



GROUP ON
EARTH OBSERVATIONS

Rules of Procedure

Updated on ~~14~~12 November 2015~~4~~

Rules of Procedure

1 DEFINITIONS

1.1 *GEO*: The intergovernmental Group on Earth Observations, established by the Resolution of the Third Earth Observation Summit in February of 2005, consisting of a Plenary, an Executive Committee, a Programme Board, and a Secretariat.

~~1.1~~, and Implementation Boards and working groups as appropriate.

1.2 *GEOSS*: The Global Earth Observation System of Systems.

1.3 ~~*Implementation Strategic Plan*~~: the GEO Strategic Plan 2016-2025: Implementing GEOSS, The GEOSS 10 Year Implementation Plan endorsed by the ~~Third Earth Observation~~ GEO Mexico City Ministerial Summit in ~~February of 2005~~ November 2015.

1.4 *Plenary*: The GEO Plenary, the highest decision-making body of GEO, composed of Principals or their Alternates, representing GEO Members and Participating Organizations~~the main body of GEO Principals representing comprised of representatives of GEO Members and Participating Organizations.~~

1.5 *Principal*: The primary designated representative, at the senior-official level, of a GEO Member or Participating Organization.

1.6 *Principal Alternate*: The alternate designated representative, at the senior-official level, of a GEO Member or Participating Organization.

1.7 *Executive Committee*: The GEO Executive ~~Committee~~ Committee, comprised composed of representatives from GEO Members Governments and Observers from Participating Organizations, the latter with observer status and Programme Board membership.

1.8 *Secretariat*: The GEO Secretariat.

1.9 *Director*: The Director of the GEO Secretariat.

1.10 ~~Implementation Programme Board:~~ ~~A~~ The GEO Programme ~~Board, Board, boardgroup, reporting to the Executive Committee responsible for the overall programmatic direction of GEO, of the Plenary, consisting~~ ~~composed~~ ~~is~~ ~~of representatives~~ ~~persons nominated by~~ ~~of~~ GEO Members and Participating Organizations.

1.101.11 ~~GEO Work Programme:~~ The primary instrument to plan and implement GEO activities

1.111.12 ~~Working Group~~ ~~Task Force/Advisory Group:~~ An ad hoc ~~working~~ group of the Plenary ~~or of the Executive Committee~~ convened to address a specific topic for limited-time duration, consisting of ~~persons nominated by~~ ~~representatives of~~ GEO Members and Participating Organizations.

2 ORGANIZATIONAL STRUCTURE AND IMPLEMENTATION ARRANGEMENTS

2.1 Governance

- Plenary: The highest decision-making body of GEO is composed of Principals at the senior-official level, or their designated Alternates, representing GEO Members and Participating Organizations.
- Executive Committee: Provides the strategic leadership for GEO activities when the Plenary is not in session.
- Programme Board: supports the development and implementation of GEO activities by overseeing the establishment of the multi-year GEO Work Programmes.
- Secretariat: facilitates and supports GEO activities and it is accountable to Plenary and to Executive Committee.

Detailed descriptions are found in chapters 3, 4, 5 and 6.

2.2 Implementation ~~in~~ Mechanisms

GEO will implement its activities through four Implementation Mechanisms:

- GEO Community Activities, which allow GEO Community to cooperate flexibly in a bottom-up fashion and with a low initiation cost;
- GEO Initiatives, which allow Members and Participating Organizations to coordinate their actions and contributions towards a common objective within an agreed, yet flexible framework;
- GEO Flagships, which allow Members and Participating Organizations with a policy-relevant mandate to spin-up a dedicated operational service serving common needs and/or well-defined user groups; and-

- GEO Foundational Tasks, which allow GEO to implement selected, often enabling, tasks to achieve GEO Strategic Objectives, thus providing important support functions to Flagships, Initiatives, and Community Activities

These four Mechanisms provide a framework, which is both flexible and open, enabling the broad and diverse GEO community to work together. Each of the Mechanisms serves a different purpose in attaining GEO's Strategic Objectives, allowing activities of different scale and kind to be implemented. Full descriptions are contained in the Strategic Plan and in the Strategic Plan Reference Document.

2.3 The GEO Work Programme

A multi-annual GEO Work Programme, accepted by Plenary, will constitute the primary coordination and planning instrument to assist GEO with the selection and prioritization of its activities. The Work Programme defines the GEO Foundational Tasks as well as describes the plans of GEO Flagships and GEO Initiatives, according to their applicable planning documents, and of GEO Community Activities according to the information provided by the proposing entities.

Details on Work Programme definition and implementation are contained in the Strategic Plan and in the Strategic Plan Reference Document.

23 PLENARY

3.1 Membership and Participation: Membership in the Group on Earth Observations (GEO) is open to all ~~member~~ Member States of the United Nations and to the European Commission. GEO welcomes, ~~as Participating Organizations,~~ intergovernmental, international, and regional organizations, development banks, foundations, and non-governmental organizations with a mandate and/or interest in Earth observations ~~or related activities~~, information or services, and their use, as Participating Organizations, subject to approval by GEO Members. GEO ~~may also~~ invites other relevant entities to participate in its activities as Observers. ~~Membership and Participation is contingent upon formal endorsement of the Implementation Plan.~~ Acceptance of Participating Organizations and Observers is subject to approval by Plenary.

~~Annex A provides the~~ guidance for recognition as Participating Organization or as Observers.

~~2.1~~

3.2 Decisions: Plenary decisions will be made by consensus of GEO Members present.

2.23.3 Delegation of powers: The GEO Plenary may explicitly and formally delegate decision-making powers to other bodies of the GEO organizational structure and/or other subsidiary bodies as appropriate, in the interest of efficiency and expediency in the implementation of GEO activities.

2.33.4 GEO Co-Chairs: Four GEO Members will co-chair meetings of the Plenary and the Executive Committee. The composition of, and method of selection for, the Co-Chairs is provided in Rules ~~3.3-4.5~~ and 3.4. Between Executive Committee meetings, the Co-Chairs will act on behalf of the Executive Committee and Plenary to provide guidance to the Secretariat, and will report to the Executive Committee and Plenary on actions taken.

