GEO PROGRAMME BOARD – SYMPOSIUM SUBGROUP

TERMS OF REFERENCE

(Approved at the Programme Board Meeting in January 2021)

PURPOSE

The Symposium Subgroup is convened to work with the GEO Secretariat to plan and implement the 2021 GEO Symposium.

DUTIES

- Based on the guidance of the Programme Board, develop a programme for the 2021 GEO Symposium, including target audiences, topics to be addressed, and session formats, all of which will be described in a concept note.
- Identify and invite speakers, presenters, panellists, etc. to participate in the event, taking account of Equality, Diversity, and Inclusion considerations such as gender, geography, and generation.
- Publicize the event to the identified target audiences.
- Serve as session coordinators, moderators, break-out group leaders, and/or note-takers during the event.
- Develop and implement tools to assess the success of the Symposium in achieving its intended outcomes.
- Identify lessons learned that may aid in the planning of future Symposia or other events.

EXPECTED DELIVERABLES

- 2021 GEO Symposium concept note (1 March 2021).
- Draft Symposium agenda (15 April 2021).
- 2021 GEO Symposium (mid-June 2021, exact date to be confirmed).
- Lessons learned report to Programme Board (PB-21).

MEMBERSHIP

Participation in the subgroup is open to all Programme Board member representatives (principals and alternates).

DURATION

The subgroup will be dissolved following presentation of its lessons-learned report to the Programme Board.