

Report from the Programme Board

This Document is submitted to the Executive Committee for discussion on the following points:

- 2017-2019 Programme Board nomination process;
- Expectations from Executive Committee regarding:
 - Scientific role of Programme Board;
 - Programmatic role of Programme Board;
 - Level of recommendations from Programme Board (e.g. priorities for Foundational Tasks).

INTRODUCTION

In setting up the progress reporting for the Programme Board for the Executive Committee, the Programme Board aims to focus on four elements:

1. Decisions taken;
2. Progress on processes linked to functions and duties of the Programme Board;
3. Summary of issues and risks the Programme Board has identified or is faced with;
4. Next steps foreseen to be taken by Programme Board and foreseen approaches to address specific issues.

This structure for the progress report is designed to respond to ~~Rudolf Strohmeier's~~ opening remarks delivered by Rudolf Strohmeier on behalf of the GEO Co-Chairs, on progress reporting to the Executive Committee to provide an overview of the outcomes and decision points from meetings (especially for first meeting re 2016 Transitional Work Programme, priority setting, managing a smooth transition, delegating or dividing responsibilities (expert groups or GEO Secretariat as appropriate), as well as include forward looking elements (roadmap for further tackling these points and others). The progress reporting to the Executive Committee is distinct from the Programme Board meeting summaries (available at GEO website, Programme Board webpage) as it is the ambition of the Programme Board that progress on topics needs to be secured at other milestones and also between Programme Board meetings. Visibility of these activities also needs to be provided for and the 4 elements set out above thus provide a constant framework for progress reporting to the Executive Committee. For this first progress report to the Executive Committee, material has been drawn from the meeting summary with updated information related to immediate actions taken by Programme Board members, through sub-groups or members since the meeting.

1 DECISIONS TAKEN

1.1 Appointment of Programme Board co-chairs

The results of the selection of programme Board co-chairs were:

- Members: USA (John Matuszak): 17
- POs: European Environment Agency (EEA, Tim Haigh): 12
- Combined member / PO pool: China (Pengde Li): 12

1.2 Appointment of Programme Board PO Observer seats on Executive Committee

The Participating Organizations expressing interest in an observer seat on the Executive Committee were:

- Committee on Earth Observation Satellites (CEOS), represented by Stephen Briggs;
- Global Ocean Observing System (GOOS), represented by Erik Buch;
- Institute of Electrical and Electronics Engineers (IEEE), represented by Siri-Jodha Khalsa
- International Society for Photogrammetry and Remote Sensing (ISPRS), represented by Xingfa Gu;
- World Data System (WDS) / International Council for Science (ICSU), represented by (Arona Diedhiou);
- World Meteorological Organization (WMO), represented by Wenjian Zhang.

Three successive rounds of voting were held among all POs involved in the Programme Board meeting. The final three POs selected were: CEOS, GOOS, and WMO.

The selected POs confirmed that they would represent the interests of the broad PO community to the Executive Committee.

1.3 Meetings through 2016

- It was agreed that the 2nd Programme Board meeting would be held on 5-6 May 2016, at the GEO Secretariat (immediately following the Work Programme Symposium on 2-4 May 2016);
- It was also agree that the 3rd Programme Board meeting would be held on 7-8 September 2016, at the GEO Secretariat.

2 PROGRESS ON PROCESSES LINKED TO FUNCTIONS AND DUTIES OF THE PROGRAMME BOARD

2.1 As a reminder, the Terms of Reference for the Programme Board (GEO Rules of Procedure) state:

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.

Programme Board Duty (from ToR)	Status ¹	Process set up and underway
Review the scope and substance of activities proposed for the multi-year GEO Work Programme;		<p><u>Subgroup 2</u> - Foundational Tasks structure review and recommendations for the 2017-2019 WP, as defined in the GEO 2016 WP v4.</p> <p>Lead: POGO (F. Chavez)</p> <p>Input due: 15 April</p> <p><u>Subgroup 4</u> - Review of the GEO Science and Technology Roadmap to track the fate of various issues (such as data citation), and assess whether they either have been resolved, or are adequately addressed in activities of current Work Programme.</p> <p>Lead: UK (S. Marsh)</p>

¹ This column is intended to be populated with icon style status once overall structure and format of the progress report is accepted.

