

Capacity Development Working Group

Terms of Reference

Purpose

The Capacity Development Working Group (CD-WG) is convened to support GEO's efforts on capacity development by enhancing Earth observations literacy, bolstering national and regional capacity and collaboration to co-develop effective practices for promoting the use of Earth intelligence. In this way, the Working Group will support the translation of the Post-2025 GEO Strategy into concrete outputs within the GEO Work Programme.

Duties

- Establish and coordinate annual workplans, identifying concrete outputs, as well as resource implications and leads among Co-Chairs and members.
- Align Working Group activities with the efforts taking place under the Programme Board on GEO Work Programme engagement, coordination and integration, including via the post-2025 incubators.
- Align Working Group activities with those of other Working Groups, to maximise synergies taking advantage of shared expertise, and improve efficient use of resources available.
- Hold a standing joint Working Group meeting and/or session with other Working Groups, with a theme to be determined, at the annual GEO Symposium and/or Open Data & Open Knowledge (ODOK) Workshop.

Membership

- Individual membership in the Working Group is by nomination from Principals of GEO Members, Participating Organizations, and Associates, Capacity Development leads of Work Programme activities and Regional GEOs.
- As appropriate, the Programme Board may also invite other qualified individuals to participate as members of the Working Group.
- Participation is encouraged from the entities in the UN, national and regional stakeholders and other international organizations with training or experience in capacity development activities and a broad understanding of national and sub-national needs for capacity strengthening.
- In exercising its oversight responsibility, the Programme Board may implement measures to ensure diversity and balance within the Working Group membership. This may include placing limits on the number of members per individual GEO Members, Participating Organizations, Associates, Work Programme activities or Regional GEOs.

Working Arrangements

- The Working Group will consider more flexible structures (i.e. steering and sub-groups), modes of operation (i.e. work plan, on-demand advice, Community of Practices), and membership that are based on the needs of the GEO Work Programme activities and the broader policy landscape within which they operate.
- There will be at least two co-chairs of the Working Group, who will be selected by and from among the Working Group members.
- The Working Group will meet at such times and places as determined by the co-chairs and GEO Capacity Development Coordinator in coordination with its members. Most work will occur through teleconferences and e-mail.
- The Working Group will provide periodic (at least annual) reports on its activities to the Programme Board as part of GEO Work Programme monitoring. It may also bring specific issues to the Programme Board as needed.
- The Working Group may establish subgroups to assist in fulfilling its duties.

Duration

These Terms of Reference will remain in effect for the period of the 2023-2025 GEO Work Programme. They may be revised with the approval of the Programme Board.