2.43.5 Meetings: The GEO Plenary will meet at least ~~once~~ annually to (at a minimum) adopt ~~(as a minimum)~~ the 3-year Work Programmes, their annual updates ~~Annual Work Plan review programmatic progress, budgets and financial reports, and~~ and associated budget for the following year, and to review programmatic progress, budgets and financial situation, receive through reports from the Executive Committee, Programme Board and Secretariat, ~~Implementation Boards, and working groups.~~

3.6 Principal and Principal Alternate Designation: All GEO Members and ~~GEO~~ Participating Organizations should designate, at the senior-official level, one GEO Principal and not more than two GEO Principal Alternates to ~~serve as the representatives of~~ that Member or Participating Organization in the Plenary, and to receive and submit all official communication to, and from, the Secretariat. ~~A When a GEO Member serves as a~~ For the GEO Co-Chairs, the ~~designated GEO Co-Chairs~~ will also serve as the GEO Principals ~~for that their~~ on behalf of his or her respective GEO ~~respective GEO~~ Member. These designations, including complete and current contact information are the responsibility of the GEO Principal, and are to be provided to the Secretariat annually.

~~2.5~~, should be submitted in writing to the GEO Secretariat using the form provided by the Secretariat.

2.63.7 Official Delegations: The GEO Secretariat will issue a call for official delegation lists no later than ~~six~~ eight calendar weeks prior to any Plenary meeting. The GEO Principal, ~~the GEO Alternate, or their designated representative on file with the Secretariat~~ should submit an official delegation list to the GEO Secretariat no later than ~~two~~ four calendar weeks prior to any Plenary meeting. Submission may also be forwarded by means of a Note Verbale to the Secretariat by the ~~Member's Government's~~ Permanent Mission in Geneva. All official delegates should register with the GEO Secretariat no later than ~~1~~ two calendar weeks before any Plenary meeting. A roster of registered official delegates will be made available to delegates arriving for the Plenary meeting. On-site registrants will ~~be excluded~~ not be included on from this ~~official~~ list, but included in the final official record of the meeting.

2.73.8 Documents: All ~~new~~ documents for final decision by Plenary will be ~~numbered and~~ released by the Secretariat to ~~all~~ GEO Principals for review comment no later than in sufficient time ~~(six calendar weeks)~~ to allow for a full review period in advance of the Plenary meeting at which where

the documents will be formally considered. Documents originating outside the Secretariat should be provided to the Secretariat at least seven calendar weeks prior to the Plenary meeting. ~~meeting at which the document will be formally considered.~~ No documents may be considered unless ~~numbered and~~ circulated by the Secretariat to all GEO Principals. ~~Working papers may be circulated for informational purposes as necessary. Documents not meeting the above criteria may be considered for decision by the Plenary if the Plenary so decides.~~

2.83.9 Reports: The Secretariat will produce a draft summary of Plenary proceedings including decisions, actions, and timelines for completing actions, and disseminate it to GEO Principals no later than four calendar weeks following each Plenary meeting. Based on ~~the~~ comments and corrections received, the Secretariat will prepare a draft report for distribution to the entire GEO community no later than eight calendar weeks following each Plenary meeting.

34 EXECUTIVE COMMITTEE

3.14.1 Function: Ensure the efficient conduct of GEO business between meetings of the Plenary. ~~The role of the Executive Committee is to facilitate the decisions of the GEO Plenary and to oversee and to make recommendations on the implementation of those decisions. The Plenary remains the GEO's primary decision-making body.~~

3.24.2 Duties: Acting by consensus, the Executive Committee will:

- a. Maintain the policy framework set by the GEO Plenary, within which the organization, including the Secretariat, will execute the strategy and advance the objectives set forth by the Plenary. ~~Ensure the efficient conduct of GEO business between meetings of the plenary;~~
- b. Facilitate the decisions of the Plenary by identifying and framing issues for appropriate Plenary action. The Executive Committee will conduct initial considerations and discussions of the issues, and subsequently develop papers and/or recommendations for discussion by Plenary. The bases for discussions at the Executive Committee, and subsequently by the Plenary, will be the reports of the GEO Programme Board, the Secretariat, and other Task Force or Advisory Groups of GEO that may be established by Plenary, as well as discussion topics introduced at the initiative of Members;
- ~~a.c.~~ Supervise the work of the Director of the Secretariat and ensure that it is consistent with the direction received from Plenary;
- ~~b.d.~~ Examine the ~~draft Annual Work Plan and~~ annual budget in preparation for its presentation to Plenary;
- ~~e.e.~~ Report in writing, at least annually, to GEO Plenary;
- ~~d.~~ Fix the date and location of the next Plenary for approval by each Plenary before the end of meeting, and, through the Director, convene the meeting, produce the necessary documents and ensure the production of a timely meeting report;
- ~~e.~~ Provide recommendations to Plenary regarding nominees for the Programme Board, and make recommendations for revisions to the Board's Terms of Reference, as necessary; ~~Maintain detailed Rules of Procedure for GEO, to be reviewed regularly;~~

- f. Provide recommendations to GEO regarding the need for and effectiveness of the Implementation Programme Boards and Task Force or Advisory Groups~~working groups~~, and recommend continuation or adjustments as needed;
- g. Authorize specific engagements, development and signing of Memoranda of Understanding (MoU) between organizations; and
- ~~f.~~
- h. Undertake such other tasks as may be delegated to the Executive Committee by the Plenary.

~~3.4.3~~ Membership and Authorities: The Executive Committee members are a representative sub-set from the membership of the GEO Caucuses. The Executive Committee members can be both a 'representative' and a 'delegate' of their Caucus. As delegate, they can represent the views, opinions and positions of their Caucus on issues that require resolution prior to a given Plenary meeting, or during consultations within their Caucus, based on their assessment of a given issue.

4.4 Composition: The Executive Committee will consist of ~~13-16~~ GEO Members based on the following geographic distribution: Africa (~~23~~), Americas (3), Asia and Oceania (4), CIS (~~4~~2), and Europe (~~34~~). Three (3) representatives from Participating Organizations, who are also members of the Programme Board, will be invited to participate as observers in the discussions of the Executive Committee.

