

2020-2022 GEO Work Programme

Track 1 – Guidance for Development of Implementation Plans for GEO Initiatives and GEO Flagships

General Guidance

Type format: Single spacing, font size 11. Continuous line numbering should be used throughout the main document.

Maximum length: 20 pages, excluding tables and annexes. Individual section pages may be more or less than the number specified in the table of contents, provided that the overall length of the Plan does not exceed 20 pages.

All listed items under each section of the table of contents should be addressed in the Plan. If the item is not applicable, please state this explicitly with an explanation. Where information is included in the Tables it should not be duplicated in the body of the Plan.

The term “Initiative” in this document should be interpreted to refer to either GEO Initiatives or GEO Flagships, unless there is specific reference to GEO Flagships.

Except where otherwise noted, the Plan will not be expected to be updated during the 2020-2022 period after its final acceptance into the 2020-2022 GEO Work Programme, other than at the request of the Initiative or of the Programme Board.

Implementation Plan Table of Contents

1. Executive Summary (2 pages) **updated annually**

This section will appear in the main GEO Work Programme document presented to GEO Plenary.

- Full title of the Initiative.
- Short title or acronym (all capital letters, maximum of 20 characters).
- Existing or proposed category (i.e. GEO Flagship or GEO Initiative).
- Overview (summary of section 2 below).
- Planned Activities (summary of Tasks from Table C below).
- Point of Contact (primary contact person(s) for the Initiative and their email address).

2. Purpose (3 pages)

- Rationale (i.e. evidence of need) for the Initiative.
- Description of any direct policy mandate received from an international body (i.e. specific mention of the Initiative and its relation to the body in an official document from an international convention, UN agency, etc.) – *required for GEO Flagships, optional for Initiatives.*
- Actual and/or planned outputs of the Initiative (i.e. data sets, open methods, information products or services, or other openly available results intended for external users) and their geographical scope.
- Actual and/or intended users of the outputs and the expected types of decisions these outputs are expected to inform.
- Expected outcomes, impacts and beneficiaries from adoption of the outputs from the Initiative.
 - “Outcomes” refer to changes in decisions by users based, in part, on the outputs of the Initiative. These decisions may relate to policy, operational, household or other contexts.
 - “Impacts” refer to the ultimate intended benefits expected to be realized as a consequence of the outcomes. These could include reduction of mortality, reduced financial costs, improvements in biodiversity conservation, etc.

- “Beneficiaries” refer to the human populations expected to benefit from the impacts of the Initiative. These are often not the same as the intended users.

3. Background and Previous Achievements (3 pages)

If this is a new proposal:

- If the proposal emerged from, or is related to, an existing GEO Initiative, Community Activity, Community of Practice or other GEO activity, please describe this relationship.

For Initiatives already in the GEO Work Programme:

- Status of implementation of planned activities and outputs for the 2017-2019 period.
- Evidence of use of the outputs of the Initiative, particularly by end users.
- Examples or evidence of outcomes and/or impacts based on use of outputs (e.g. policy decisions taken, behavior changes by users, risks mitigated).
- Reflection on the effectiveness of the Initiative’s governance structure and resourcing strategy.
- Summary of the results of any internal or external reviews or evaluations of the Initiative.
- Lessons learned from (or challenges experienced in) the previous implementation period and proposed actions for amendments or improvements.
- Justification for acceptance as a GEO Flagship (*if applicable*).

4. Relationship to GEO Engagement Priorities and to other Work Programme Activities (3 pages)

- Description of which activities or outputs of the Initiative, if any, are expected to inform the achievement of SDG targets and/or the measurement of SDG indicators. Identify which targets and/or indicators are implicated. (*See Appendix 1 for a table of SDG targets and indicators that have been identified as most relevant to Earth observations. Other SDG targets and indicators not included in the table may also be identified.*)
- Description of which activities or outputs of the Initiative, if any, are expected to support the Paris Agreement and identify which pillars are implicated. (*See Appendix 2 for the five pillars of the Paris Agreement where potential for contribution by Earth observations has been identified.*)
- Description of which activities or outputs of the Initiative, if any, are expected to support achievement of the targets of the Sendai Framework and which targets are implicated. (*See Appendix 3 for the Sendai Framework Targets.*)
- List of Flagships, Initiatives and Community Activities in the 2017-2019 GEO Work Programme that are relevant to this Initiative and a brief description of the relationship or plans for future engagement / collaboration.

