

Implementation Plan Workflow and Templates

This document is submitted by the Secretariat to the Programme Board for discussion.

1 INTRODUCTION

This document provides an explanation of the process by which the templates, which were approved by the Programme Board at its 21st meeting, are being implemented in the online GEO Work Programme (GWP) Implementation Plan Tool . The document also provides background information that will be useful in understanding the demonstration of the online system which will be provided to the Programme Board during item 2.2.

2 BENEFITS OF MOVING TO AN ONLINE SYSTEM

The transition from a GWP development process based on sharing of hundreds of discrete word processing and spreadsheet documents to one based on a single online system is overdue, but also one that comes with some transition pains. The Secretariat expects that issues will arise throughout the process and will need to be managed efficiently. As anyone who has managed a transition from a paper to an online system can attest, it is challenging to maintain schedules and foresee all user needs and expectations in advance.

The Secretariat believes that the benefits that will be realized from this transition will considerably outweigh the challenges. These benefits include:

- Improved document version control, including across multiple applications;
- Easier reuse of content, such as for GWP activity webpages and the GWP Summary Document;
- Greater ability to analyse IP content to support the needs of GEO governance bodies, communications, engagement, and other needs; and
- Allows for updating of IPs in-year and potentially moving toward a truly evergreen GWP and away from a three-year cycle.
- Identify synergies across the GWP

3 DEVELOPMENT OF THE GWP SYSTEM

Development of the system began following the 21st Programme Board meeting and was done entirely within the Secretariat, as a collaboration between the GWP team and the Secretariat IT manager (Hendrik Baeyens). This approach was thought to provide the greatest flexibility in customization, rapidity in correction of errors and implementation of upgrades, and it ensures that the data are entirely controlled by the Secretariat. Lessons from a previous GWP system (“Component Sheets”) were recalled, ensuring that the new system did not repeat errors of the past.

Initial discussions focused on the workflow of the development and review of the Implementation Plans (IPs), including the various kinds of users of the system and the functionalities they would need to access. The development of the system has also benefitted from advance testing by leads from two GWP initiatives.

4 TYPES OF SYSTEM USERS

The main types of users are:

- **Main editor:** the primary contact person for each activity. The main editor can assign editing rights to co-editors, as well as to edit the IP content. Main editor rights will be assigned by the Secretariat to the person chosen for this task by each existing GWP activity or as identified by a team intending to submit a new GWP activity proposal.
- **Co-editor:** any person who will be able to edit an IP document. Co-editors have the ability to add, remove, or modify any content within an IP for which they are assigned co-editor rights. It is expected that the GWP activity teams will assign certain components of the IP template to certain co-editors, but this is entirely within their control; the system does not constrain the ability of co-editors in this regard.
- **Review team lead:** the persons who are selected as the lead of each Review Team. Review team leads are responsible for entering the summary comments on the review and for submitting the comments, at which point the activity leads are notified and the comments become visible to them.
- **Co-reviewer:** any person granted rights to review draft IPs. Reviewers will include Programme Board members who participate on Review Teams, external reviewers, and Secretariat staff. Reviewers will be able to read, but not edit, the IP documents for which they have review rights, as well as to provide comments on the IPs. The comments will be recorded in a separate, parallel column in the system, noting the author of the comment. Reviewers will also be able to read all of the comments from the other reviewers. Each sub-section of the template, that is, each set of linked questions, will have its own comment box, thus connecting the comments with the relevant IP content.

5 IP DEVELOPMENT AND REVIEW WORKFLOW

The workflow of the IP, at a simple level, is expected to proceed as follows:

1. The Secretariat launches the GWP development process, requesting both existing GWP activity teams and new teams to identify a person to act as the primary point of contact and the main editor for the IP.
2. The Secretariat assigns Main editor rights to one of the GWP activity leads and sends the login credentials and link to the GWP system.
3. The Main editor of each activity logs into the system and assigns Co-editor rights to others in the team. Co-editors can also be added later in the process.
4. GWP activity editors complete the sections of the relevant IP template. To facilitate broad internal consultation on the draft IP, without having to assign editing rights, the IP may be downloaded in PDF format.
5. When the GWP activity team has completed the data entry, the Main Editor will submit the IP for review. This prevents the IP from being edited while the review process is underway to ensure that reviewers are looking at the same version.
6. The Secretariat will then assign the IP to one of the Review Teams. Review Team members will be identified in parallel to the IP development process.

