

## Capacity Development Working Group Terms of Reference

### Purpose

The Capacity Development Working Group (CD-WG) is convened to facilitate GEO's efforts on capacity development, promoting the principle of co-creation and providing conceptual support to the design, development, implementation and evaluation of capacity development activities at various levels of intervention. In this way, the Working Group will support the translation of the Canberra Declaration into concrete actions within the GEO Work Programme.

### Duties

- Support GEO Flagships, Initiatives and Regional GEOs, on request, in the design, implementation, and evaluation of capacity development interventions.
- Develop, improve, and provide capacity development tools for use by the GEO community.
- Collect, document, and share good practices for capacity development related to Earth observations.
- Organize seminars, teleconferences, side-events and other means for disseminating information related to capacity development for Earth observations;
- Support the planning and implementation of impact assessments for capacity development activities within GEO.

### Membership

- Membership in the Working Group is by nomination from GEO Members, Participating Organizations, and Associates. As appropriate, the Programme Board may also invite other qualified individuals to participate as members in the Working Group.
- Participation is encouraged from individuals having training or experience in the development, delivery and/or evaluation of capacity development activities, or are past or potential future participants in capacity development activities.
- In the interest of ensuring diversity and balance in the Working Group membership, the Programme Board may place limits on the number of members from individual GEO Members, Participating Organizations, or Associates or by specific categories. Participation of commercial entities is welcomed but will be limited to a maximum of two members.

### Working Arrangements

- There will be at least two co-chairs of the Working Group, who will be selected by and from among the Working Group members. Preference in the selection of co-chairs will be given to representatives from the Regional GEOs.
- The Working Group will meet at such times and places as determined by its members. Most work will occur through teleconferences and e-mail.
- The Working Group will provide periodic (at least annual) reports on its activities to the Programme Board as part of GEO Work Programme monitoring. It may also bring specific issues to the Programme Board as needed.
- The Working Group may establish subgroups to assist in fulfilling its duties.
- Administrative support to the Working Group will be provided by the GEO Secretariat.

### Duration

These Terms of Reference will remain in effect for the period of the 2020-2022 GEO Work Programme. They may be revised with the approval of the Programme Board.