5. Stakeholder Engagement and Capacity Building (2 pages)

- Description of key organizations and stakeholders, particularly at the international level, which are relevant to this Initiative (operating environment of the Initiative).
- Strategy for engaging stakeholders in the co-development / co-production of the Initiative, including determining user needs, and for building individual, organizational, and institutional capacity to use the outputs of the Initiative.
 - “Individual capacity building” refers to training, workshops, webinars, etc.
 - “Organizational capacity building” refers to the provision of tools, services, or information to enable better decision making with organizations.
 - “Institutional capacity building” refers to facilitating cooperation and collaboration among domains to enable societal impact.
- Current and/or planned activities to engage stakeholders and/or strengthen individual, organizational and/or institutional capacity and the expected outputs and outcomes of these activities.

- Current and/or planned activities to strengthen the capacity of the participants in the Initiative for successful implementation of the Initiative.

6. Governance (2 pages)

- Description of the governance structure for the Initiative, including the mandates of steering/advisory/management committees, if applicable.
- Description of the roles of key leadership positions.
- Strategy for communication with participants and stakeholders, including the main communications channels used.
- Monitoring and evaluation activities to be undertaken within the Initiative or required by funders/contributors, including how the effectiveness of user engagement and capacity building activities will be assessed. Include a brief description of how the results of the monitoring and evaluation activities will be shared with the GEO community.
- Risk management: description of the key risks that could prevent the full realization of the intended outcomes of the Initiative and the strategy for managing and/or mitigating the identified risks.

7. Resources (1 page)

- Summary of the estimated resources required to implement the proposed activities for the 2020-2022 period, including financial, in-kind participation, and other in-kind resources (e.g. data, equipment, computing capacity, office space).
- Description of the extent to which confirmed contributions to the Initiative meet the identified requirements. Please note that the details of the contributions will be entered in Table B below.
- Strategy for mobilizing additional resources, either to meet gaps in confirmed contributions or to support future requirements.
- Summary of existing commercial sector engagement in the Initiative, if any, and the strategy for engaging commercial sector organizations in future.

8. Technical Synopsis (2 pages)

- Description of the principal data sets used by the Initiative (including space-based and in situ observations as well as non-EO data sets, such as socio-economic data), the sources from which the data are obtained, and whether the data are openly and freely accessible.
- Description of the key methods used to transform the source data into the products and/or services that are or will be provided, including any workflows or open algorithms.
- Description of any significant scientific or technical issues that need to be resolved by the Initiative and the strategy to address them.

9. Data Policy (2 pages)

- Policy of the Initiative regarding data availability, including degree of adherence to the GEOSS Data Sharing Principles and GEOSS Data Management Principles.
- If key datasets are managed by the Initiative, a description of how the data are/will be managed.
- Description of how the outputs of the Initiative, and the methods used to produce them, may be accessed, including relevant URLs or permanent identifiers . Please indicate whether this information is discoverable and accessible via the GEOSS Platform.
- Strategy for longer-term preservation of data and information produced by the Initiative.

Tables (use downloadable spreadsheet for data entry) **updated annually**

- A. Individual Participants
- B. Confirmed Contributions
- C. Task / Work Package Structure
- D. Deliverables / Milestones

Annexes (additional annexes may be added as required)

- I. Acronyms and abbreviations
- II. List of key scientific references describing the basis for the work of the Initiative
- III. Brief CV of Project Leader(s)