7. Review Team members will log in to the system and review the content of the IP, inserting their comments and questions. A teleconference of the Review Team will be prescheduled when the IP is assigned to the team, to reduce delays (if necessary, it may be rescheduled).
8. The Review Team will discuss the comments amongst themselves and come to a consensus on the key issues to be discussed with the GWP activity leads. A second call with the activity leads will be arranged. To the extent possible, the Review Team calls will be scheduled to allow for discussion of more than one IP, to reduce the total number of teleconferences required.
9. The Review Team will discuss their comments with the GWP activity leads, noting areas where revisions or additional detail is required.
10. Once the Review Team Lead submits the comments, the IP is open for further editing. The first version is saved, and a new version is automatically created. All comments on the first version are also retained.
11. The GWP activity team makes any required edits and submits the IP for a second review.
12. The Review Team reviews the IP, with particular attention to the issues noted in the first review.
13. If necessary, another teleconference may be arranged, either with or without the GWP activity leads. Once the Review Team is satisfied with the IP, the Review Team lead submits the final version to the Secretariat for publication.
14. The Secretariat generates a GWP activity webpage and GWP Summary Document from selected content in the completed IPs and makes it available to the GEO community for review.
15. Following the consultation with the GEO community, the IPs are updated by the GWP activity teams. Once the edits are completed, the GWP Summary Document for Plenary approval is generated.

The Secretariat will be available throughout the process to respond quickly to questions about the template and to troubleshoot any issues with the system.

6 CONTENT OF THE IMPLEMENTATION PLANS

The content of the IPs was discussed and approved at the 21st Programme Board meeting (see [document PB-21.10](#)). The content was based on the templates that were used for the development of the 2020-2022 GWP, with adjustments based on the experience of that process.

To take advantage of using an online entry system, this content needed to be modified so that the inputted data would already be structured, to the extent possible. Screening questions were also used to simplify the process for less mature activities that may not have all of the elements in place as typically exist in GEO Flagships and the more advanced GEO Initiatives. Use of screening question also enabled the use of a single template for all categories of Initiative: GEO Flagships, GEO Initiatives, and Pilot Initiatives.

The questions in the original templates were converted different types of data fields:

- Checkbox list;
- Drop-down list;
- Table;
- Numeric value;
- Free text; and
- Upload documents.

Additional types of fields can be added as necessary.

The drop-down list data field is used to access information from existing tables in the GEO database. These tables include lists of GEO Members/Participating Organizations/Associates; existing GWP activities; names of individuals; and so on. The user needs only to start typing the relevant word and choices appear and may be entered by a mouse click. In addition to making the data entry easier, this approach also reduces the problem of misspellings and multiple names for the same entities.

Annexes A and B to this document provide the marked up templates that were used in transforming the original templates into the GWP system.

As was discussed at the 21st Programme Board meeting, parts of the IP template dealing with the engagement priorities and capacity development will draw on the survey conducted jointly by the Climate Change Working Group, Disaster Risk Reduction Working Group, and the Capacity Development Working Group. Other parts, dealing with input data and details of outputs and data sharing/access, will draw from the survey conducted by the Data Working Group. The results of these two surveys will be ingested into the GWP database and integrated with the IP data from the 2023-2025 GWP process. Those GWP activities that have already completed the surveys will not need to do so again as part of the IP process, although they will have an opportunity to revise their previous input. Only new proposed activities, or those that did not complete the surveys before, will need to do so during the 2023-2025 IP process.

A further component of the system that will be rolled out a bit later is the list of participants in the Initiatives and Regional GEOs. Existing data submitted by the activities in the 2020-2022 GWP process will be ingested and made available to the leads for review and editing, thus avoiding having to re-enter all of the previous data.

7 FOCUS FOR THE DISCUSSION

Item 2.2 of the 22nd Programme Board meeting will begin with a live demonstration of the features of the system. There will also be an opportunity for Programme Board members to ask questions and provide suggestions for improvements.

Annex A: Implementation Plan Template for GEO Flagship Initiatives, GEO Initiatives, and Pilot Initiatives

The term “Initiative” in this document should be interpreted to refer to GEO Flagships, GEO Initiatives, or Pilot Initiatives.

