



**First Meeting of the  
GEOSS Monitoring & Evaluation Working Group  
26-27 March 2009**

**PRELIMINARY AGENDA**

**26 March 2009**

<b>09:00 -09:30</b>	<b>1. Introduction</b>
	Welcoming Remarks
	Round Table of Introductions
	Adoption of the Agenda
<b>09:30 - 10:00</b>	<b>2. Introduction to GEOSS Monitoring and Evaluation Framework</b>
	GEO V decisions
	M&E Working Group establishment and mandate
<b>10.15 – 11.00</b>	<b>3. M&amp;E WG plan of work for 2009</b>
	GEO schedule for 2009 (reference)
	The reconciliation process and associated meetings
	WG Expected outputs
	Proposed Plan of activities (including meetings and teleconferences)
	Discussion and finalization of the Plan
<b>11:00 – 11:15</b>	<b>Coffee Break</b>
<b>11:15 – 12.30</b>	<b>4. M&amp;E WG Terms of Reference</b>
	Draft ToR's presentation
	Discussion and finalization of the revised version
<b>12:30 – 13:30</b>	<b>Break for Lunch</b>
<b>13.30 – 16.00</b>	<b>5. GEOSS Monitoring and Evaluation Framework</b>
	Introduction and terminology
	Logic and Conceptual model presentation and discussion
	Monitoring & Evaluation Framework – Plan for first evaluation
	Outline of the Definition Document presentation and discussion
<b>16:00 – 16:15</b>	<b>Coffee Break</b>
<b>16.15 – 18.00</b>	<b>5. GEOSS Monitoring and Evaluation Framework (con't)</b>
	Presentation and discussion of key components:
	o GEOSS Strategic targets
	o GEO Workplan and tasks
	o GEOSS Roadmap (linking targets and activities)
	o Task sheet template
<b>18:00</b>	<b>Adjourn</b>



27 March 2009

<b>09:00 - 11:00</b>	<b>5. GEOSS Monitoring and Evaluation Framework (con't)</b>
	Introduction of the concept of performance indicators
	Examples
	Discussion
<b>11:00 – 11:15</b>	<b>Coffee break</b>
<b>11.15 – 13:00</b>	<b>5. GEOSS Monitoring and Evaluation Framework (con't)</b>
	Conclusions:
	Agree rationale, principles and table of contents of the Definition Document
	Define the process and dates for its preparation and formal issue
	Assign writing duties
	Define criteria to develop indicators
	Confirm need and structure of a Roadmap
	Provide comments to Task sheet template
<b>13:00 – 14:30</b>	<b>Break for Lunch</b>
<b>14:30 – 15:00</b>	<b>6. Plan for the first evaluation</b>
	General discussion on:
	Objectives and extent of the first evaluation
	Time frame for the first and subsequent evaluations
	Main players to involve
	Early implementation of the “Monitoring” component”
	Evaluation Plan outline
<b>16:00 – 16:15</b>	<b>Coffee break</b>
<b>16.15 – 16.30</b>	<b>6. Plan for the first evaluation (con't)</b>
	Conclusions:
	Confirm timeframe
	Agree the extent of the evaluation and structure of the Plan
	Agree the Outline of the Plan
	Define the process and dates for its preparation and formal issue
<b>16:30 – 17:00</b>	<b>7. Inputs to the reconciliation meeting</b>
<b>17:00 – 17:30</b>	<b>8. Any Other Business</b>
	Actions review
	Date and Place of Next Meetings
<b>17:30</b>	<b>Adjourn</b>