~~3.3.4.5~~ Co-Chairs: Four Executive Committee Members will serve collectively as Co-Chairs of the Plenary and the Executive Committee, with ~~two~~ at least one Co-Chairs representing developed countries and ~~two~~ one Co-Chairs representing developing countries. One Co-Chair will serve as lead to guide the discussion for each meeting. The lead Co-Chair will rotate among the Co-Chairs as agreed by the Co-Chairs. Individuals serving on the Executive Committee do not serve in their individual capacity but as Member representatives. Between Executive Committee meetings, the Co-Chairs will act on behalf of the Executive Committee to provide guidance to the Secretariat and will report to the Executive Committee on actions taken.

~~3.4.4.6~~ Selection: Executive Committee Members, including those Members serving as Co-Chairs, will be nominated through regional caucuses. Based on the conclusions of the regional caucuses and further consultations as necessary, the Director of the Secretariat will present a slate of nominees, including those nominated to serve as Co-Chairs, to the Plenary for its approval. Upon approval, Executive Committee members will serve a term of up to two years. The process will be guided by the following principles: (1) preserving sufficient continuity in the Executive Committee's membership; (2) ensuring sufficient opportunity for participation of GEO Members in the Executive Committee by rotation; (3) preserving the balance of developed and developing countries at the level of the Co-chairs. If a Member chooses not to complete ~~its~~ his or her term of service, then the regional caucus may select another Member to represent it in the Executive Committee to complete the remaining term of service.

~~3.5.4.7~~ Decisions: Executive Committee decisions will be made by consensus of the GEO Members of the Executive Committee present. Observers are not extended the right to participate in decision

making. The Executive Committee may take decisions authorizing certain activities, for example specific engagements, development and signing of Memoranda of Understanding (MoU) between organizations, provided these are fully aligned with the goals and strategy set forth by the GEO Plenary and for which resources are available.~~The Executive Committee will not take any decision involving a commitment beyond that which has been approved by the GEO in Plenary, unless the activity is fully in accord with the approved Annual Work Plan and the additional costs are guaranteed by a Member or Participating Organization.~~

~~3.6~~ **Meetings:** The GEO Executive Committee will meet at least ~~once~~ annually and may hold additional meetings as agreed by the Executive Committee. ~~The Committee will work mainly by electronic mail and telephone conference.~~

~~3.7~~4.8 **Documents:** The GEO Secretariat will prepare all documents for the Executive Committee's consideration and will release them to all GEO Members and Participating Organizations for information at least two calendar weeks prior to any Executive Committee meeting. The GEO Co-Chairs will approve draft Executive Committee agendas.

~~3.8~~4.9 **Reports:** The Secretariat will release a preliminary report of Executive Committee proceedings to the Members of the Executive Committee within two calendar weeks and to the full GEO community no later than six calendar weeks following the Executive Committee meeting.

5 GEO PROGRAMME BOARD

5.1 **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.

5.2 **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. Confirm that resources committed are commensurate to the activities scoped for inclusion in the Work Programme;
- d. Recommend GEO Work Programme for Plenary acceptance;
- e. Examine proposed Implementation Plans for GEO Initiatives and take decisions to accept new ones;
- f. Recommend GEO Flagships for Plenary acceptance;
- g. Provide high-level recommendations to the Executive Committee;
- h. Nominate Participating Organization observers to the Executive Committee; and
- i. Establish advisory groups to address specific topics as needed.

5.3 **Term:** The Board's term will be for the full duration of the *GEO Strategic Plan 2016 – 2025: Implementing GEOSS*.

5.4 **Membership:** The Board comprises persons nominated by GEO Members and Participating Organizations. The Executive Committee will review the nominations and recommend the entire Programme Board membership for appointment by Plenary. The Executive Committee will ensure that there is a balance in the membership of the Programme Board.

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. Programme Board members will serve for a term of up to 3 years. During the transitional year 2016, Programme Board members will serve an initial term of one year. In all instances, Programme Board members may be re-nominated.

Programme Board members from Participating Organizations will choose from among themselves up to 3 individuals to sit as observers on the Executive Committee, for a term of up to 3 years, in synchronization with Board membership. These observers may be renewed.

5.5 **Leadership:** The Board will select three of its members to serve as co-chairs of the Programme Board. 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.

5.6 **Decision:** The Board works by consensus. At least 50 per cent attendance is required for quorum. With repeated failure to reach quorum, the Programme Board co-chairs may request the Executive Committee to draw additional representatives from the list of proposed nominees to replace inactive Programme Board members.

5.7 **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 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.

5.8 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 through the GEO Work Programme, and will also deliver regular progress reports to the Executive Committee.

5.9 Funding: Costs arising from the Programme Board's activities will be borne by the GEO Member or Participating Organization that incurs them. 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 Plenary or the Executive Committee.

5.10 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 the GEO and the implementation of GEOSS.

46 GEO SECRETARIAT

~~4.16.1~~ Function: The Secretariat, led by the Director, will facilitate and support all GEO activities. The Secretariat will primarily consist of co-located, well-qualified, ~~professional and administrative~~ staff.

6.1 Secretariat Director: GEO Secretariat Director Terms of Reference and Recruiting Procedures are defined in Annex B

~~4.26.2~~ Duties: The Secretariat will:

- a. Prepare and submit, for Plenary approval, the ~~Annual Work Plan including activities and budgets;~~ necessary documentation for the efficient and effective functioning of GEO, including programmatic, budgetary and financial reports;
- ~~a.~~ b. Initiate the development of the GEO Work Programmes and support the Programme Board with Work Programme finalization;
- c. Support the implementation of the GEO Work Programme, including playing a central role in coordinating and implementing the Foundational Tasks of GEOSS by Member Governments and Participating Organizations of the Work Programme and with performing sound ~~of the Annual Work Plan and~~ execution of ~~e~~ expenditure of the budget expenditure;
- d. Support the GEO Monitoring and Evaluation activities, including performing annual Monitoring, as outlined in the Strategic Plan Reference Document;
- ~~b.~~
- ~~e.~~ Provide Compile an annual Progress ~~r~~Reports on all activities, drawing on available reports of the GEO Flagships, GEO Initiatives, GEO Foundational Tasks and, to the best of its knowledge, of GEO Community Activities, on the performance of GEOSS; including milestones of the Annual Work Plan;
- e. Provide ~~annual reports on Secretariat operations,~~ here included ~~ing~~ execution of annual budget expenditures;