1. BASIC INFORMATION

- Full title of the Initiative. **Drop-down List (GWP Activities), allow editing and new entry**
- Short title or acronym: all capital letters, maximum of 20 characters. **Drop-down List (GWP Activity Acronyms), allow editing and new entry**
- 2020-2022 category: **Drop-down List (GWP 2020-2022 Categories)**
- Proposed 2023-2025 category: **Drop-down List (GWP 2023-2025 Categories)**
- Points of Contact: Please identify the primary contact persons for the Initiative with email addresses. **Drop-down List (GEO Participants List) Allow up to 5 PoCs.**

2. PURPOSE

- Objective: Please provide one sentence summarizing the main purpose of the activity. **Free Text**
- Please provide a short description of the Initiative (maximum 300 words). **Free text** Why is this Initiative needed? **Free text**
 - What evidence is there to support this need? **Free text**
- Is this Initiative open to participation by representatives of any GEO Member, Participating Organization, and GEO Associate? **Check box: Y/N**
 - **If no** What are the restrictions on participation? **Free text**
- Are you aware of other projects or initiatives at a global or regional scale (both in GEO and externally) that provide similar products or services? **Check box: Y/N**
 - **If yes** Please describe. **Free text**
 - **If yes** How is this GEO Initiative unique? **Free text**
- Please identify the most important actual and/or intended outputs (products, services, etc.) produced by the Initiative, along with their intended and/or actual users. This list does not need to be comprehensive but should identify the outputs which are most used and are expected to have the greatest potential impact. **Table: col1: output; col2: status (Regularly updated / Occasionally updated / Available but not updated / In development / Planned); col3: Users; col4: Additional information**
 - If needed, please provide additional comments or explanation to accompany the outputs table. **Free Text**
- What kinds of decisions are the outputs of this Initiative primarily intended to support? **Free text**
 - How will these decisions benefit from the outputs of this Initiative? **Free text**
- What kinds of impacts (for example, reduced loss of life, monetary savings, conservation of biodiversity, etc.) are anticipated as a result of the use of the outputs of this Initiative? **Free text**
- Has this Initiative been asked to provide specific information (for example, reports, data, services) on an ongoing basis to an international convention, organization, or other

multilateral body? *Required for GEO Flagships; optional for GEO Initiatives.* **Check box:**
Y/N

- If so, please identify the requesting organization. **Free text**
- Describe the nature of the request. **Free text**
- Please provide supporting documentation of the request. **Upload documents(s)**
Required for GEO Flagships; optional for GEO Initiatives and GEO Pilot Initiatives.

3. TECHNICAL SYNOPSIS

- Please provide a brief description (up to 500 words) of the methods used by the Initiative to produce its (actual or planned) outputs. **Free text**
- If you would like to provide further details on the technical methods, you may upload one or more documents here. **Upload documents(s)**
- Are there any significant scientific or technical challenges that need to be resolved by the Initiative during the 2023-2025 period? **Check box: Y/N**
 - If yes, please describe these challenges and the steps being taken to solve them. **Free text**
- Does the Initiative expect to complete any key new outputs, or improvements to the existing outputs, in the 2023-2025 period? **Check box: Y/N**
 - If yes, please describe these new outputs or improvements. **Free text**
 - Please identify the key tasks that must be implemented to ensure delivery of these changes, with target dates for completion. **Table: col1: task; col2: task description; col3: expected completion (month/year)**

4. RESOURCES

Have all resources required to implement the Initiative's planned work in the 2023-2025 period been secured? **Check box: Gap in financial resources; Gap in human resources; Gap in access to data; Other gaps; All required resources are secured (Check all that apply)**

- **If gap in financial resources is checked** What is the estimated funding gap for the 2023-2025 period? **Numeric value / Currency**
- **If gap in human resources is checked** What are the essential skill sets needed by the Initiative but are not currently resourced? **Free text**
- **If gap in data access is checked** What data sets are needed by the Initiative but are not currently available? **Free text**
- **If other gaps is checked** Please describe the other resources required by the Initiative? **Free text**
- What actions is the Initiative taking to obtain the required resources? **Free text**
- Please list all financial and non-financial contributions to the Initiative (other than in-kind, voluntary participation by individual contributors) having a value of more than USD 50,000. **Table: col1: Contributing Organization; col2: GEO Status (drop-down list of GEO Members, POs, Associates, Other); col3: Type of Resource (financial; data; equipment; secondment; other); Value (numeric); Currency**