Programme Board Duty (from ToR)	Status ¹	Process set up and underway
		Input due: 15 April
Review the progress of GEO Foundational Tasks, Initiatives and Flagships;		<p><u>Subgroup 3</u> - Performance indicators suitability analysis and preliminary assessment of methodologies and underlying information to calculate them (Note: criteria are defined in the Strategic Plan Reference Document, pages 17-21 and table on page 24.)</p> <p>Lead: GEO Secretariat (G.Rum)</p> <p>Input due: 15 April</p>
Confirm that resources committed are commensurate to the activities scoped for inclusion in the Work Programme;		<p><u>Subgroup 5</u> - Initial cross-reading of the description of GEO Initiatives in 2016 WP with focus on criteria relating to Flagship status / resourcing / scope.</p> <p>Lead: EEA (T. Haigh)</p> <p>Input due: 15 April</p>
Recommend GEO Work Programmes for Plenary acceptance;		Timeline outlined below.
Examine proposed Implementation Plans for GEO Initiatives and take decisions to accept new ones;		<p><u>Subgroup 1</u> - Consolidate the Table of Contents of the Implementation Plan that each candidate GEO Initiative and GEO Flagship should provide and produce a set of guidelines addressing their compilation and the criteria that the Board will use for its assessment. (Note: criteria are defined in the Strategic Plan Reference Document, chapter 2, pages 10-15 and table on page 24.)</p> <p>Lead: IUGG (M. Sideris) / (Egypt) A. El-Dessouki Ibrahim</p> <p>Input due: 12 February</p>
Recommend GEO Flagships for Plenary acceptance;		A process for recommending Initiatives to become Flagships needs to be developed. Timeline foreseen: by 2 nd Programme Board meeting.
Provide high-level recommendations to the Executive Committee;		
Nominate Participating Organization observers to the Executive Committee; and		See decisions taken. POs selected were: CEOS, GOOS and WMO.
Establish advisory groups to address specific topics as needed.		<p><u>Subgroup 6</u> - Board members, willing and interested, are invited to identify a particular Community Activity with which they would like to engage on an informal basis to foster engagement and provide a means of feedback to/from the Programme Board by contacting the lead of the selected Community Activity (this interaction is not specifically called for in the Programme Board Terms of Reference, but responds to guidance from RS on transitional work programme and function of PB in relation of engagement of stakeholders in implementation of the</p>

Programme Board Duty (from ToR)	Status ¹	Process set up and underway
		work programme. Lead: (IEEE) S.-J. Khalsa Input due: 15 April
Undertake such other tasks as may be delegated to the Programme Board by Executive Committee or Plenary.		

3 SUMMARY OF ISSUES AND RISKS THE PROGRAMME BOARD HAS IDENTIFIED OR IS FACED WITH

3.1 Preparation of the 2017-2019 Work Programme

- There was general acceptance of the Implementation Mechanisms (IMs) as presented in the Strategic Plan and Reference document. However:
 - Criteria for distinctions among IMs need confirmation and, for Initiatives and Flagships, the criteria need to be reflected in the Implementation Plans (IPs) and reporting requirements as requested by the Secretariat and secured through WPS processes (subgroup 1);
 - IPs need to address items such as measureable, meaningful performance indicators (building on those already included with the Core Functions); partnership with users; capacity building; branding; resourcing risks/shortcomings; and expected impacts (subgroups 1 & 3);
 - Flagship IPs in particular need to reference a policy mandate.
- A process for recommending Initiatives to become Flagships needs to be defined prior to 2017 – 2019 Work Programme development;
- Although there is no official role for Board to play with respect to CAs, there should be some type of voluntary mentoring engagement with them (subgroup 6);
- Issues that are transversal to the WP such as S&T, quality (broadly defined), and links with SDGs should be addressed;
- A feedback loop with the GEO community for process improvement and increased engagement needs to be established.

3.2 Messages for the Executive Committee

Programme Board co-chair John Matuszak offered to report to the 36th Executive Committee meeting on behalf of the Board.

Messages/questions include:

- Should the Board determine priorities with respect to FTs? Should some FTs be achieved regionally?
- How should the Board deal with non-resourced activities?
- What level of recommendations is expected of the Board by the Executive Committee?
- Nomination procedure for 2017-2019 Programme Board.