~~a.f.~~ Fix the date and location of the next Plenary for approval by each Plenary before the end of meeting, and, through the Director, convene the meeting, produce the necessary documents and ensure the production of a timely meeting report;

~~d. —~~

~~g.~~ Organize, prepare, and support meetings and other work of the GEO Plenary, Executive Committee, and ~~other GEO Implementation Programme~~ Boards and ~~working Task Forces/Advisory~~ groups, as appropriate;

~~h.~~ Maintain detailed Rules of Procedure for GEO, to be reviewed regularly;

~~e. —~~

~~f.i.~~ Pursue activities to identify and secure funds for Secretariat operations and GEO activities in accordance with the direction of GEO;

~~g.j.~~ Oversee the implementation of the GEO ~~engagement and~~ communication strategy as outlined in the ~~Annual Work Strategic Plan and in the Strategic Plan Reference document; specific criteria for engaging the private sector in the GEOSS implementation are defined in Annex C;~~

~~h.k.~~ Organize ~~the~~ GEOSS user and other ~~GEO Community~~ fora as required in coordination with ~~the Programme GEO Implementation~~ Boards as appropriate;

~~i.l.~~ Facilitate overall cooperation and liaise with GEO Members and Participating Organizations, and other programmes and bodies as appropriate ~~or as needed~~ to support the work of GEO, with particular emphasis on existing systems and Earth observation coordination mechanisms;

~~j.m.~~ Identify staffing and other resources necessary to support the ~~Annual GEO Work Programmes~~ ~~lan~~, develop indicators for Secretariat performance, and report to ~~the Executive Committee and Plenary on Secretariat performance against indicators;~~

~~n.~~ Ensure an open and transparent process is utilized for all employment to, ~~and by~~, the Secretariat;

~~k. —, including short-term contractors, and for the designation of experts to the various GEO Implementation Boards and working groups;~~

~~l.o.~~ Facilitate and coordinate the updating of the ~~10-Year Implementation Strategic~~ Plan as directed by the Plenary;

~~m.p.~~ Conduct the day-to-day administrative activities of the Secretariat; ~~and~~

~~n.q.~~ Carry out additional duties as required by the GEO ~~Plenary or Executive Committee.~~

57 ~~GEO IMPLEMENTATION BOARDS~~ TASK FORCES AND ~~WORKING~~ ADVISORY GROUPS

~~5.1—~~ ***Purpose and Function:*** The GEO Plenary ~~and the Executive Committee~~ may establish ~~Implementation Boards and working groups~~ Task Forces and Advisory Groups to address aspects of ~~GEOSS~~ GEO Strategic Plan implementation and provide a mechanism for GEO Members and Participating Organizations to engage fully in the work of GEO. These Task Forces and Advisory Groups ~~Implementation Boards and working groups~~ will provide high-level review advice ~~and~~ recommendations to Plenary and Executive Committee, ~~and support in the ongoing development and implementation of the GEOSS 10-Year Implementation Plan. The Implementation Boards or working groups will also actively promote the implementation of GEOSS activities as described in Annual Work Plans.~~

7.1

~~5.27.2~~ **Duration and Terms of Reference:** The Plenary and the Executive Committee may establish and develop terms of reference for Task Forces and Advisory Groups, ensuring consistency with the Organizational Structure and Implementation arrangements defined in Chapter 2 and defining a well-identified duration and expected outputs. Once established, Implementation Boards and/or working groups. ~~The maximum duration for working groups will be 3 years, with the possibility of extension by the Plenary. All Implementation Boards and working groups are listed in Annex B, which will be updated as appropriate, and their terms~~ Terms of Reference are appended to these Rules of Procedure.

~~5.3~~ **Membership:** ~~Implementation Boards will operate on the basis of the membership described in Annex B. The Executive Committee will oversee renewal of Board membership and submit the outcome of this renewal to the Plenary.~~

~~5.4~~ **Leadership:** ~~Each Implementation Board will designate, every year on a rotation basis, one to two of its member(s) to serve as chair(s) to the board. Rotation of the chair(s) is encouraged.~~

~~5.5~~ **Meetings:** ~~Implementation Boards and working groups will meet at such times and places as determined by their members, and will work mainly through e-mail and teleconferences. Implementation Boards and working groups will work by consensus of their Members.~~

~~5.6~~ **Reporting:** ~~Implementation Boards and working groups will post a report on the GEO website of each meeting held, including a list of all participants and highlighting outcomes. In addition, Implementation Board and working group chairs will report to the GEO Plenary and will deliver progress reports to the GEO Executive Committee as necessary.~~

~~5.77.3~~ **Funding:** Unless otherwise agreed, any costs arising from Task Forces and Advisory Groups ~~Implementation Board or working group~~ activities will be borne by the Member or Participating Organization that incurs them, and will be subject to the availability of funds, personnel, and other resources.

~~5.8~~ **Review and Renewal:** ~~The effectiveness and need for the Implementation Boards and working groups will be reviewed annually by the Executive Committee, which will make recommendations to the Plenary concerning Implementation Board or working group renewal.~~

~~5.97.4~~ **Support and Coordination:** The Secretariat will provide ~~full~~ administrative support to Task Forces and Advisory Groups ~~all GEOs stipulated in their Terms of Reference. Implementation Boards and working groups.~~ The activities of the ~~Implementation Boards and working groups~~ will be closely coordinated with the Secretariat to maintain consistency with the approved GEOSS 10-Year Implementation Plan and to maximize the effectiveness of the GEO in pursuit of a GEOSS. ~~All GEO Implementation Boards or working groups will liaise with the Executive Committee and the GEO Secretariat.~~

6.8 GEO RESOURCES, TRUST FUND AND FINANCES

8.1 GEO resources: Contributions may be in-kind or cash, and may be designated for GEO implementation activities, in accordance with the Implementation Mechanisms where resources committed are commensurate with the type of action; or for the GEO Trust Fund, administered by the GEO Secretariat and supporting, as decided by Plenary, the GEO Foundational Tasks, specifically-earmarked GEO Flagships, and the operations of the GEO Secretariat.