5. LESSONS FROM THE 2020-2022 PERIOD

- Were all planned activities for the 2020-2022 period implemented as expected? **Check box: Y/N**
- **If no** Please describe which activities were delayed or not implemented and how has this affected plans for 2023-2025. **Free text**
- Were there any key challenges faced by the Initiative in the 2020-2022 period? **Check box: Y/N**
 - **If yes** Please describe. **Free text**
- Were there any impacts or changes to operations due to COVID-19? **Check box: Y/N**
 - **If yes** Please describe. **Free text**
- Please describe the key changes proposed for the 2023-2025 period, for example, new projects, new areas of focus, or adjustments to the activity governance? **Free text**
- Does the Initiative have outputs (products, services, etc.) available to users now, even if only on a pilot or testing basis? **Check box: Y/N**
- **If yes** Please provide any available information describing this usage (for example, user statistics, results of user testing) and/or feedback from users (for example, user comments, evaluations) **Free text** and **Upload documents(s)**
- Do you have evidence of any impacts that have occurred in part as a result of using the outputs of the Initiative (for example, policy decisions taken, behaviour changes by users, risks mitigated)? **Check box: Y/N**
 - **If yes**, please provide examples, with evidence where available. **Free text** and **Upload documents(s)**
- Have there been any internal or external reviews or evaluations of the Initiative since 2019? **Check box: Y/N**
 - **If yes** Please provide a copy of the report, if available. **Upload documents(s)**
- Please indicate any GEO Work Programme activities with which you have ongoing collaboration. **Checkbox List, multiple selection (GWP Activities)**
- Please indicate any additional GEO Work Programme activities with which you would like to establish new collaborations. **Checkbox List, multiple selection (GWP Activities)**

6. STAKEHOLDER ENGAGEMENT AND CAPACITY BUILDING

- Are there specific countries or organizations that your Initiative would like to engage? **Check box: Y/N**
 - **If yes** Please list these countries, regions or organizations. **Free text**
 - **If yes** What are your plans to engage them? **Free text**
- Does your Initiative engage users in the work of the Initiative (for example, consultation, testing, co-design)? **Check box: Y/N**
 - **If yes** Please briefly describe the Initiative's approach to engaging users. **Free text**
- Does the Initiative have a user engagement strategy or similar kind of document? **Check box: Y/N**
 - **If yes** Please upload it. **Upload documents(s)**
- Are there categories of users that are not represented at this time, but you would like to engage?
 - **If yes** Please list these user categories or regions. **Free text**

- **If yes** What are the plans for further engagement of users in the Initiative? **Free text**
- Does the Initiative have a documented capacity development strategy? **Check box: Y/N**
 - **If yes** Please upload it. **Upload documents(s)**
 - **If no** Please describe the approach to capacity development that is being implemented by the Initiative. **Free text**
- Are there any commercial sector organizations participating in this Initiative? [Commercial sector organizations are defined in GEO as those non-governmental organizations that operate with the expectation of financial profit.] **Check box: Y/N**
 - **If yes** Please list the commercial sector organizations. **Table: col1: Name of the organization; col2: GEO Member/PO/Associate/Other; col3: Country in which the organization is based; col4: City in which the organization is based**
- Are there opportunities for commercial sector uptake of the outputs of the Initiative? **Check box: Y/N**
 - **If yes** Please describe these opportunities. **Free text**
 - **If yes** Is there already commercial uptake occurring? **Check box: Y/N**
 - **If yes** Please describe the nature of this uptake and the relevant commercial sector organizations. **Free text**
- Are there opportunities for further commercial sector participation in the Initiative? **Check box: Y/N**
 - **If yes** Please describe these opportunities. **Free text**
- Does the Initiative have a plan for commercial sector engagement? **Check box: Y/N**
 - **If yes** Please describe this plan or upload the relevant document. **Free text** and **Upload documents(s)**

