

## **The GEOSS Implementation Plan Working Group (IPWG) Terms of Reference**

*(As approved by the Executive Committee at its 31<sup>st</sup> meeting, 8-9 July 2014)*

### **1 MANDATE**

The GEOSS Implementation Plan Working Group (IPWG) will undertake the preparation of a draft Implementation Plan for initial review at the GEO-XI Plenary and for acceptance at the GEO-XII Plenary and for subsequent endorsement at the next Ministerial Summit. The Implementation Plan will be informed by the outputs of the 2014 GEO Ministerial Summit.

The IPWG may call upon input from the GEO community to further develop content for specific elements of the Implementation Plan. The IPWG will review and consolidate all input to form a draft Implementation Plan and an accompanying Reference Document.

In maintaining the overall responsibility for delivering the GEOSS Implementation Plan 2016-2025, the IPWG will report on a regular basis to each meeting of the GEO Executive Committee and the GEO-XI and GEO-XII Plenaries. It will be supported by a member of the GEO Secretariat staff dedicated to this task.

### **2 MEMBERSHIP AND NOMINATION**

Following approval of the Ministerial Declaration and of these draft Terms of Reference by GEO-X, this process will begin immediately after the 2014 GEO Ministerial Summit. The GEO-X Plenary authorizes the GEO Co-chairs and the Executive Committee to facilitate the establishment of the IPWG and to convene the process with a call for member nominations, issued by the GEO Secretariat. Each Caucus will nominate up to three distinguished experts and not more than two writing team members. Based on the nominations, the final composition of IPWG will be proposed by the four GEO Co-chairs, and will be confirmed by the Executive Committee. The GEO Co-chairs and Executive Committee, acting as a steering group, will supervise the overall process. The Executive Committee may also develop a process for external advice to be provided as a non-binding input to IPWG.

### **3 ACTIVITIES AND SCHEDULE**

The Implementation Plan Working Group will:

- At its first meeting, in April 2014, and following the guidance received from the GEO Co-chairs, adopt internal working arrangements and define schedule of work including location of meetings and the use of teleconferences for the period 2014-2015;
- Ensure close cooperation between the Distinguished Experts and Writing Team members;
- Call on further expertise notably from GEO Caucuses, Participating Organizations, existing GEO working groups and Implementation Boards, as well as from outside the current GEO Community to work on specific areas of interest to GEO. Attention will be paid to maintaining a representative, geographical balance;

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- Decide on the division of tasks between its members and its use of specialist sub-groups to consider the specific elements identified in the recommendations arising from the Ministerial Summit including Governance, Engagement with Developing Countries and with the Private Sector, Resources, Societal Challenges, Information Systems and Data Issues, role of Participating Organisations;
  - Ensure that the detailed information provided in the course of their work to be brought together in a new Reference Document to accompany the 2016-2025 GEOSS Implementation Plan but which will be separate from it.
  - Take into account further advice from GEO-XI Plenary following consideration of the Interim Report and presentations at GEO-XI;
  - Be supported by a member of the GEO Secretariat staff dedicated to this task.

#### **4 APPROACH**

The process of developing the Implementation Plan will take place in two distinct phases – an initial reflective phase, followed by a longer 'synthesis and formulation' phase.

The first phase – or 'fresh perspectives' exercise - will last from the first meeting in April until the middle of June when a summary report will be submitted to the GEO Executive Committee. The second 'synthesis and formulation' phase would begin immediately following the July meeting of ExCom and last until the end of the exercise with the adoption of the Implementation Plan by the GEO XII Plenary and ratification at the planned Ministerial Summit.

This first phase will be facilitated by two of the Experts who will assume the functions of IPWG co-chairs in organizing the work of the Group during phase 1. The GEO Co-Chairs have appointed Danielle Lacasse (Canada) and Stuart Minchin (Australia) as co-facilitators of the first phase.

The Group will define its organization for the second phase as well as specific arrangements, such as how to best exploit the available skills of Experts and Writing Team Members.

In line with the decision taken by GEO-X Plenary to mandate the GEO Co-Chairs and the Executive Committee to act as a 'Steering group' and to supervise the overall process of the Implementation Plan Development, the IPWG will keep in close contact with the GEO Co-Chairs and provide both oral reports and written summaries to allow for feedback and further guidance.

#### **5 DELIVERABLES**

The Implementation Plan Working Group will:

- Report on progress on a regular basis to the four GEO Co-Chairs in their role as a steering group supervising the overall process;
- Report on progress to the 31st meeting of the GEO Executive Committee ( 8-9 July 2014) and at each subsequent Executive Committee meeting until GEO-XII Plenary;
- Submit an initial draft of the 2016-2025 Implementation Plan to the GEO-XI Plenary both orally and in writing (in keeping with the timeline for producing official GEO documents);
- Present the Final draft 2016-2025 Implementation Plan and the Reference Document(s) to the GEO-XII Plenary;
- Present a Final Report on the work of the group to GEO-XII Plenary both orally and in writing.