~~a.~~ **Trust Fund Establishment:** The ad hoc Group on Earth Observations at its sixth session (Brussels, Belgium 14-15 February 2005) decided to enter into a Standing Arrangement between GEO and the World Meteorological Organization (WMO), which arranges for the GEO Secretariat to be located at the WMO Headquarters in Geneva, Switzerland. In order to provide for a mechanism for GEO to support the GEO Secretariat and other GEO activities as approved by the GEO Plenary, GEO also agreed to undertake steps to create a GEO-WMO Trust Fund to support the work of GEO. (See GEO-WMO Trust Fund Terms of Reference, Annex DA).

8.2

~~6.1~~ **Finances:** The ~~Annual~~ Work Plan-Programme and associated annual budget produced by the Secretariat will detail all operating expenses for the coming year, and will contain provisions for monitoring and execution of the budget throughout the year. Indicative budgets shall also be provided for a further two years. The Secretariat will report ~~quarterly to~~ at each the Executive Committee and Plenary meeting on the progress of budget execution, including income and expenditures. In case of sensible variations on the income, ~~P~~ priorities for the expenditure of GEO funds will be devoted to cover ~~include:~~

~~a.~~ Approved Secretariat staff salaries and benefits,

~~b.~~ 8.3 The Executive Committee will provide guidance on the priorities on the Foundational Tasks so that the Secretariat can revise the plans for the year and produce a revised version of the budget.

~~c.~~ Annual Work Programme ~~and development activities~~

~~d.~~ Annual Work Programme ~~and implementation activities~~

~~e.~~ Secretariat operating costs

~~f.~~ Meeting support costs

~~g.~~ Other approved costs

~~6.28.4~~ **Solvency and Audit:** The Secretariat shall maintain solvency at all times. No expenditure may be authorized in the absence of available funds. Notwithstanding the principle of a single external auditor of WMO, GEO may engage independent financial reviews of the GEO budget against expenditures.

6.38.5 Revenue Continuity: GEO Members and Participating Organizations will ~~endeavor~~endeavour to provide assured multi-year revenue for the Secretariat to maintain approved staff levels and continuity of Secretariat operations, subject to the budget systems and cycles of GEO Members and Participating Organizations. Additional contributions may be earmarked for specific purposes and special projects.

6.48.6 Surplus Funds: Surplus funds remaining in the GEO Trust Fund at the end of the calendar year will be transferred to the Working Capital Fund (WCF) (capped at 1M CHF) and then immediately ~~be~~ made available for the following year unless otherwise restricted by the donor. In the event the GEO Trust Fund is dissolved, any remaining funds will be dispersed under the terms of the GEO Trust Fund Terms of Reference.

Terms of Reference and Rules for the Trust Fund are detailed in Annex D.

79 EFFECTIVE DATE AND AMENDMENT

7.19.1 Effective Date: These Rules of Procedure will take effect immediately upon adoption.

7.29.2 Amendment: These Rules of Procedure may be amended by the Plenary at any meeting. Proposals to amend these rules of procedure should be submitted to the Secretariat at least eight calendar weeks prior to the Plenary meeting at which the amendment will be considered.

ANNEX **GA**

Draft Guidance for Recognition of New GEO Participating Organizations and Observers

Entities requesting official recognition as a GEO Participating Organization or Observer will be considered based on the following guidelines:

~~1—The entity must meet the criteria specified in Section 3.3 of the GEOSS 10 Year Implementation Plan:~~

~~1~~ Membership in ~~the Group on Earth Observations~~ (GEO) is open to all member States of the United Nations and to the European Commission. GEO welcomes, as Participating Organizations, intergovernmental, international, and regional organizations, development banks, foundations and non-governmental organizations with a mandate and/or interest in, or be a user of Earth observations, information –or related activities services – that is, the full spectrum and/or value chain from data collection to use. Acceptance is, subject to approval by ~~GEO Members~~ Plenary. ~~GEO may invite other relevant entities to participate in its activities as observers.~~

2 The difference between Participating Organizations and Observer Status is largely based on the level of involvement in GEO. Participating Organizations ~~can~~ are eligible to serve on the Programme Board, and may join any of the Working Groups or Task Forces that coordinate and conduct GEO's work. join Implementation Boards and Working Groups; Observers cannot. ~~See Appendix 3 to Annex C. In general, although not always, Observers are less engaged in GEO Tasks and activities, and attend Plenaries to observe and monitor GEO proceedings. Acceptance of Observers is also subject to approval by Plenary.~~

~~3—The Participating Organization applicant entity~~ must identify their proposed contribution to GEO, including, but not limited to, involvement in the GEO Work Programme, and/or the function performed by the organization that would benefit the broader GEO community. Examples include capacity building, data sharing, programme development, training and education, and communication and outreach. Applicants must endorse the GEO Strategic Plan 2016-2025: Implementing GEOSS. ~~endorse the GEOSS 10 Year Implementation Plan, consistent with Rule 2.1 of the GEO Rules of Procedure:~~

~~—Membership and Participation is contingent upon formal endorsement of the Implementation Plan.~~

~~43~~ ~~A sub-programme or subgroup of a currently recognized Participating Organization will need to make a compelling argument to be considered for~~ Independent recognition of sub-programmes or subgroups of currently recognized Participation Organizations are generally discouraged from seeking independent recognition. Generally, the parent organization ~~will be~~ is considered sufficient. In selected instances, and if a compelling argument is presented as to why separate participation is being sought, applications will be considered.

~~5—~~Joint programmes (programmes established under the auspices of two or more recognized Participating Organizations) may be designated by the Plenary as ~~Observers or a separate~~ Participating Organization or Observers. ~~Such programmes must fulfil the above criteria (1 and 2).~~

- 64 Before each Plenary, the Executive Committee will review applications received by the Secretariat, and will recommend Participating Organizations and Observers for recognition by the Plenary.
- 7—The Plenary will, taking into account the recommendations of the Executive Committee, make the final decisions on the requests for recognition of Participating Organizations and Observers according to the above criteria. ~~Paragraph 2.2 of the GEO Rules of Procedure, taking into account the recommendations by the Executive Committee. Paragraph 2.2 of the Rules of Procedure states:~~
- ~~— 2.2 Decisions. Plenary decisions will be made by consensus of GEO Members present.~~
- 5 The Secretariat will undertake, on a rolling basis, the task of analysing contributions made by Participating Organizations in GEO. A timeframe of 3 years will be used to assess such contributions. The intent of such an analysis is to encourage active participation and engagement in the work of GEO.

