

# WGCV's Role in the CEOS Self-Study Implementation Initiative

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WGCV-36 Meeting

Shanghai, China (via remote participation)  
14 May 2013

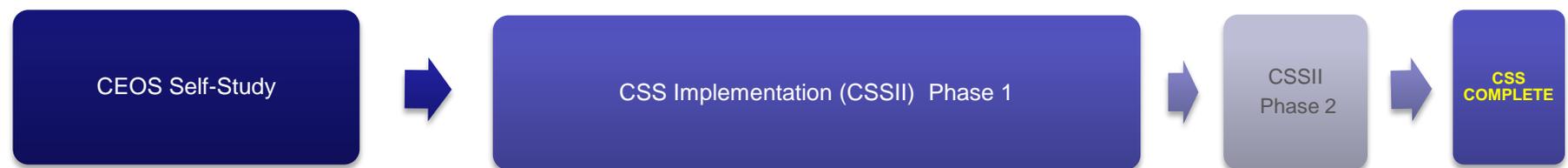




- **Three Topical Teams Concluded Reports:**
  - Major Meetings
  - Roles and Responsibilities
  - Decision-making Processes
- **CEOS Essential Questions**
  - **Basis for creating the three CEOS Strategic Guidance Documents**
    1. **CEOS Strategic Guidance (10-year life);**
    2. **CEOS Governance & Processes (5-7 year life); and**
    3. **CEOS 3-Year Work Plan (rolling, updated annually, 2013 version released).**
- **The CSSII is targeted for completion in 2013, culminating with CEOS Plenary in November.**



Milestone	Date
CEOS Self-Study (CSS) is conducted	February – October 2011
Key recommendations are accepted	2011 CEOS Plenary
Implementation Phase 1: Develop Inputs/Options	November 2011- March 2013
<a href="#">Key Decisions on Options</a>	<a href="#">SIT-28</a>
Implementation Phase 2: Strategic Documents	March 2013 – October 2013
Strategic Documents presented for approval	2013 CEOS Plenary





Activity	Contributes to	Delivery/Status
CEOS Essential Questions	Strategic Guidance	Questions identified, response window was open through 10 Dec 2012 (Decisions @ SIT-28)
Membership & Participation Study	Governance and Processes	Report Complete (Accepted at 2012 Plenary)
Structure & Governance: Top Level Responsibilities	Governance & Processes	Complete (SIT-27)
Structure & Governance: Essential Business/Core Activities	Governance & Processes	Topical Team Options Paper Developed (Decisions @ SIT-28)
Options for CEOS Major Meetings	Governance&Processes	Topical Team Options Paper Developed (Decisions @ SIT-28)
Options for a CEOS Decision-Making Process	Governance&Processes; facilitates 3-Yr Work Plan	Topical Team Options Paper Developed (Decisions @ SIT-28)



# MAJOR MEETINGS



***“Develop coordinated objectives and formats for the CEOS Plenary meeting, SIT meeting(s), and SEC telecons to encourage discussion and decision-making.***

***Balance reporting with strategic discussions that engage and utilize participation from all CEOS functional groups.”***



MEETING	WHEN	ATTENDANCE
<b>CEOS-GEO Actions Workshop</b>	January-February	Physical attendance by <ul style="list-style-type: none"> <li>•mostly technical experts &amp; scientists</li> <li>•few CEOS Principals</li> </ul>
<b>Strategic Implementation Team (SIT) Meeting</b>	March-April	Physical attendance by <ul style="list-style-type: none"> <li>•mostly CEOS Principals/Designees, staffed by CEOS Contacts</li> <li>•supported by a few technical experts &amp; scientists</li> </ul> Preceded by optional side-meetings
<b>SIT Technical Workshop</b>	September	Physical attendance by <ul style="list-style-type: none"> <li>•mostly technical experts &amp; scientists</li> <li>•few CEOS Principals</li> </ul> Preceded by optional side-meetings
<b>CEOS Plenary</b>	October-November (before GEO Plenary)	Physical attendance by <ul style="list-style-type: none"> <li>•mostly CEOS Principals, staffed by CEOS Contacts.</li> <li>•few technical experts/scientists (depending on agenda/issues for which their support is needed)</li> </ul> Preceded by optional side-meetings
<b>CEOS Secretariat</b>	Monthly	Mostly teleconferences CEOS Secretariat representatives, incl. the GEO Secretariat rep(s)
<b>CEOS Troika Meeting</b>	Side-meeting to the CEOS Plenary and sometimes SIT meeting	Physical attendance by <ul style="list-style-type: none"> <li>•Current, former and next CEOS Chairs</li> <li>•SIT Chair and WG Chairs are regularly invited to attend</li> </ul>



