

Capacity Development Working Group Plan of Action 2020-2022

This document is submitted by the Capacity Development Working Group to the Programme Board for information.

1 INTRODUCTION

Capacity development has been a feature of GEO Work Plans and Work Programmes throughout its existence. Over the last few years, GEO's efforts on capacity development have been coordinated and facilitated by the Capacity Development Working Group (CD-WG), which operates within the framework of the GEO Work Programme Support Foundational Task.

The GEO Capacity Development strategy "A needs-oriented, holistic and impact-driven approach to Capacity Development", has been endorsed by the programme board in 2019.

1.1 Purpose of the CD-WG

The Capacity Development Working Group (CD-WG) is convened to facilitate GEO's efforts on capacity development, promoting the principle of co-creation and providing conceptual support to the design, development, implementation, and evaluation of capacity development activities at various levels of intervention.

1.2 Duties

- Support GEO Flagships, Initiatives and Regional GEOs, on request, in the design, implementation, and evaluation of capacity development interventions.
- Develop, improve, and provide capacity development tools for use by the GEO community.
- Collect, document, and share good practices for capacity development related to Earth observations.
- Promote, facilitate and analyze the inclusion of capacity development data, information, and knowledge through the GEO Knowledge Hub.
- Organize seminars, teleconferences, side-events, and other means for disseminating information related to capacity development for Earth observations;
- Support the planning and implementation of impact assessments for capacity development activities within GEO.

1.3 Membership

Membership in the Working Group is open to any individual in the GEO community.

Participation is encouraged from individuals having training or experience in the development, delivery and/or evaluation of capacity development activities, or are past or potential future participants in capacity development activities.

Currently over 55 GEO members contribute to the CD-WG

1.4 Working Arrangements

There are three co-chairs of the Working Group, selected by and from among the Working Group members:

- Hanna Albrecht, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, Advisor
- Allison Craddock: International Association of Geodesy (IAG), GGOS External Relations Manager, IGS Central Bureau Director
- Nancy Searby: Capacity Building Program (CBP) for NASA Earth Science Division’s Applied Sciences Program, Manager and Chair, Committee of Earth Observing Satellites (CEOS) Working Group for Capacity Building and Data Democracy (WGCapD)

Administrative support to the Working Group will be provided by the GEO Secretariat:

- Joost Teuben Coordinator of the GEO Working Group Capacity Development (partial secondment by ITC/University of Twente, The Netherlands)

1.5 WG subgroups

The Working Group established 3 subgroups to assist in fulfilling its duties.

Subgroup 1: GEO mapping and needs assessment (lead Hanna Albrecht)

Subgroup 2: Collecting, sharing, and developing CD tools (lead Allison Craddock)

Subgroup 3: Organizing dissemination events, M&E and impact assessment (lead Nancy Searby)

2 ACTION PLAN 2020-2022

WG COORDINATION:		
	Description	Milestones
Coordination	Prepare and chair WG meeting agendas Review documents before distribution to WG members Prepare issues for discussion within the WG Propose and monitor ways of implementing the activities of the WG (such as work plans, subgroups, etc.)	Monthly
Reporting	Represent the WG to other groups within GEO and to outside organizations Report to the GEO Programme Board and other GEO governance bodies	On-going Short reports to PB, 3 weeks prior to PB meetings Presentations during GEO symposium, GEO week, Ex-com meetings (on request)

WG COORDINATION:		
	Description	Milestones
Leading subgroups	Prepare and chair subgroups meeting agendas Prepare issues for discussion within the subgroups Propose and monitor ways of implementing the activities of the subgroups	Monthly

SUBGROUPS 1 & 2	
	Description
Meetings with subgroup members & Coordinate task teams	Needs based
A. Outreach and engagement <i>Team Leads:</i> <i>Betzy Hernandez,</i> <i>Alexia Tsouni,</i> <i>Heather McNairn,</i> <i>Agata Hoscilo</i>	Collect, document, and share good practices for EO capacity development via interviews with GEO activity leads Map GEO Work Programme activities linked to capacity development Understand the capacity development needs of GEO flagships, initiatives, and regional groups via a community survey Identify representatives of each GEO Flagship (and initiatives, as possible) who are involved in capacity development; bring somewhat isolated knowledge and experiences together
B. Skills development and transfer <i>Team Leads:</i> <i>Mónica Miguel-Lago,</i> <i>Agata Hoscilo</i>	Develop conceptual skills on CD (technical skills are already addressed by flagships and initiatives) Address and identify barriers to Capacity Development resources Collaborate with GEO Stakeholders (such as UN GGIM) – <i>Fraser Taylor</i> Analyze gaps and needs (survey, possibly combined with Task 1.C)
C. Develop a capacity development toolkit for the GEO community <i>Lead to be determined after tasks 1 and 2 are finished.</i>	Identify what is available within GEO Find a way to cover the gap

SUBGROUP 3	
	Description
Meetings with subgroup members & Coordinate task teams	Needs based
D. Develop a web search application <i>Team Lead: Pilar Cornejo</i>	Searching training, webinars, etc available on the internet based on AI and 164 key words
E. Develop and maintain the CD WG website <i>Team Lead: tbd</i>	Collect relevant information for the GEO CD-WG website Establish linkages with the GEO Knowledge Hub
F. Organize seminars, teleconferences, side-events and other means for	Organize side-events during GEO and GEO community activities Work with as well as the other GEO WGs, flagships, and

SUBGROUP 3	
	Description
disseminating information related to capacity development for Earth observations <i>Team Lead: Bente Lilja Bye</i>	community activities to assist in their webinars and with subgroups 1 and 2 on CD practices.
G. Support planning and implementation of monitoring, evaluation, and learning and impact assessments <i>Team Lead: Albert Momo</i>	Collect best practices regarding MEL and Impact assessments Develop a Theory of Change toolkit and build awareness and use in GEO.