

## **Criteria and Process for GEO Award 2022**

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

### **1 BACKGROUND**

The GEO Award was initiated by the Programme Board for formal recognition of outstanding work in GEO Work Programme activities in 2019, with define criteria and process and a dedicated implementing body the GEO Awards Subgroup. Since then, it has been implemented three times with 10 awardees.

Despite successful implementation of the Award process, the Awards Subgroup considered the awardee selection process was very time-consuming and requested to hand it over to another body in GEO. The GEO Secretariat offered to coordinate the 2022 Award in line with the set criteria and process, and to develop a strategy for GEO Award post-2022. The Programme Board endorsed GEO Secretariat's proposal at its 23rd meeting held on 21-22 June 2022, recommending that the Programme Board will stay engaged in and informed of the process. This document presents the revised process for GEO Award 2022 that reflects the role of GEO Secretariat.

### **2 AWARD PROCESS**

The 2022 GEO Award process is described below.

1. GEO Secretariat will prepare the text of Call for nominations following the overall text provided in Annex B. The category of Award will remain as Individual Excellence this year. Other categories will be considered in the post-2022 Awards strategy.
2. GEO Secretariat will place the call on the GEO website in 22 July, with the nomination deadline set as early September.
3. GEO Secretariat will convene a diverse and representative jury from available previous awardees, the Programme Board and the GEO community at large by the end of August.
4. GEO Secretariat will hold a webinar to provide guidance to potential nominees on how to prepare the nomination package in late July.
5. GEO Secretariat will first screen the nominations for compliance and then recommend a shortlist for the jury to score in mid-September. All nominations will be placed in a shared folder for the jury to access.
6. Upon receiving the shortlist, the jury members will assess any potential conflict of interest and notify the GEO Secretariat of such conflict. The jury will use the form developed in 2019, and approved by the Programme Board, for evaluating the nomination packages. (see Annex C)
7. GEO Secretariat will convene a teleconference of the jury to decide the finalists, assuring the review criteria have been applied consistently and fairly, and the principles of GEO's EDI statement of "gender, geographic, and generational" representation is reached.
8. Once consensus is reached, the GEO Secretariat will notify the Programme Board co-chairs and inform the winners to prepare for the announcement at GEO Week 2022.

## **Annex A**

### **Awards Subgroup Terms of Reference**

#### **PURPOSE**

The Awards Subgroup is convened in response to the desire to recognize exemplary ongoing efforts of the members of the GEO community in convening expertise across numerous disciplines, nurturing communities and mobilizing common action, promoting broad and open data policies, and generating tangible results that allow for sustained Earth observation information for the benefit of humankind. The Subgroup will oversee the development, evaluation, and recognition of such efforts.

#### **DUTIES**

- Develop award categories and descriptions that support inclusiveness, the GEO principles, and the GEO Work Programme.
- Develop selection criteria consistent with inclusiveness, GEO principles, and support for the GEO Work Programme.
- Conduct periodic calls for nominations in support of the award categories.
- Develop and periodically revise (as needed) review criteria for nominations.
- Establish the eligibility rules for nominees.

#### **EXPECTED DELIVERABLES**

- Release of Annual Awards Call.
- Recommendation of winners based on review criteria.
- Periodic reports to the Programme Board and the Executive Committee.

#### **MEMBERSHIP**

Participation in the Awards Subgroup is open to all Programme Board member representatives, as well as to other individuals from GEO Members, Participating Organizations and Associates.

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#### **2022 ADDENDUM**

In line with decision of the Programme Board on 7 June 2022, the GEO Secretariat will coordinate the 2022 GEO Awards on behalf of the Subgroup in line with the set criteria and process. The Secretariat will convene a diverse and representative jury from available previous awardees, Programme Board and GEO community at large. The Secretariat will also provide capacity-building via webinars to provide guidance on the Awards process.

## Annex B

### Example Award Call Text (adapted from 2020 text)

The accomplishments for the recognition must have occurred in the period since 2017. Up to three Individual Excellence Awards will be awarded in 2022.

The Award Jury will use the following criteria to select finalists:

1. Accomplishment demonstrated by a concrete and measurable impact in the past five (5) years, such as: a new sustained community organized; social and economic benefits to citizens and countries; impact on policies through EO-related discussions; specific EO language taken up and sustained in new fora; efforts that have resulted in increased involvement in EO-related initiatives with specific attention to diverse representation including youth, gender and geographic inclusion; progress by a community/Flagship/Initiative to develop new products, procedures or policy relevant research.
2. Innovation in style or approach to tackling challenges.
3. Nominee's efforts are consistent with GEO's core values and principles.
4. Regional and gender balance among awardees will be considered.

#### NOMINATION GUIDELINES:

- Nominations will be made using a nomination form accessed [here](#).
- The main element of the nomination is a maximum 2-page write-up detailing why the candidate deserves this recognition, the importance of the nominee's effort described in terms of impact observed, and a brief CV of the nominated person. The nomination should address as many selection criteria as possible, as substantively as possible.
- The primary nominator will secure support from at least one other additional reference. Self-nominations will also need to include two references. These references may be contacted by the Awards Committee during the review process to seek clarification and other necessary auxiliary information related to the nomination.
- Nominations for GEO awards are not automatically renewed for the subsequent year. Nominees who do not get selected can be re-nominated in the next year.
- To increase diversity in the group of GEO awardees, we encourage sponsors to consider gender, geographical and generational representation when nominating candidates for the Individual Excellence Awards.
- Nominations must be submitted electronically to [awards@geosec.org](mailto:awards@geosec.org) and must include two documents: 1. Completed Nomination Form and 2. Full CV of the nominee.

#### WHO CAN NOMINATE?

Anyone in the GEO community can nominate individuals for the awards.

### **WHO CANNOT NOMINATE?**

To avoid conflict of interest, members of the Award Jury cannot submit nominations or act as co-sponsors.

### **WHO CAN BE NOMINATED?**

Individuals involved in the GEO Work Programme activity currently, or past contributors who do not have any other conflict of interest may be nominated.

### **WHO CANNOT BE NOMINATED?**

- Awards Jury
- GEO Secretariat
- GEO Executive Committee members
- Programme Board members

### **FREQUENCY OF AWARDS**

People can only win an award in a given category once every 3 years.

### **TIMELINE**

- Call for nominations will be published on GEO website on July 21, 2022
- 2 Webinars on GEO Awards will take place at the end of July 2022 and recordings will be made available on the website
- Nominations Submission Deadline – September 2, 2022
- Finalists selected and notified – 1 October 2022
- Award Ceremony – 2 November 2022 at GEO Week in Accra, Ghana.

## Annex C

### Review Sheet

Nominee: \_\_\_\_\_

Criteria: Please rate the effectiveness of the criteria on a scale of 1 – 5, with 1 being least effective and 3 being most effective.

1. Accomplishment demonstrated by concrete impact, such as a new, sustained community organized; EO-related discussions or language taken up and sustained in new fora; youth involvement in EO-related initiatives; persistently working on day-to-day tasks to enable progress by a community/Flagship/Initiative.

Rating (1 - 5): \_\_\_\_\_

Please provide supporting commentary for your rating.

2. Innovation in style or approach to tackling challenges.

Rating (1 - 5): \_\_\_\_\_

Please provide supporting commentary for your rating.

3. Nominee's efforts are consistent with GEO's core values and principles.

Rating (1 - 5): \_\_\_\_\_

Please provide supporting commentary for your rating.

Total Rating: Please add the ratings for items 1 through 3. \_\_\_\_\_

Reviewer: \_\_\_\_\_

Date completed: \_\_\_\_\_