

2020-2022 GEO Work Programme

Track 3 – Guidance for Development of Implementation Plans for Regional Groups on Earth Observations (Regional GEOs)

Length and format requirements

Type format: Single spacing, font size 11.

Maximum length: 10 pages, excluding tables and annexes. Page length of individual sections is indicative only and may be more or less than that suggested, provided the overall length of the Plan does not exceed 10 pages.

Except where noted otherwise, the document will not be expected to be updated during the 2020-2022 period after its final acceptance other than at the request of the Regional GEO or of the Programme Board.

Implementation Plan Table of Contents

1. Executive Summary (1 page) **updated annually**

This section will appear in the main GEO Work Programme document presented to GEO Plenary.

- Full title of the Regional GEO.
- Short title or acronym (all capital letters, maximum of 20 characters).
- Proposed or existing category (i.e. Regional GEO).
- Overview (summary of section 2 below).
- Planned activities (summary of section 4 below).
- Points of Contact (primary contact persons for the Regional GEO and their email addresses).

2. Purpose (1 page)

- Description of the objectives or priorities for the Regional GEO and how these relate to identified regional needs.
- Description of the strategy and/or principal means to be used to achieve the objectives.

3. Previous Achievements (1 page)

- Description of the objectives or priorities for the Regional GEO for the 2017-2019 period.
- Summary of the extent to which the objectives were or were not achieved.
- Status of implementation of planned activities and outputs of the Regional GEO for the 2017-2019 period.
- Lessons learned from (or challenges experienced in) the 2017-2019 period and proposed actions for amendments or improvements.

4. Relationship to GEO Engagement Priorities and to other Work Programme Activities (2 pages)

- Description of which activities and/or outputs of the Regional GEO, if any, are expected to inform the achievement of SDG targets and/or the measurement of SDG indicators. Identify which targets and/or indicators are implicated. *(See Appendix 1 for a table of SDG targets and indicators that have been identified as most relevant to Earth observations. Other SDG targets and indicators not included in the table may also be identified.)*
- Description of which activities and/or outputs of the Regional GEO, if any, are expected to support the Paris Agreement and identify which pillars are implicated. *(See Appendix 2 for the five pillars of the Paris Agreement where potential for contribution by Earth observations has been identified.)*
- Description of which activities and/or outputs of the Regional GEO, if any, are expected to support achievement of the targets of the Sendai Framework and which targets are implicated. *(See Appendix 3 for the Sendai Framework Targets.)*

- List of Flagships, Initiatives and Community Activities in the 2017-2019 GEO Work Programme that are relevant to this Regional GEO and a brief description of the relationship or plans for future engagement / collaboration.

5. Stakeholder Engagement and Capacity Building (2 pages)

- Strategy for engaging stakeholders in the co-development / co-production of the Regional GEO, including determining user needs, and for building individual, organizational, and institutional capacity to use the outputs of the Initiative.
 - “Individual capacity building” refers to training, workshops, webinars, etc.
 - “Organizational capacity building” refers to the provision of tools, services, or information to enable better decision making with organizations.
 - “Institutional capacity building” refers to facilitating cooperation and collaboration among domains to enable societal impact.
- Current and/or planned activities to engage stakeholders and/or strengthen individual, organizational and/or institutional capacity and the expected outputs and outcomes of these activities.
- Current and/or planned activities to strengthen the capacity of the participants in the Initiative for successful implementation of the Regional GEO.

6. Governance (1 pages)

- Description of the governance structure for the Regional GEO, including the relationship with the regional caucus and the mandates of steering/advisory/management committees, if applicable.
- Description of the roles of key leadership positions.
- Strategy for communication with participants and stakeholders, including the main communications channels used.

7. Resources (1 page)

- Summary of the estimated resources required to implement the proposed activities for the 2020-2022 period, including financial, in-kind participation, and other in-kind resources (e.g. data, equipment, computing capacity, office space).
- Extent to which confirmed contributions to the Regional GEO meet the identified requirements. Please note that the details of the contributions will be entered in Table B below.
- Strategy for mobilizing additional resources, either to meet gaps in confirmed contributions or to support future requirements.
- Summary of existing commercial sector engagement in the Initiative, if any, and the strategy for engaging commercial sector organizations in future.

8. Data Policy (1 pages)

- Policy of the Regional GEO regarding data availability, including degree of adherence to the GEOSS Data Sharing Principles and GEOSS Data Management Principles.
- If key datasets are managed by the Regional GEO, a description of how the data are/will be managed.
- Description of any data or information infrastructure used (or which is planned to be used) to support the Regional GEO. Description of how this infrastructure relates to the GEOSS Platform and/or other GEO infrastructural components.
- Strategy for longer-term preservation of data and information produced or compiled by the Regional GEO.

Tables (use downloadable spreadsheet for data entry) **updated annually**

- A. Individual Participants
- B. Confirmed Contributions
- C. Task / Work Package Structure
- D. Deliverables / Milestones

Annexes (additional annexes may be added as required)

- I. Acronyms and abbreviations