

Terms of Reference of the New Rules of Procedure Task Force

This document is submitted to the Plenary for information.

1 MANDATE

The Task Force manages the GEO Rules of Procedure (RoP) process referenced in RoP Section 11.2 and documented in RoP Annex G.

Responsibilities of the Task Force:

- Manage the GEO RoP amendment change process;
- Prepare materials and recommendations for GEO ExCom; support ExCom to prepare materials for GEO Plenary;
- Advance efforts for the RoP to reflect and reinforce GEO values;
- Identify lessons learned from the Task Force activities and RoP amendment process and make recommendations.

2 MEMBERSHIP AND GOVERNANCE

The Task Force is comprised of representatives of ExCom Members. A Member can appoint a single representative to the Task Force and up to one alternate. Task Force members serve at the will of their organizations; their tenure on the Task Force is determined by their GEO Principal.

The GEO Secretariat provides expert knowledge and administrative support, such as scheduling meetings, managing documents, and facilitating communications. The Task Force may solicit information and advice from GEO governing bodies, Participating Organizations, Associates, consultants, and experts, as needed, and invite them to participate on an ad hoc basis. Task Force members who are engaged in other GEO governing bodies may be asked to provide perspectives from these bodies.

The Task Force selects at least two of its members as co-chairs to organize Task Force activities, encouraging geographic distribution.

Task Force members are expected to act in good faith to support the Task Force in making progress and fulfilling its purpose.

3 AUTHORITIES

The Task Force has authority to:

- Conduct activities associated with, and necessary to, perform its responsibilities;
- Define methods of evaluation of proposed changes to the RoP;
- Interpret language from ExCom meeting reports and summaries to advance progress and reduce schedule risk;

- Combine related or similar proposed amendments and refine language as appropriate; identify and craft complementary changes in other parts of the RoP required by proposed amendments;
- Solicit information, input, and advice in support of fulfilling its responsibilities;
- Identify and craft proposed changes to the RoP amendment procedure, including for considering future proposals for changes to the RoP.

4 OUTPUTS

The Task Force will:

- Prepare communications regarding the RoP and amendment process;
- Prepare materials per the process in RoP Section 11.2 and Annex G;
- Report to the ExCom on Task Force progress.

5 DURATION AND EVALUATION

The Task Force exists until 30 June 2026 unless extended by ExCom or terminated beforehand.