7. GOVERNANCE

- Please describe the roles of each of the key leadership positions, as well as any team structures involved in day-to-day management. **Free text**
- Is there a steering committee or other governance bodies that advise the Initiative but are not involved in day-to-day management? **Check box: Y/N**
 - **If yes** Please describe the roles of each body. If there are multiple governance bodies, please describe the relationships among them (such as through a governance structure diagram). **Free text** and **Upload documents(s)**
- What methods does the Initiative use to communicate with its participants? **Check box: Email / e-newsletters; Regular conference calls; Website; Regular events; Other (Check all that apply)**
 - **If other** Please describe. **Free text**
- Please describe the key risks that could delay or obstruct the completion of the planned activities and outputs of the Initiative, along with any actions taken to mitigate these risks. **Table: col1: Description of the hazard; col2: Description of the possible impacts; col3: Scale of impact (Severe / Moderate / Limited); col4: Likelihood of occurrence (Very likely / Possible / Not very likely); col5: Mitigation measures**
- What methods are used by the Initiative to monitor its effectiveness? **Check box: Informal discussions with users / beneficiaries; User or beneficiary surveys; Website statistics; Consultations or events; Evaluations; Other (Check all that apply)**
 - **If other** Please describe. **Free text**
 - Would the Initiative be interested in assistance from the GEO Secretariat for developing an impact plan? **Check box: Y/N**

- How are the results of the monitoring and evaluation activities shared with participants and the wider GEO community? **Free text**
- Are any monitoring or evaluation activities required by funders/contributors? **Check box: Y/N**
 - **If yes** Please describe and provide reports if available. **Free text** and **Upload documents(s)**

8. PARTICIPANTS

- Please list the active individual participants in the Initiative. **Existing Table (GWP Participants), allow editing and new entry**

9. OTHER INFORMATION

- Please provide any other comments or information that was not included in the previous sections, but you would like to appear in the Implementation Plan. **Free text** and **Upload documents(s)**

10. DATA AND KNOWLEDGE SHARING

STEP 2 IMPLEMENTATION: Ingest Data WG survey results

11. CONNECTIONS TO THE GEO ENGAGEMENT PRIORITIES

STEP 3 IMPLEMENTATION: Ingest Cross-WG survey results

Annex B: Implementation Plan Template for Regional GEOs

1. BASIC INFORMATION

- Select the title of the Initiative from the list. **Search and select from list (GWP Activities), allow editing** [Enter the existing short title or acronym in the database and record the category as “Regional GEO”]
- Points of Contact: Please identify the primary contact persons for the Initiative with email addresses. **Search and select from list (GEO Participants List) Allow up to 5 PoCs.**

2. ENGAGEMENT

- For each member of the GEO Caucus listed below, please indicate their level of participation in the activities of the Regional GEO. **Checkbox, multiple selection (Co-lead; Quite active; Somewhat active; Not very active; Does not participate)**
- Do any GEO Members from other Caucuses participate in this Regional GEO? **Check box: Y/N**
 - **If Yes** Please list these GEO Members. **Search and select from list (GEO Members) Allow for multiple selections**
- Do any non-GEO Member countries participate in the Regional GEO? **Check box: Y/N**
 - **If yes** Please list them. **Search and select from list (Non-GEO Member countries) Allow for multiple selection**
- For those countries in the Region that are not involved in the Regional GEO or are not active, please identify the most important barriers. **Checkbox: Prefer to engage through other international organizations; Do not see benefits of engagement in GEO; Involved in GEO but do not see benefits of engagement with the Regional GEO; Resource constraints; Other (Check all that apply)**
 - **If Other** Please describe. **Free text**
- Has the Regional GEO identified specific countries to engage more actively in the Regional GEO? **Check box: Y/N**
 - **If Yes** Please list them. **Free text**
- Are any Participating Organizations regularly involved in this Regional GEO? **Check box: Y/N**
 - **If Yes** Please list them. **Search and select from list (Participating Organizations) Allow for multiple selection**
 - Please list any international organizations that are involved with the Regional GEO but which are not GEO Participating Organizations. **Free text**
 - **For each Participating Organization or non-PO international organization identified** Please indicate their level of participation in the activities of the Regional GEO. **Checkbox, multiple selection (Co-lead; Quite active; Somewhat active; Not very active; Does not participate)**
 - Please provide any further observations or comments you may have regarding engagement of international organizations. **Free text**
- Has the Regional GEO identified specific international organizations (whether they are currently GEO POs or not) to engage more actively in the Regional GEO? **Check box: Y/N**
 - **If yes** Please list them. **Free text**

