

Terms of Reference: CEOS Executive Officer (CEO)

Purpose: The Committee on Earth Observation Satellites (CEOS) Executive Officer (CEO) supports CEOS objectives to coordinate Earth observation (EO) satellite missions on a global basis, and to enhance the use and sharing of their data for societal benefit. The role of the CEO is to ensure the efficient conduct of CEOS activities in support of internal and external stakeholders. These external stakeholders may include, but are not limited to: the Group on Earth Observations (GEO); the United Nations Framework Convention on Climate Change (UNFCCC); the United Nations International Strategy for Disaster Reduction; the United Nations Convention on Biological Diversity; the Global Climate, Ocean, and Terrestrial Observing Systems; and the Group of Eight/Group of Twenty (G20) industrialized nations.

Organization: The CEO is detailed on a full-time basis by a CEOS Agency, and appointed by the CEOS Chair for a two-year term. This term may be extended or renewed if jointly agreed by the CEO, incoming CEOS Chair, and CEO's host Agency. Additionally, with the consent of the CEOS Chair and CEO, a CEOS Agency may also detail a Deputy CEOS Executive Officer (DCEO), on at least a half-time basis, for a two-year time period. In this event, the CEO and DCEO will agree upon their respective duties to fulfill the objectives and requirements specified in this document, and communicate this arrangement to the CEOS community. The CEO position was first agreed to at the 2006 CEOS Plenary in Buenos Aires, with the initial focus of facilitating CEOS coordination with the GEO, Global Climate Observing System (GCOS), and other stakeholders and providing support and guidance to CEOS leadership and membership at large. The CEO participates in the meetings of the CEOS Secretariat and Troika.

Objectives: Through the following objectives, the CEO advises CEOS leadership on CEOS priorities, objectives, new initiatives, and timetables for action.

- Under direction of the CEOS Chair and in consultation with CEOS leadership, the CEO develops the *CEOS Work Plan* (three-year longevity, updated annually). The CEO also supports the CEOS Chair and Strategic Implementation Team (SIT) Chair in development, coordination and approval of the *CEOS Strategic Guidance* (10-12 year longevity) document and the *CEOS Governance and Processes* (5-7 year longevity) document.
- Consults and coordinates with the GEO Secretariat on: CEOS contributions to GEO Work Plan Tasks and Components, CEOS participation in GEO Work Plan Task/Component leadership, development of CEOS Actions in support of GEO Work Plan Tasks, and CEOS participation in GEO Working Groups and Implementation Boards.
- Routinely liaises with CEOS Working Groups, Virtual Constellations, the CEOS Systems Engineering Office (SEO), and the GEO Secretariat.
- Works closely with CEOS Contacts and external stakeholders to facilitate execution of CEOS Actions; provides overall guidance and reports to external stakeholders regarding CEOS Actions.
- Advises and provides guidance on major CEOS initiatives; participates in the many CEOS entity (e.g., Working Groups, Virtual Constellations) meetings to ensure cross-flow of information at working levels within CEOS.

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- Advises CEOS leadership on prospects for continued/expanded internal and external cooperation.
- At the request of the CEOS Chair, represents CEOS at meetings of CEOS partners and stakeholders.
- In cooperation with the SIT Chair, CEOS Chair, and SEO, supports the annual CEOS–GEO Coordination Meeting (in the December to January timeframe) between CEOS executive leadership (CEOS Chair, SIT Chair, CEO, SEO) and the GEO Secretariat.
- Leads the annual CEOS-GEO Actions Workshop (in the January to February timeframe).
- Edits major CEOS publications and advises/assists with CEOS outreach efforts.
- Tracks and reports on upcoming internal and external meetings and events where CEOS representation/participation is required/invited; reports on status of CEOS representation at relevant meetings during monthly Secretariat telecons.
- Reviews and manages the CEOS mailing and contact lists, and consults with the SEO in updating CEOS mailing list servers. These lists will also be coordinated with the CEOS Chair and the SIT Chair to maintain accuracy and efficiency in CEOS communications.

Planning, Implementation, and Reporting:

- The CEO reports to the CEOS Chair and to the CEOS SIT Chair, in areas where the CEOS Chair has delegated authority to the CEOS SIT. The CEO works closely with the CEOS Secretariat and leadership of CEOS Agencies, Working Groups, and Virtual Constellations.
- The CEO, in consultation with the SIT Chair, reports at the annual SIT, SIT Technical Workshop, and Plenary meetings on the CEOS contributions to the GEO Work Plan, as well as CEOS contributions to other initiatives.
- The CEO shall lead the development of reports and position statements (interventions) on CEOS annual accomplishments.

These Terms of Reference can be amended or modified only after consultation and agreement by the CEOS Chair and the SIT Chair. The amendment process should include a review of other CEOS guiding documents that will be affected by the amendment or modification to ensure that all of the guiding documents are consistent and mutually supporting. Such amendment or modification shall require review and approval by the CEOS Plenary.