme Board will post a report on the GEO website within two weeks of each meeting held, including a list of all participants and key outcomes. In addition, Programme Board co-chairs will report to the Plenary, and will also deliver regular progress reports to the Executive Committee.

Funding: Each Programme Board member and alternates will be responsible for their own costs connected with participation in Programme Board activities. In specific, exceptional circumstances, participation in Programme Board activities may be supported from the GEO Trust Fund, subject to the availability of funds, personnel, and other resources, and agreement of the Executive Committee.

Support and Coordination: The Secretariat will provide administrative support to the Programme Board. The activities of the Programme Board will be closely coordinated with the Secretariat and other GEO entities to maintain consistency with the approved GEO Strategic Plan, and to maximize the effectiveness of GEO and the implementation of GEOSS.

Attachment 3 – GEO Programme Board Nomination Form

I nominate the following persons to be representatives to the GEO Programme Board for the period from 1 January 2020 to 31 December 2022:

Principal Programme Board Representative:

_____	_____	_____
First name	Last name	Email address
_____		_____
Primary organizational affiliation		Position title

Alternate Programme Board Representative (1):

_____	_____	_____
First name	Last name	Email address
_____		_____
Primary organizational affiliation		Position title

Alternate Programme Board Representative (2):

_____	_____	_____
First name	Last name	Email address
_____		_____
Primary organizational affiliation		Position title

A short biography (maximum 250 words) of each nominated representative, highlighting their relevant expertise and experience, is included with this nomination.

_____	_____
GEO Principal or Alternate (name printed)	GEO Principal or Alternate (signature)

GEO Member or Participating Organization	