- Please describe the methods the Regional GEO intends to use to increase engagement. **Free text**
- Are any commercial sector organizations (including GEO Associates) regularly involved in this Regional GEO? **Check box: Y/N**
 - **If yes** Please list them. **Free text**
 - **If yes** What is the general level of engagement of commercial sector organizations in the Regional GEO? **Checkbox:; Quite active; Somewhat active; Not very active; Do not participate (Check one)**
- Has the Regional GEO taken actions to increase engagement of the commercial sector in the activities of the Regional GEO? **Check box: Y/N**
 - **If yes** Please list the key actions. **Free text**
 - **If yes** Please describe the effectiveness of the actions taken. **Free text**
 - **If no** Please identify the reasons for not taking actions to increase commercial sector (CS) engagement in the Regional GEO. **Checkbox: Not a priority for the Regional GEO; CS engagement viewed as the responsibility of the individual Members; Not clear how best to engage the CS; Other (Check all that apply)**
 - **If other** Please explain. **Free text**

3. COORDINATION

- Has the Regional GEO set thematic priorities (for example, biodiversity, disaster resilience, agriculture, etc.)? **Check box: Y/N**
 - **If yes** Please list the priorities. **Free text**
 - **If no** Please describe how the Regional GEO structures its work plan. **Free text**
- How often does the Regional GEO review its priorities / work plan structure? **Checkbox: More than once per year; Annually; Every 2 or 3 years; As needed/no regular review period; Not yet reviewed (Check one)**
- Which of the GEO engagement priorities does the Regional GEO address? **Checkbox: Sustainable Development; Climate Action; Disaster Risk Reduction; Resilient Cities and Human Settlements; None (Check all that apply)**
 - **For each engagement priority checked** Please describe the key activities/projects/actions the Regional GEO has put in place to address this priority. **Free text**
 - **If at least one engagement priority was checked** Please describe the key lessons learned from the Regional GEO experience in implementing actions to address the engagement priorities. **Free text**
- Please identify the GEO Initiatives that the Regional GEO interacts with regularly. **Checkbox: List of GWP Initiatives (Check all that apply)**
 - **For each GWP Initiatives checked** Please describe the focus of these interactions (for example, topics, projects, localities, etc.). **Free text**
 - **If at least one GWP Initiatives is checked** Please describe the key challenges the Regional GEO has experienced in working with GEO Work Programme activities? **Free text**
 - **If at least one GWP Initiative is checked** Please identify the key benefits that have been realized for the Region through working with GEO Initiatives. **Free text**
- Are there GEO Initiatives or other GEO groups (Working Groups, Foundational Tasks, etc.) that the Regional GEO would like to engage with more? **Check box: Y/N**
 - **If yes** Please identify these Initiatives or other GEO bodies. **Checkbox: List of GWP Initiatives, Foundational Tasks, Working Groups (Check all that apply)**
 - **If yes** Please describe the primary aims of this engagement. **Free text**

- Does the Regional GEO see opportunities for other collaborations within GEO other than within the GEO Work Programme? **Check box: Y/N**
 - **If yes** Please describe these opportunities. **Free text**

4. LESSONS FROM THE 2020-2022 PERIOD

- Please describe the key objectives of the Regional GEO for the 2020-2022 period. **Free text**
- To what extent have these key objectives been achieved or are expected to be achieved? **Checkbox: Fully achieved already; On track to being achieved by the end of 2022; Expected to be mostly achieved by the end of 2022; Some objectives are expected to be achieved but others will not; Most objectives are not expected to be achieved; None of the objectives are expected to be achieved (Check one)**
 - **For responses other than the first two** Please indicate which objectives are not expected to be completed and the reasons for this. **Free text**
 - **For responses other than the first two** How has this affected plans for 2023-2025? **Free text**
- What were the key challenges faced by the Initiative in the 2020-2022 period? **Free text**
 - What changes are proposed for the next planning period? **Free text**

