

Proposed Meeting Schedule for 2021

This document is submitted by the Secretariat to the Programme Board for decision.

1 INTRODUCTION

The Programme Board generally holds three meetings per year, with the possibility of a fourth if circumstances warrant. To facilitate scheduling for members and to avoid, to the extent possible, conflicts with other events, these dates are now set at the first meeting of the year.

2 CONSIDERATIONS

The timing of Programme Board meetings is driven in large part by the schedule of Executive Committee meetings since the Programme Board provides a report to each Executive Committee meeting and also forwards some matters for discussion and/or decision to the Executive Committee. Since the Executive Committee requires documents to be sent to the Lead Co-Chair at least three weeks in advance and several weeks are required to prepare the documents (including discussions within the relevant Programme Board subgroups), this means that the Programme Board meeting should be no less than six weeks prior to the Executive Committee meeting.

Meeting dates also need to take account of other key GEO events. Principally, these are the GEO Plenary, GEO Symposium, and the GEO Data and Knowledge Week. In previous years, Programme Board meetings have been scheduled in some instances to coincide with these other events, thereby reducing the need for travel. However, during the current pandemic restrictions the concern is to avoid overlapping these events due to the desire of Programme Board members to attend them and because of the demands on the GEO Secretariat in supporting these events online.

Efforts are also made to avoid other key events of interest to the GEO community, although overlaps are nearly impossible to avoid in key seasons such as the May-June period. Significant holidays celebrated in GEO Member countries are also avoided when possible.

3 RECOMMENDATION

Table 1 below depicts the various options and constraints visually.

The recommended dates for the 2021 meetings are:

20 th Programme Board meeting	18-20 May 2021
2021 GEO Symposium	21-25 June 2021
21 st Programme Board meeting	28-30 September 2021

Table 1: 2021 GEO Meetings and Events

Month	Week of	Events
January	25	19 th Programme Board meeting
February	1	
	8	
	15	
	22	Deadline for ExCom 54 documents
March	1	
	8	
	15	54 th Executive Committee meeting (16-17)
	22	
	29	
April	5	
	12	
	19	
	26	Deadline for PB 20 documents
May	3	
	10	GEO Data and Knowledge Workshop (tentative)
	17	20 th Programme Board meeting (tentative)
	24	
	31	
June	7	New GEO Secretariat Director arrives
	14	Deadline for ExCom 55 documents
	21	GEO Symposium (tentative)
	28	
July	5	55 th Executive Committee meeting (6-7)
	12	
	19	
	26	
August	2	
	9	
	16	
	23	
	30	
September	6	Deadline for PB 21 documents
	13	
	20	
	27	21 st Programme Board meeting (tentative)
October	4	
	11	Deadline for Plenary decision documents
	18	
	25	
November	1	Deadline for ExCom 56 documents
	8	
	15	
	22	GEO Week 2021 / 17 th GEO Plenary / 56 th ExCom meeting