

## **Terms of Reference**

### **Seconded Experts to the Group on Earth Observations (GEO) Secretariat**

#### **Societal Benefit Area Related Terms of Reference:**

- Ensure the coordination of the Societal Benefit Area (SBA) activities. Coordinate the development of the SBA-specific knowledge base. Coordinate a systematic definition of User needs and observational gaps;
- Ensure linkages with SBA-specific community activities and/or Initiatives.

#### **Community Development Related Terms of Reference:**

- Manage community activities of a Global or Regional area of expertise. Coordinate the development of sustainable networks and implementation models.

#### **Secretariat Operations Related Terms of Reference:**

- Manage Secretariat activities in one or more thematic, functional or operational area(s) and provide technical and/or scientific support to implement GEOSS.

#### **Generic Terms of Reference (All Secondments):**

- Liaise with and ensure continuous commitment from international, regional and national entities involved in GEOSS;
- Actively participate in ensuring coordination to reinforce synergies among national and/or regional Earth observation planning efforts;
- Engage with existing coordination mechanisms, programmes and associations to determine how best to leverage their programmes to maximize synergies for the community's benefit;
- Provide staff support to one or more GEO Implementation mechanisms or Working Groups. Assist in the organization and running of sessions for meetings;
- Prepare and actively participate in GEO official meetings (Executive Committee and Plenary);
- Prepare and edit meeting reports, technical & scientific reports, periodic progress reports and input to documents and publications;
- Coordinate the preparation of the GEO Work Programme in one more thematic, functional or operational area(s) and support the yearly reporting;
- Represent GEO at international conferences and meetings;
- Carry out other relevant duties as required;
- Embrace the qualities and characteristics conducive of working in an international setting and being a good Team Player;
- Possess a strong working knowledge of English.