APPENDIX 1 to ANNEX A ~~to ANNEX C~~**Participating Organizations****Note to Organizations Requesting Recognition as a Participating Organization in GEO**

GEO welcomes, as Participating Organizations, intergovernmental, international and regional organizations, development banks, foundations and non-governmental organizations with a mandate or interest in, or be a user of Earth observations, information, and/or services – that is the full spectrum and/or value chain from data collection to use. ~~– or in a related field.~~

The Group on Earth Observations (GEO) is coordinating efforts to build a Global Earth Observation System of Systems (GEOSS). It is a voluntary partnership of governments and Participating Organizations that provides a flexible action-oriented framework for developing new activities, tasks, initiatives, and partnerships across GEO's Societal Benefit Areas (SBAs). ~~projects within and across nine Societal Benefit Areas, and for coordinating strategies and investments.~~

~~Opportunities~~opportunities and benefits of joining GEO include ~~inter alia:~~ fostering ~~networking and~~ partnerships (new contacts and collaborations); launching regional and/or global initiatives; providing access to data (making more data available); ~~enlarging increasing~~ users of Earth observations ~~bases~~ (users grow in numbers and diversity); ~~developing and maintaining capacity (participants build on complementarity)~~ building capacity throughout the world; increasing visibility and high-level support for sustained Earth observations (e.g. through the GEO Website, Newsletter, Plenary, Ministerial); and leveraging funding for activities nationally, regionally and globally. ~~(funding mechanisms value contributions to GEOSS implementation, like the European 7th Framework and Horizon 2020 Programmes).~~

The procedure to join GEO is as follows:

To be recognized as a Participating Organization of GEO, entities must send a letter to the GEO Secretariat, requesting formal recognition as a GEO Participating Organization. This letter must identify the proposed contributions to GEO, including, but not limited to, involvement in the GEO Work Programme, and/or the function performed by the organization that would benefit the broader GEO community. Examples include capacity building, data sharing, programme development, training and education, and communication and outreach. Applicants must endorse the GEO Strategic Plan 2016-2025: Implementing GEOSS. The Strategic Plan can be found at: <http://www.earthobservations.org/index.html> ~~and formally endorse the GEOSS 10-Year Implementation Plan. The 10-Year Implementation Plan can be found on our website at~~

Prior to each Plenary Session, the GEO Executive Committee will review requests for recognition received by the Secretariat and will make recommendations for recognition by the Plenary. The Plenary will ~~make decisions on the~~ act on the requests for recognition by consensus of GEO Members present.

~~Please send your~~ A letter of interest and online application, ~~endorsing the 10-Year Implementation Plan should be sent to:~~

The Secretariat Director
GEO Secretariat
7, bis avenue de la Paix,
Case postale 2300

CH-1211 Geneva 2
Switzerland

~~Please also complete and return the attached form to assist the Executive Committee in its review process.~~

~~We look forward to hearing from you. Please don't hesitate to contact us should you require any additional information.~~

APPENDIX 2 to ANNEX A to ANNEX C**Observers in GEO****Note to Organizations Requesting Recognition as Observer**

GEO welcomes, as Observers, intergovernmental, international and regional organizations, development banks, foundations, and non-governmental organizations, as well as associations of commercial entities with a mandate or interest in, or being a user of Earth observations, information, and/or services – that is, the entire spectrum or value-chain from data collection to use, or in a related field.

The Group on Earth Observations (GEO) is coordinating efforts to build a Global Earth Observation System of Systems (GEOSS). It is a voluntary partnership of governments and Participating Organizations that provides a flexible action-oriented framework for developing –new activities, tasks, initiatives, and partnerships across GEO’s Societal Benefit Areas (SBAs).

~~new projects within and across nine Societal Benefit Areas, and for coordinating strategies and investments.~~

Opportunities and benefits of joining GEO include: fostering partnerships (new contacts and collaborations); launching regional and/or global initiatives; providing access to data (making more data available); increasing users of Earth observations (users grow in numbers and diversity); building capacity throughout the world; increasing visibility and high-level support for sustained Earth observations and leveraging funding for activities nationally, regionally and globally. ~~Opportunities and benefits of joining GEO include inter alia: fostering networking and partnerships (new contacts and collaborations); launching regional and/or global initiatives; providing access to data (making more data available); enlarging user bases (users grow in numbers and diversity); developing and maintaining capacity (participants build on complementarity); increasing visibility and high level support (e.g. through the GEO Website, Newsletter, Plenary, Ministerial); and leveraging funding for activities (funding mechanisms value contributions to GEOSS implementation, like the European 7th Framework and Horizon 2020 Programmes).~~

The procedure to join GEO is as follows:

To be recognized as an Observer of GEO, entities must send a letter to the GEO Secretariat, requesting formal recognition as an Observer, and a completed application, acknowledging that you are familiar with the Strategic Plan 2016-2025: Implementing GEOSS. The Strategic Plan can be found at: <http://www.earthobservations.org/index.html>

~~–, and formally endorse the GEOSS 10 Year Implementation Plan. The 10 Year Implementation Plan can be found on our website at <http://www.earthobservations.org/index.html>~~

Prior to each Plenary session, the GEO Executive Committee will review requests for recognition received by the Secretariat, and will make recommendations for recognition by the Plenary. The Plenary will make decisions on the requests for recognition by consensus of GEO Members present.

