

1st 2017 GEO Programme Board Meeting

1-2 February 2017, GEO Secretariat Press Room (Ground Floor), WMO building, Geneva

Meeting Objectives

- New member orientation.
- Present outcomes of co-chair/Participating Organization (PO) observer/lottery process.
- Review lessons learned from 2016 Programme Board (PB).
 - PB knowledge and capabilities – overview, gaps and remedies.
- Set work agenda for 2017:
 - Agreement on work plan / road maps and involvement for SDGs.
 - Review of WP progress (linked to Monitoring & Evaluation [M&E]).
- Agree on priorities and setup for Work Programme Symposium (WPS).
- Agree on next steps for interactions with Community Activities (CAs) and Foundational Tasks (FTs)
- Review PB, Executive Committee (ExCom) and Secretariat (SEC) interactions

1 February 2017

Time	Topic	Who / xx-Documents
8:30-9:00	Registration	
Session 1: Startup / Setting the stage		(Chair: T. Haigh)
9:00-10:30	Welcome and Opening <ul style="list-style-type: none"> • Approval of draft 3rd PB agenda. • Opening remarks from GEO EC Co-Chair. <ul style="list-style-type: none"> ◦ Presentation of ExCom expectations. • Opening remarks from Secretariat Director. • Roundtable introductions (new members). • Briefing (new members and report from GEO-XIII). • Co-chair/PO observer/lottery outcomes. <p>[Expected outcome: introduction to GEO for newcomers; common understanding of ExCom expectations of PB; completion of 2017 PB establishment process.]</p>	R-J. Smits B. Ryan B. Ryan D. Cripe 01-draft 1st 2017 PB agenda 02- process and outcomes 03- PB members/expertise
10:30-10:45	Break	
Session 2: Lessons Learned / 2017 PB Work Plan		(Chair: I. DeLoatch)
10:45-12:00	<ul style="list-style-type: none"> • Presentation of key milestones in 2017 and proposed PB 2017 work plan. • Discussion on PB work plan, Interfaces, support Anticipated. • Summary of outcome of discussions and connection to ExCom expectations. <p>[Expected outcome: consensus on PB modes of operation.]</p>	T. Haigh 04-ExCom38_05_Draft Programme Board Lessons Learnt 05-GEO 2017 milestones
12:00 – 13:00	Lunch	

Session 3: Work Programme, SDGs and Strategic Plan		<i>(Chair: A. Fischer)</i>
13:00 – 15:00	<ul style="list-style-type: none"> • SDG process • Review of 2016 WP-SDG analysis • Connections to EO4SDG Initiative (aka 'GI-18') • Discussion <ul style="list-style-type: none"> ○ Increasing GEO's relevance to SDG process 	<i>B. Sonntag S. Briggs L. Friedl (via WebEx)</i>
<i>15:00-15:30</i>	<i>Break</i>	
Session 3 continued		<i>(Chair: T. Haigh)</i>
15:30-17:30	<ul style="list-style-type: none"> • Interaction with CAs. • Interaction with FTs. • PB – Flagship governance interaction. • Setting up process to deliver recommendations on WP; identify gaps; assess alignment with SP. <p><i>[Expected outcome: next steps for Phase II of SDG analysis; priorities for interaction with CAs, FTs, Flagships; set up subgroup with milestones.]</i></p>	<i>06-ExCom38_06_Supporting Sustainable Development Goals - an Analysis of the 2017-2019 Work Programme 07-EO4SDG Initiative Implementation Plan 08-GEO Strategic Plan</i>
<i>17:30</i>	<i>Adjourn</i>	

Board members are invited to attend a casual no-host dinner from around 19:00-20:30. Warm clothing suggested.

2 February 2017

Time	Topic	Who/Documents
Session 4: Work Programme Symposium: concept and positioning <i>(Chair: I. DeLoatch)</i>		
09:00-10:30	<ul style="list-style-type: none"> • PB objectives and priorities for WPS • Connecting to work of PB • Progress reporting expectations <p><i>[Expected outcome: consensus on priorities for WPS + concept for 2017 and beyond; set up subgroup – connection with M&E subgroup.]</i></p>	<i>09-WPS Whitepaper</i>
<i>10:30-11:00</i>	<i>Break</i>	
Session 5: Next Steps		<i>(Chair: A. Fischer)</i>
11:00-12:30	<ul style="list-style-type: none"> • Modify PB work plan, timeline, milestones, deliverables, in light of discussions. • Reflect on gaps and capacities of the PB. • Identification of issues with respect to PB work plan. <p><i>[Expected outcome: consensus on timeline, milestones, and deliverables for 2017.]</i></p>	

12:30-13:30	Lunch	
Session 6: Monitoring & Evaluation across Work Programme		(Chair: T. Haigh)
13:30-15:30	<ul style="list-style-type: none"> • SP Reference document Performance Indicators. • Principles: what level of reporting is appropriate; guidance for process; preparation of progress report. • Suggested KPI production. <p>[Expected outcome: principles to be communicated to ExCom; set up subgroup with immediate tasks and milestones.]</p>	<p>C. Larlee (via WebEx)</p> <p>10-GEO Strategic Plan Reference Document</p> <p>11-KPI document</p>
15:30-16:00	Break	
Session 7: Wrap-up		(Chair: I. DeLoatch)
16:00-17:30	<ul style="list-style-type: none"> • Messages/reporting to March Executive Committee • Review of outcomes and action items • AOB <p>[Expected outcome: review of decisions taken, PB actions, messages for ExCom, subgroups, timeline.]</p>	T. Haigh
17:30	Adjourn	