

Template for Conveners

1. BASIC INFORMATION					
Full title of the activity: select from Drop-down List (GWP Activities), allow editing and new entry					
Short title or acronym: all capital letters, maximum 20 characters, select from Drop-down List (GWP Activity Acronyms), allow editing and new entry					
2023-2025 category: select from Drop-down List (GWP 2023-2025 Categories)					
Proposed Post-2025 category: select from Drop-down List (GWP Post-2025 Categories)					
Focus area: select from Drop-down List of Focus Areas, multiple choices .					
Points of Contact: identify the primary contact persons for the activity with email addresses. Select from Drop-down List (GEO Contact List), allow editing and new entry and allow up to 5 PoCs .					
2. PURPOSE					
Concept: clearly articulate the scope, need, timeliness, and the anticipated results of the activity. Maximum 500 words Free text					
Objectives: clearly outline the objectives around how this convener facilitates connection and integration across the GWP, particularly within the Focus Areas, or how it delivers cross-cutting assets to enhance the uptake of Earth Observations (EO). Maximum 300 words Free text					
3. WORKPLAN					
Workplan: develop a workplan with clearly defined outputs. Table: col1: Objective; col2: Output; col3: Success indicator; col4: Baseline; col5: Start month/year; col6: End month/year					
Objective	Output	Success indicator	Baseline	Start month/year	End month/year
4. WORK ARRANGEMENT					
Leadership: list names and roles of up to 5 leads of this activity. Free text					
Provide a biography for each of the lead. Upload documents(s)					
Work arrangement: describe the arrangements that enable contributors work together effectively and efficiently, including methods of communication, meeting frequency, establishment of subgroups, among other aspects. Free text					
Indigenous/traditional knowledge: are Indigenous groups engaged in the proposed effort? Are there any mechanisms for consulting Indigenous Knowledge or, where applicable, does Indigenous Knowledge help to guide the desired outcomes. Free text					
Youth engagement: describe the current status and future plan for youth engagement in this activity. Free text					

Phase 2

Contributors: list the active individual contributors in the activity. **Table: existing table (GWP Participants), allow editing, deleting and new entry**

Note 1: this table will include:

- *Mandatory fields: First Name, Last Name, Email address, GEO Affiliation, Organization type, Organization, Contribution representing the organization or as individual expert;*
- *Non-mandatory fields: Year of born; Gender; If indigenous.*

Note 2: this table will generate the list of partners in the Summary section.

5. OTHER INFORMATION

Provide any other comment or information that was not included in the previous sections. **Free text** and or **Upload documents(s)**