~~Please send your~~ A letter of interest, endorsing acknowledging familiarity with the GEO 10-Year Implementation Plan to: Strategic Plan 2016-2025: Implementing GEOSS should be sent to:

The Secretariat Director
GEO Secretariat
7, bis avenue de la Paix,
Case postale 2300
CH-1211 Geneva 2

Switzerland

~~Please also complete and return the attached form to assist the Executive Committee in its review process.~~

~~We look forward to hearing from you. Please don't hesitate to contact us should you have any questions or require any additional information.~~

~~Thank you for your interest in GEO.~~

APPENDIX 3 to ANNEX C

Members, Participating Organizations, Observers (based on GEO founding documents)

Category	Pre-requisite	Request for status	Approval	Participation to <u>in</u> Plenary	Participation to <u>in</u> <u>ExCom</u> <u>Executive Committee</u>	Participation to <u>in</u> <u>Programme Boards & WGs</u>	Contribution to WP <u>Work Programme</u>	Contribution to the GEO Trust fund
Members	Member States of the United Nations + the European Commission	Membership and Participation is contingent upon formal endorsement of the Implementation Plan.	N/A	YES	YES	YES	YES	YES
Participating Organizations	Intergovernmental, international, and regional organizations, <u>development banks, foundations, non-governmental organizations and associations of commercial sector entities with a mandate/interest in, or use for, Earth observations or related activities. (does not preclude the status for associations of companies and organizations of private nature)</u>	Membership and Participation is contingent upon formal Endorsement of the Implementation Plan.	Plenary	YES	NO <u>If member of, and nominated by, Programme Board</u>	YES	YES	YES

Observers	Member States of the United Nations + Intergovernmental, international, and regional organizations	Provide a letter of request, stating the rationale for the request	Plenary	YES	NO	NO	YES	YES
Private sector entities	TBD	TBD	TBD	Invitation only	NO	NO	YES	YES

ANNEX ~~BE~~

GEO Secretariat Director Terms of Reference and Recruiting Procedures ~~GEO Secretariat Arrangements and Procedures~~

Authority

1. GEO Rules of Procedure 3.2-3 establish the authority of the Plenary to delegate authority tasks to the Executive Committee, including ~~those—that~~ pertaining to the supervision of the GEO Director. ~~Secretariat.~~
 - 3.2 *Duties:* Acting by consensus, the Executive Committee will:
 - b. Supervise the work of the Director ~~of the Secretariat~~ and ensure that it is consistent with the direction received by the Plenary;
 - h. Undertake ~~such-other~~ other such tasks as may be delegated to the Executive Committee by the Plenary.
2. The Group on Earth Observations at its first session (Geneva, Switzerland 3-4 May 2005) created the Executive Committee and authorized the Executive Committee to recruit and select the Director and approve interim staff, including secondments. GEO also agreed that the WMO Secretary-General will appoint the Director as a WMO staff member.
3. The Third Plenary Meeting of the Group on Earth Observations (Bonn, Germany 28-29 November 2006) noted that the GEO Secretariat was to remain being filled by its Director and staff. GEO affirmed delegation of authority to the Executive Committee to ensure continuity of Secretariat operations and functioning.
4. The Standing Arrangement ~~Between~~ between WMO and GEO states that the GEO Secretariat Director is selected by, and under the management authority, of GEO while under the administrative authority of the Secretary General of the World Meteorological Organization (WMO). It does not detail the process of recruitment, selection, renewal, or term of the Director. It does provide language affirming the applicability of WMO Staff and Financial Regulations.

Procedures

- The Director may serve a maximum of three three-year terms¹.
- ~~In due~~ Allowing sufficient time, the Executive Committee shall establish a selection panel (the Panel) to oversee the selection of the Director. The Panel shall be open to all ~~members~~ Members of the Executive Committee.

¹ Current WMO procedures limit positions below DG to a ~~2-year~~ 2-year term; ~~and it is proposed to an exception to this limit has been established an exception with respect to for~~ the GEO Secretariat SEC Director position ~~to support a smooth alignment with GEO Ministerial Summits~~.

- The Panel may recommend to the Executive Committee to re-appoint the incumbent Director for a second term without further competition. The Executive Committee should approve such a recommendation through unanimous consent, no less than nine months before the end of a Director's term.
- If the Panel recommends opening the selection process to competition, then the Panel will oversee the announcement of the position, the review of the candidates, the interview process and the ultimate selection and recommendation to the Executive Committee.
- A Director who wishes to serve a third term shall take part in the open competition.
- The final decision of the Executive Committee on the selection of the Director will be made no less than six months before the end of a Director's term and passed to the WMO Secretary General for formal appointment.
- In the event ~~of that~~ the post of Director becomes ~~ing~~ vacant before the term expires, the Executive Committee will appoint an Acting Director, whose term of office shall not extend beyond the tenure of the incumbent Director.

ANNEX **FC**

Engaging the Private Sector in the Implementation of the Global Earth Observation System of Systems (GEOSS)

Guidelines

Introduction

Since the establishment of the Group on Earth Observations (GEO), the GEO community has recognized the value of engaging the private sector in the development and utilisation of the Global Earth Observation System of Systems (GEOSS). This stems from an understanding that both the public and private sector benefit from increased data sharing and the exploitation of integrated Earth observations for the provision of societal benefits.

The following guidelines have been developed to encourage further private sector engagement in GEOSS, while preserving the public good dimension of GEOSS, and the principle of full and open data exchange.

Guidelines

1. When partnering with private sector entities, the GEOSS Data Sharing Principles will be followed:
 - *There will be full and open exchange of data, metadata and products shared within GEOSS, recognizing relevant international instruments and national policies and legislation*
 - *All shared data, metadata and products will be made available with minimum time delay and at minimum cost;*
 - *All shared data, metadata and products being free of charge or no more than cost of reproduction will be encouraged for research and education.*

--GEOSS 10-Year Implementation Plan, 16 February 2005;

2. GEO Members and Participating Organizations are encouraged to invite private sector entities to participate in the implementation of GEOSS through ~~the Tasks of the GEO Work Programme~~ Plan, establishing appropriate arrangements in accordance with the established procedures of their individual ~~agencies~~ organizations, including public-private partnerships;
3. When engaging with the private sector, GEO Members and Participating Organizations will respect their mandates and established procedures regarding transparency and competition in contracting;
4. GEO Members and Participating Organizations are encouraged to develop and organize private sector engagement events at the regional and national ~~and regional~~ levels.
5. Private sector engagement in the implementation of the GEO Work Plan ~~Tasks~~ Programme will be managed primarily by individual GEO Members and Participating Organizations, according to the established procedures of those GEO Members and Participating Organizations.
6. The GEO Secretariat is encouraged to organize international forums, or expositions, in collaboration with the private sector, for example in conjunction with the GEO Plenary and the GEO Work ~~Plan~~ Programme Symposium, and to facilitate dialogue among private sector entities and the GEO Work ~~Plan~~ Programme participants.
7. The GEO Secretariat may negotiate terms and conditions based on the guidance provided by the GEO Executive Committee, and subject to the Executive Committee's review, under which private sector entities may make contributions to GEO.

