

## **GEO PROGRAMME BOARD – SYMPOSIUM SUBGROUP**

### **TERMS OF REFERENCE**

(Approved at the Programme Board Meeting in January 2021)

#### **PURPOSE**

The Symposium Subgroup is convened to work with the GEO Secretariat to plan and implement the 2021 GEO Symposium.

#### **DUTIES**

- Based on the guidance of the Programme Board, develop a programme for the 2021 GEO Symposium, including target audiences, topics to be addressed, and session formats, all of which will be described in a concept note.
- Identify and invite speakers, presenters, panellists, etc. to participate in the event, taking account of Equality, Diversity, and Inclusion considerations such as gender, geography, and generation.
- Publicize the event to the identified target audiences.
- Serve as session coordinators, moderators, break-out group leaders, and/or note-takers during the event.
- Develop and implement tools to assess the success of the Symposium in achieving its intended outcomes.
- Identify lessons learned that may aid in the planning of future Symposia or other events.

#### **EXPECTED DELIVERABLES**

- 2021 GEO Symposium concept note (1 March 2021).
- Draft Symposium agenda (15 April 2021).
- 2021 GEO Symposium (mid-June 2021, exact date to be confirmed).
- Lessons learned report to Programme Board (PB-21).

#### **MEMBERSHIP**

Participation in the subgroup is open to all Programme Board member representatives (principals and alternates).

#### **DURATION**

The subgroup will be dissolved following presentation of its lessons-learned report to the Programme Board.