4 NEXT STEPS FORESEEN TO BE TAKEN BY PROGRAMME BOARD AND FORESEEN APPROACHES TO ADDRESS SPECIFIC ISSUES

4.1 Roadmap/Next Steps

Timeline	Action / Milestone
12 February	Year-at-a-glance (SEC, see Appendix A).
12 February	Preliminary draft summary report of 1 st Programme Board meeting circulated for comments (SEC).
12 February	Inputs due from sub-group 1 (SEC).
19 February	Draft summary report of 1st Programme Board meeting and presentations posted on GEO website (SEC).
9 March	PB report to the Executive Committee meeting in March (J. Matuszak). <ul style="list-style-type: none"> • Present an overview of the outcomes and decision points from the first meeting; • Present a roadmap for further tackling points and others in a timeframe leading to the GEO WP Symposium in May.
Early April	PB Co-chair Input to WPS agenda structure and PB meeting agenda preparation.
15 April	Inputs due from sub-groups 2-6 on Foundational Tasks, indicators, cross read of 2016 WP.
~ 20th April	PB co-chair teleconference.
2-4 May	Work Programme Symposium.
5-6 May	2 nd Programme Board Meeting.
21 June	Preliminary structure and content of 2017-2019 WP due (PB/SEC).
6-7 July	PB report to the Executive Committee meeting in July. <ul style="list-style-type: none"> • Provide concrete and realistic recommendations on priorities for GEO Foundational Tasks matched to expected resourcing; • Provide the Committee with a clear outline a transparent and efficient process for establishing the next three-year Work Programme – one which is sufficiently ambitious and resourced; • Provide the Committee with a critical appraisal as to how the Programme Board is working, including an assessment of engagement/participation by members.
22 September	Call for 2017-2019 PB nominations (SEC).
27 September	2017-2019 WP due (PB/SEC).
21 October	Call for 2017-2019 PB nomination ends.
8-11 November	PB co-chair report to Executive Committee meeting and GEO-XIII Plenary.

4.2 Participation (see Appendix B)

- 14 Members represented;
- 14 Participating Organizations represented.

4.3 Work Programme development

- The Secretariat proposed a timeline for regular WP updates on a twice-per-year basis; in December (following Plenary), and in June (following the WP Symposium) to acknowledge the advent of new CAs, and allow for adjustments in the budgets of FTs, as needed;
- Annual Progress Report (produced by Secretariat, reviewed by Programme Board);
- No Evaluation Report for 2016 Transitional Work Programme.

APPENDIX A

GEO Programme Board - 2016 Year-at-a-glance

<p>January</p>	<p>February</p> <p>2-3: 1st 2016 PB meeting</p> <p>12: Review of WP Table of Contents Template (Sideris)</p> <p>19: Call for IPs and CA descriptions (SEC)</p> <p>19: 1st 2016 PB meeting report (SEC)</p>	<p>March</p> <p>8-9: 36th ExCom (US PB co-chair reports)</p>
<p>April</p> <p>15: IPs due</p> <p>15: Review/analysis of Science & Technology Roadmap (Marsh)</p> <p>15: FT structure review/Pis (SEC)</p> <p>15: Review 2016 WP Initiatives: cross-cutting view, suitability for 2017-2019 WP (Haigh)</p> <p>15: CA engagement (Khalsa)</p>	<p>May</p> <p>2-4: Work Programme Symposium</p> <p>5-6: 2nd 2016 PB meeting</p> <p>20 : 2nd 2016 PB meeting report (SEC)</p>	<p>June</p> <p>21: 2017-2019 WP preliminary structure and content</p>
<p>July</p> <p>6-7: 37th ExCom</p>	<p>August</p>	<p>September</p> <p>1: Preliminary draft of Progress Report (SEC)</p> <p>7-8: 3rd 2016 PB meeting</p> <p>22 : 3rd 2016 PB meeting report (SEC)</p> <p>22 : Call for 2017-2019 PB nominations (SEC)</p> <p>27: Deliver 2017-2019 WP (PB/SEC)</p>
<p>October</p> <p>21: Call for 2017-2019 PB nomination ends</p>	<p>November</p> <p>8 : 38th ExCom</p> <p>9-10: GEO-XIII</p> <p>11 : 1st 2017-2019 PB meeting?</p>	<p>December</p> <p>10 : 2017-19 WP post-Plenary update</p>

APPENDIX B (Rev1)

List of participants					
Programme Board Meeting, Geneva, Switzerland, 2-3 February 2016					
Member	Last Name	First Name	Email	Sub-group	
Canada	Bourassa**	Marie-Josée	marie-josee.bourassa@canada.ca	2, 3	
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* WebEx participant					
** Main representative					
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				2, 4	OGC - Reichardt
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