

2020-2022 GEO Work Programme

Track 2 – Guidance for Development of Implementation Plans for GEO Community Activities

Length and format requirements

Type format: Single spacing, font size 11.

Maximum length: 5 pages, excluding tables and annexes. Page length of individual sections is indicative only and may be more or less than that suggested, provided the overall length of the Plan does not exceed 5 pages.

Except where noted otherwise, the document will not be expected to be updated during the 2020-2022 period after its final acceptance other than at the request of the Community Activity or of the GEO Secretariat.

Sections marked as “optional” may be omitted if not relevant to the Community Activity. Where information is included in the Tables it should not be duplicated in the body of the Plan.

Implementation Plan Table of Contents

1. Executive Summary (1 page) **updated annually**

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

- Full title of the Community Activity.
- Short title or acronym (all capital letters, maximum of 20 characters).
- Proposed or existing category (i.e. Community Activity).
- Overview (summary of section 2 below).
- Planned activities (summary of section 4 below).
- Points of Contact (primary contact persons for the Community Activity and their email addresses).

2. Purpose (1 page)

- Rationale (i.e. evidence of need) for the Community Activity.
- Actual and/or planned outputs of the Community Activity (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.

3. Background and Previous Achievements (½ page) **optional**

If this is a new proposal:

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

For Community Activities already in the GEO Work Programme:

- Status of implementation of planned activities and outputs for the 2017-2019 period.

4. Key Activities (1 page)

- Summary of key planned tasks to be undertaken by the Community Activity during the 2020-2022 period.

5. Relationship to GEO Engagement Priorities and to other Work Programme Activities (½ page)
optional

- Description of which activities and/or outputs of the Community Activity, 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 and/or outputs of the Community Activity, 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 and/or outputs of the Community Activity, 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 Community Activity and a brief description of the relationship or plans for future engagement / collaboration.

6. Governance (½ page)

- Description of the governance structure for the Community Activity, including the mandates of steering/advisory/management committees, if applicable.
- Description of the roles of key leadership positions in the Community Activity.

7. Data Policy (½ page)

- Policy of the Community Activity regarding data availability, including degree of adherence to the GEOSS Data Sharing Principles and GEOSS Data Management Principles.
- Description of how the outputs of the Community Activity, and the methods used to produce them, will be made accessible, including relevant URLs or permanent identifiers .

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

- A. Individual Participants
- B. Confirmed Contributions

Annexes (additional annexes may be added as required)

- I. Acronyms and abbreviations
- II. Brief CV of Project Leader(s)