5. CAPACITY DEVELOPMENT

- Does the Regional GEO have a documented strategy for capacity development? **Check box: Y/N**
 - **If yes** Please describe this strategy or upload the document. **Free text** and **Upload documents(s)**
 - **If yes** Has this strategy changed over time? **Check box: Y/N**
 - **If yes** Please describe these changes. **Free text**
- At which levels of capacity development does the Regional GEO develop specific actions? **Checkbox: Individual (training, workshops, etc.), Organizational (provision of tools, services or information to enable better decision making within organizations), and Institutional (facilitating cooperation and collaboration across institutions) (Check all that apply)**
 - **If Individual was checked** Please provide some examples of activities organized by the Regional GEO since 2019 to develop individual capacity. **Free text**
 - **If Organizational was checked** Please provide some examples of activities organized by the Regional GEO since 2019 to develop organizational capacity. **Free text**
 - **If Institutional was checked** Please provide some examples of activities organized by the Regional GEO since 2019 to develop institutional capacity. **Free text**
- Are there any lessons learned from its experience with capacity development that the Regional GEO would like to share? **Check box: Y/N**
 - **If yes** Please describe these lessons learned or upload one or more relevant documents. **Free text** and **Upload documents(s)**

6. GOVERNANCE

- Please describe the governance structure of the Regional GEO, including the relationship with the Regional Caucus and the mandates of steering/advisory/management committees, if applicable. **Free text** and **Upload documents(s)**
- How frequently does the Regional GEO steering committee (that is, the primary governance body of the Regional GEO other than the GEO Caucus) meet, including virtually? **Checkbox: More often than monthly; Monthly; Quarterly; At least twice per year; At least once per year; Less than once per year (Check one)**
- What is the level of engagement of the Regional GEO steering committee? **Checkbox: Very engaged; Mostly engaged; Engaged on some topics but not others; Many members are not very engaged; Low level of engagement (Check one)**
 - Please provide more detail on why you selected the above answer. **Free text**
- How frequently does the Regional GEO send communications to all GEO Principals in the Region? **Checkbox: More often than monthly; Monthly; Quarterly; At least twice per year; At least once per year; Less than once per year (Check one)**
- What methods are most frequently used for communications with GEO Principals in the Region? **Checkbox: Common/mass email/newsletter; Individualized email; Video/tele-conference; Website/blog; Other (Check one)**
 - **If Other** Please specify **Free text**
- How frequently does the Regional GEO send communications other stakeholders in the Region? **Checkbox: More often than monthly; Monthly; Quarterly; At least twice per year; At least once per year; Less than once per year (Check one)**
- What methods are most frequently used for communications with other stakeholders in the Region? **Checkbox: Common/mass email/newsletter; Individualized email; Video/tele-conference; Website/blog; Other (Check one)**
 - **If Other** Please specify **Free text**
- Is there a Secretariat or similar body that supports the Regional GEO? **Check box: Y/N**
 - **If Yes** Please describe this body and its roles/functions. **Free text** and **Upload documents(s)**
 - **If Yes** Please describe

7. DATA AND KNOWLEDGE SHARING

- Does the Regional GEO have its own policy regarding data sharing or data management (that is, other than the GEO Data Sharing Principles and Data Management Principles), or has it developed practices regarding data sharing or data management to adapt the GEO Principles to Regional needs or circumstances? **Check box: Y/N**
 - **If Yes** Please describe these policies or practices. **Free text**
- Has the Regional GEO undertaken any assessments of the extent to which Regional GEO Members adhere to the GEO Data Sharing Principles and Data Management Principles? **Check box: Y/N**
 - **If Yes** Please describe the results of the assessments and/or upload the relevant documents. **Free text** and **Upload documents(s)**
- Are any key datasets are managed by the Regional GEO? **Check box: Y/N**
 - **If Yes** Please identify these datasets. **Free text** and **Upload documents(s)**
 - **If Yes** Please describe the strategy for longer-term preservation of data and information produced or compiled by the Regional GEO? **Free text** and **Upload documents(s)**

- Have any data/information/knowledge infrastructures been developed to support the Regional GEO and/or its Members? **Check box: Y/N**
 - **If Yes** Please identify the relevant infrastructure(s) and describe its purpose and scope. **Free text** and **Upload documents(s)**
 - **If Yes** Please describe how this infrastructure relates to the GEOSS Platform and/or other GEO infrastructural components? **Free text** and **Upload documents(s)**