

Proposed Terms of Reference for an **Equality, Diversity and Inclusion** Subgroup

This document is submitted by the United Kingdom to the Programme Board for decision.

1 INTRODUCTION

At its 9th meeting (June 2018), the Programme Board proposed creation of a ~~gender~~-diversity subgroup to assess the need for actions to address perceived demographic imbalances within the GEO community. The membership and terms of reference for this subgroup were not defined at the time and the subgroup was not subsequently convened.

At its 15th meeting (September 2019), the Programme Board reviewed the status of all subgroups, active and inactive, which included the Diversity subgroup. The Programme Board determined that the need for such a subgroup remained. The United Kingdom offered to propose terms of reference for ~~the~~-an **Equality, Diversity and Inclusion** subgroup for consideration by the Programme Board, which was recorded as Action 15.13. The proposed terms of reference are presented in Annex A below.

2 RECOMMENDATIONS

It is recommended that the Programme Board approve the terms of reference.

It is further recommended that self-nominations to the **Equality, Diversity and Inclusion** SG be requested from among Programme Board members.

ANNEX A

PROPOSED TERMS OF REFERENCE FOR A GEO PROGRAMME BOARD EQUALITY DIVERSITY AND INCLUSION (EDI) SUBGROUP

1 PURPOSE

The Equality, Diversity and Inclusion Subgroup (EDI SG) supports the strategic aim of developing GEO as an institution that provides a fair, supportive and encouraging networking environment with which a diverse set of participants engage responsibly. The EDI SG aims to ensure that equality, diversity and inclusivity are fully considered, addressed, and embedded within GEO activities and decisions. The initial focus will be on gender and geographic diversity, although the scope of this work is expected to broaden to include issues relating to ethnicity and disability.

2 DUTIES

- Develop a strategy and approaches to assess and monitor the diversity of participants in GEO activities;
- Identify and address gaps in data and knowledge relevant to diversification in GEO participation and approaches to inclusion;
- Develop strategies and actions to address knowledge gaps and barriers to participation (such as unconscious bias and hostile meeting environments), taking account of GEO's nature as a voluntary community that depends on the willingness of individuals to contribute their time, and on the decisions of GEO Members and Participating Organizations to nominate representatives;
- Establish, and support the monitoring of, robust measures to monitor progress against the proposed strategies and actions;
- Raise awareness of the diversity, equality, and inclusion goals of GEO; and
- Plan events and activities to promote and celebrate the diversity of GEO.

3 EXPECTED OUTPUTS / DELIVERABLES

- Annual reporting on the level of diversity in the composition of the:
 - GEO Secretariat;
 - Programme Board;
 - GEO Executive Committee;
 - Foundational Task Working Groups and Task Teams;
 - GEO Work Programme leadership
 - Speakers and audiences at key GEO events; and
 - GEO awardees.
- A three-year GEO Equality, Diversity & Inclusion Action Plan.

4 MEMBERSHIP

Participation in the Diversity & Inclusion SG is open to all Programme Board member representatives, as well as to other individuals nominated by GEO Members or Participating Organizations.

Subgroup membership is subject to review by the Programme Board, which may consider gender balance, **generational**, regional representation, or other relevant factors.

Subgroup members are responsible for:

- Maintaining the confidentiality of sensitive information;
- Actively contributing in some way to the Subgroup; and
- Attending events organized by the Subgroup (to the extent possible).