

## **GEO PROGRAMME BOARD TERMS OF REFERENCE**

(extracted from the GEO Rules of Procedure, Doc GEO-XII\_17 Rev2)

**1.1 Function:** The GEO Programme Board supports the on-going development and implementation of the *GEO Strategic Plan 2016 – 2025: Implementing GEOSS* through multi-year GEO Work Programmes.

Specifically, the GEO Programme Board:

- Works to ensure the overall coherence and alignment of the GEO Work Programmes with GEO's Strategic Objectives and Core Functions;
- Works to align the scope and substance of tasks, GEO Initiatives and Flagships in the GEO Work Programme with the resources committed by Members and Participating Organizations;
- Supports and enables cross-cutting coordination and knowledge exchange, especially best practices; and
- Promotes GEO Work Programmes and engagement of stakeholders in their implementation.

**1.2 Duties:** The GEO Programme Board will:

- a. Review the scope and substance of activities proposed for the multi-year GEO Work Programme;
- b. Review the progress of GEO Foundational Tasks, Initiatives and Flagships;
- c. Confirm that resources committed are commensurate to the activities scoped for inclusion in the Work Programme;
- d. Recommend GEO Work Programmes for Plenary acceptance;
- e. Examine proposed Implementation Plans for GEO Initiatives and take decisions to accept new ones;
- f. Recommend GEO Flagships for Plenary acceptance;
- g. Provide high-level recommendations to the Executive Committee;
- h. Nominate Participating Organization observers to the Executive Committee; and
- i. Establish advisory groups to address specific topics as needed.
- j. Undertake such other tasks as may be delegated to the Programme Board by Executive Committee or Plenary.

**1.3 Term:** The Board's term will be for the full duration of the *GEO Strategic Plan 2016 – 2025: Implementing GEOSS*.

**1.4 Membership:** The Board comprises persons serving as GEO Members and Participating Organisation representatives. Programme Board members are expected to take a whole-of-GEO perspective, working constructively towards common objectives. The Executive Committee will

review the nominations and recommend the entire Programme Board membership for appointment by Plenary. The Executive Committee will ensure that there is a balance in the membership of the Programme Board.

The GEO Programme Board will number no fewer than 16 and no more than 32 members. At least 40% of Programme Board members will be from GEO Members and at least 40% will be from Participating Organizations. Programme Board members will serve for a term of up to 3 years. During the transitional year 2016, Programme Board members will serve an initial term of one year. In all instances, Programme Board members may be re-nominated.

Programme Board members from Participating Organisations will select from among themselves up to 3 Participating Organisations as observers on the Executive Committee, for a term of up to 3 years, in synchronization with Board membership. These observers may be renewed.

- 1.5 Leadership:** The Board will select three of its members to serve as co-chairs of the Programme Board. At least one Co-Chair should come from a GEO Member and one from Participating Organization nominees. Co-chairs serve for a term of up to three years and may be renewed.
- 1.6 Decision:** The Board works by consensus. At least 50 per cent attendance is required for quorum. With repeated failure to reach quorum, the Programme Board co-chairs may request the Executive Committee to draw additional representatives from the list of proposed nominees to replace inactive Programme Board members.
- 1.7 Meetings:** The Programme Board meets physically at least twice per annum. Meetings are generally held at the GEO Secretariat for convenience. Other meetings, including through electronic means, may be convened by the Programme Board co-chairs. Meeting documents will be available at least four weeks prior to a meeting to allow the required national/internal consultation processes to occur.
- 1.8 Reporting:** The Programme Board will post a report on the GEO website within two weeks of each meeting held, including a list of all participants and key outcomes. In addition, Programme Board co-chairs will report to the Plenary through the GEO Work Programme, and will also deliver regular progress reports to the Executive Committee.
- 1.9 Funding:** Costs arising from the Programme Board's activities will be borne by the GEO Member or Participating Organization that incurs them. In specific, exceptional circumstances, participation in Programme Board activities may be supported from the GEO Trust Fund, subject to the availability of funds, personnel, and other resources, and agreement of Plenary or the Executive Committee.
- 1.10 Support and Coordination:** *The Secretariat will provide administrative support to the Programme Board. The activities of the Programme Board will be closely coordinated with the Secretariat and other GEO entities to maintain consistency with the approved GEO Strategic Plan, and to ma*