ANNEX DA**GEO-WMO Trust Fund ~~for the GEO/GEOSS~~****Terms of Reference and Rules****Introduction and Purpose of the Fund**

- 81** The Fifty-Sixth Session of the WMO Executive Council in its Resolution 9 (EC-LVI) authorized the WMO Secretary General to confirm to the Group on Earth Observations (GEO) strong support for the Global Earth Observing System of Systems (GEOSS) concept;— to work closely with his counterparts in the other Earth-observing United Nations agencies and programmes to ensure an effectively coordinated United Nations system role in the implementation of GEOSS; and to indicate WMO readiness to host the GEO Secretariat.
- 92** The ad hoc Group on Earth Observations at its sixth session (Brussels, Belgium 14-15 February 2005) finalized the GEOSS 10-Year Implementation plan. At the sixth session, GEO agreed to enter into a Standing Arrangement between GEO and WMO and to arrange for a GEO Secretariat to be located at WMO. In order to provide for a mechanism for GEO to fund the GEO Secretariat and GEO activities, GEO also agreed to undertake steps to create a GEO-WMO Trust Fund to support the work of GEO/GEOSS. The Third Earth Observation Summit (Brussels, Belgium 16 February 2005) established the intergovernmental Group on Earth Observations (GEO) and endorsed the GEOSS Ten-Year Implementation Plan, and instructed GEO to take those steps necessary to implement GEOSS in accordance with its implementation plan.
- 403** The primary purpose of the GEO-WMO Trust Fund will be to support the direct and indirect costs of GEO/GEOSS and its Secretariat as well as related GEO activities. The full cost of the GEO Secretariat contains direct and indirect costs. Direct costs are those directly attributable to the GEO Secretariat, such as salaries of GEO Secretariat staff, travel expenses by GEO Secretariat staff, cost of equipment used by GEO Secretariat staff. The direct costs of the GEO Secretariat shall be covered by GEO. Indirect costs are those incurred by WMO for the provision of administrative services to GEO. As a principle, WMO shall not charge GEO for the total indirect costs, but rather for the incremental costs only. The incremental costs of administrative services provided by WMO to GEO shall be identified in a Service Level Arrangement to be concluded between GEO and WMO.
- 44** The GEO-WMO Trust Fund will also be used to accomplish GEO/GEOSS objectives and goals through the preparation of necessary studies, reports and relevant materials, the use of consultants to assist the GEO Secretariat, and other activities relevant to the GEO/GEOSS as approved by the GEO Plenary.
- 125** The Trust Fund will be established from voluntary cash contributions from GEO Members, Participating ~~GEO~~-organizations and other Entities involved in Earth observations, grants, donations, funds deposited for specific purposes, hereafter referred to as deposits, and other contributions. Contributions shall be normally made in Swiss Francs or any other convertible currency.

Administration of the Fund

- ~~136~~ Financial arrangements for administration of the Fund are specified in: (1) the GEO-WMO Standing Arrangement~~;-~~; (2) the WMO Financial Rules and Regulations~~;-~~; (3) delegations of responsibility from the Secretary-General to the GEO Director.
- ~~147~~ The accounting of the expenditures of the Fund shall be as provided for in paragraph 6 above, including any other directly identifiable charges related to the administration of the Fund. No additional programme support cost charges will be incurred. The interest accrued from any investment of the principal of the Fund will constitute an income to the Fund.
- ~~158~~ The Fund shall be maintained on a continuous basis and amounts standing to the credit of the Fund at the end of any annual period shall remain in the Fund for use in the subsequent period.
- ~~169~~ Financial reports on the Fund will be made in Swiss Francs. The United Nations rate of exchange prevailing on the date of the transaction or report will apply for the conversion into Swiss Francs of contributions or income received and payments made or charges incurred in any other currency. The GEO Director shall submit a financial report, annually, to Trust Fund contributors, to the GEO Executive Committee, and report to ~~GEO~~ Plenary on the overall use of the Fund
- ~~1710~~ External audit will be conducted as provided for in the WMO Financial Regulations.
- ~~1811~~ At the closure of the Fund, any cash balance of the Fund will be returned to ~~GEO Members~~ the contributors, based on the ratio of their contribution to the total fund in the immediately preceding year.

Procedures for the utilization of the Fund

- 12 The utilization of the Fund shall be based upon a general budget prepared by the GEO Secretariat for each calendar year and approved by the Plenary in the preceding year and will reflect contributions pledged at, or before, that Plenary meeting. These contributions will be referred to as “pledged contributions.”
- 13 Subsequent contributions pledged and received during the calendar year will be referred to as “additional contributions” and will be reported in the quarterly financial update.
- 14 In the event that all pledged contributions are received, additional contributions, unless otherwise specified by the donor, will be carried forward to the budget for the following calendar year.
- 15 In the event that some portion of the pledged contributions is not received by the Secretariat within the calendar year, the Secretariat will use additional contributions to maintain a balanced budget, and will report this adjustment in the final annual report of resources and expenditures.
- 16 If the donor requires its additional contribution be used to finance specific additional activities within the current calendar year, the Secretariat will produce a revised budget including these activities, to be reviewed by the Executive Committee and approved by the Plenary. For all specific activities, the Secretariat will provide to the donor a detailed statement of expenditure incurred in undertaking the activity.
- 17 The Secretariat will operate under the approved budget for the calendar year.

~~19~~18 - Day-to-day spending decisions shall be by the GEO Secretariat Director.

~~20~~19 The GEO Director will not enter into any financial commitments unless he/she has received the funds required.

Legal responsibilities

~~21~~ Under no circumstances will the Fund be made liable to pay and/or reimburse any taxes on emoluments or honorarium, or any customs and import duties, value added taxes or similar charges. If applicable, these will be payable by the beneficiaries of the support provided.

