

GEO Programme Board Subgroup on Work Programme Monitoring

1st Teleconference – 11 April 2018

Participants

Thierry Ranchin (France)
Imraan Saloojee (South Africa)
Kerry Sawyer (CEOS)
Carolina Adler (MRI)
Douglas Cripe (GEO Secretariat)
Craig Larlee (GEO Secretariat)

Topics Discussed

1. Selection of Co-Chairs

Nominations of Co-Chairs of the Subgroup were sought. Duties are to work with the Secretariat to plan the Subgroup teleconferences and the required documents, to chair the teleconferences, and to report the results of the Subgroup deliberations to the Programme Board.

Outcomes:

- Kerry Sawyer volunteered to serve as Co-Chair of the Subgroup.
- At least one additional Co-Chair is still being sought.

2. Subgroup plan of work for 2018

The Subgroup discussed a proposed list of topics circulated by the Secretariat in advance of the meeting.

Outcomes:

- Three topics were chosen as the initial focus for the Subgroup's work:
 - Understanding the users of the products and services produced by GEO Work Programme (WP) activities.
 - Identifying a set of KPIs for use by Programme Board to support its work.
 - Advising the Secretariat on the collection of progress reporting information from WP activities to support the 2018 progress report to Plenary.
- Background materials to support discussion of each of these three topics will be circulated to Subgroup members by the Secretariat at least one week in advance of the next teleconference.
- Review of the Implementation Plan template for use in the development of the 2020-2022 WP was viewed as important but not urgent.
- Encouraging reporting by WP activities was seen as a topic that could be addressed in the context of the item on progress reporting rather than as a stand-alone item.

3. Timing of next teleconferences

Outcomes:

- There will be two more Subgroup teleconferences prior to the Programme Board meeting in June.
- The next teleconference will be in the week of May 7. The Secretariat will poll Subgroup members to identify the best date and time.

GEO Programme Board Subgroup on Work Programme Monitoring

2nd Teleconference – 9 May 2018

Participants

Kerry Sawyer (CEOS) – Chair
Thierry Ranchin (France)
Imraan Saloojee (South Africa)
Carolina Adler (MRI)
Craig Larlee (GEO Secretariat)

Topics Discussed

4. (Item 2b) Report on Status of Work Programme Activities

The Subgroup discussed a draft template and timeline for requesting WP leads to provide information about their progress to date on implementing the WP activities.

Outcomes:

- The template was approved with one change, which was to add a question in the Self-Assessment section regarding the experiences of the WP activity with communications, this to include both communications among the WP activity participants as well as communications externally.
- The request and template should be sent out as early as possible in the week of May 14.
- A brief “workshop” would be held during the Symposium, possibly during one of the breaks, so that there could be an explanation of how to complete the templates and so WP activity leads could ask questions.
- Subgroup members attending the GEO Symposium would identify themselves and offer to provide assistance with the templates to WP activity leads.
- The Secretariat will compile the input from the WP activities (aiming for 1 page per activity) and will prepare a preliminary analysis piece for review of by the Subgroup.
- The Subgroup will be responsible for recommending a complete “Report on Progress of Work Programme Implementation”, including the overview / analysis section, to Programme Board for approval at its September 2018 meeting.
- The Subgroup proposes that Programme Board recommend in its report to the July 2018 Executive Committee meeting that the agenda for the GEO-XV Plenary include the Report on Progress of Work Programme Implementation.

5. GEO 2017-2018 Highlights Report

The Subgroup discussed a proposed list of topics circulated by the Secretariat in advance of the meeting. The Subgroup acknowledged that the Highlights Report is a Secretariat document and that it would not be possible for changes to be made to the Highlights Report by Programme Board at its September meeting due to the dates for circulation of Plenary documents, although a draft version of the Highlights Report will be circulated to the Programme Board for the September meeting for information. The intent of the item was to obtain suggestions for topic chapters and/or individual stories for inclusion in the Report.

Outcomes:

- It was recommended that the section on Regional GEOSS Initiatives be moved prior to the sections on the Engagement Priorities, as the former would be new to this year’s report. It was unclear whether there would be sufficient new content to support individual sections on each caucus-based Regional GEOSS.

- It was recommended that one section could take one specific example to show the path from data to decisions, with particular emphasis on the role of GEO in assisting. This might help explain GEO's role and the value it adds.
- The outline of the 2016-2017 Highlights Report and the proposed sections for the 2017-2018 Report should be provided as documents for the June Programme Board meeting to obtain comments and suggestions from other Board members.

6. Any Other Business

- Subgroup members were requested to read the Proposed WP Monitoring Strategy document that was made available as one of the documents for the 2nd Teleconference in preparation for the discussion at the 3rd Teleconference.
- Kerry Sawyer requested that Subgroup members consider volunteering as a Co-Chair.