MEETING	MEETING OBJECTIVES & FORMATS
<b>CEOS-GEO Actions Workshop</b>	Same every year: <ul style="list-style-type: none"> <li>Define yearly cooperation activities by CEOS Agencies to support several GEO WP Tasks. Synchronized with the updated GEO WP</li> </ul>
<b>Strategic Implementation Team (SIT) Meeting</b>	Main objectives are the same every year (resource commitments, strategic discussions) but emphasis may vary depending on the CEOS SIT Chair leadership
<b>SIT Technical Workshop</b>	Same every year: <ul style="list-style-type: none"> <li>Status of the CEOS Implementation Year (Actions to be implemented)</li> <li>Prepare CEOS participation and outreach at ministerial-level and other major events at the end of the calendar year (e.g., GEO Plenary, UNFCCC SBSTA COP, UN international Strategy for Disaster Reduction). Requires active review/leadership of SIT Chair in consultation with CEOS Chair, in addition to technical and logistic organization.</li> <li>Provide CEOS Agencies with the necessary Information to take appropriate decisions at the CEOS Plenary</li> </ul>
<b>CEOS Plenary</b>	Varies depending on the CEOS Chair leadership Several overlaps with SIT Technical workshop especially for usual technical working groups (VCs, WGs, ad hoc projects teams).
<b>CEOS Secretariat</b>	Status of Work Plan activities, stakeholder related business, and outreach
<b>CEOS Troika Meeting</b>	To allow CEOS leaders to exchange ideas and discuss, prior the plenary, on important issues regarding current year achievements, and direction, strategy, plan, and expectation for the following year.



**Objectives of SIT (Spring) and Plenary meetings vary from year to the next.** After careful consideration, the Team does not think this finding is indeed an issue: this variability could be considered as positive . As recommended by *Roy Gibson*<sup>1</sup> :

***R1: some flexibility in the definition of the objectives of those meetings might be needed, to cope with the differences of profile, expertise and resources of both the CEOS Chair and SIT Chair teams***

## Frequency:

***R2: possibility to have ad hoc meetings on specific matters that cannot bear too long delays. Ad hoc meetings could be held as webex telecons or side meetings to existing major meetings (not necessarily CEOS) to reduce travel costs***

## Format:

***R3: enhance the use of some communication media (e.g. webex) to allow some participants to attend from their premises whenever compatible with the time availability of the remote participants.***

- *Physical and remote participation are not mutually exclusive: a mixed participation schema can be a good solution*



# ROLES AND RESPONSIBILITIES



## CEOS Self-Study: Key Recommendations on Organizational Functions

*“Articulate the organizational functions and relationships that CEOS needs in order to perform and sustain its work, and consider whether modification of the leadership structure and organizational elements is needed to support these functions. Clarify roles and responsibilities for CEOS Leadership at all levels.”*

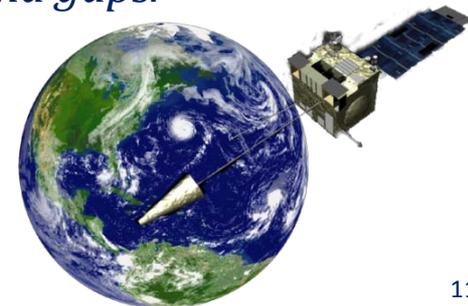
### Charge: CEOS Essential Business/Core Activities:

*Identify the main responsibilities of the CEO, DCEO, SEO, Working Groups, Virtual Constellations, and SBA Coordinators, using the information gathered in the CEOS Self-Study and Annexes, and to highlight areas where responsibility is*

- a) unclear,*
- b) overlapping, or*
- c) where there are important areas where no one has responsibility; and*

*Develop a **suite of options** for addressing unclear areas, overlaps, and gaps.*

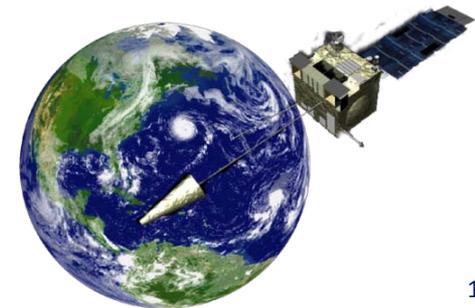
## Fourteen (14) Recommendations





- The guidance from the SIT Technical Workshop in September 2012
- The conclusions of SIT-27 in March 2012 on the respective roles of CEOS and SIT chairs (and also recalled at the SIT Technical Workshop in Sept 2012)
- The findings and recommendations of the CSS Synthesis Report, e.g.

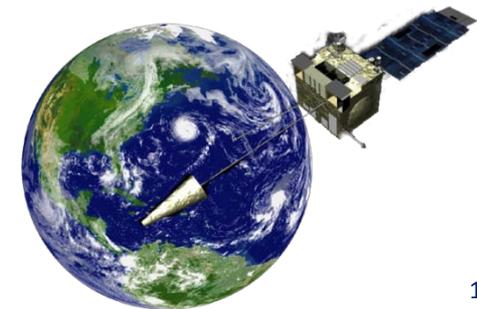
*"The most common issues articulated included confusion regarding leadership structure and responsibilities, and the sense that the overall structure of CEOS has become extremely complicated and difficult to navigate."*





•“Top-level responsibilities were defined and agreed upon at the La Jolla SIT-27 meeting”:

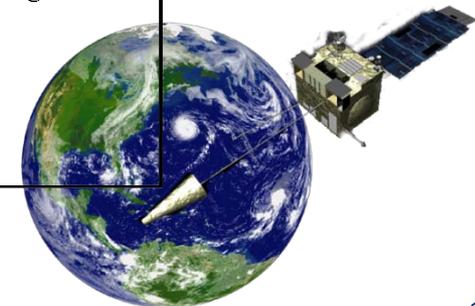
1. Substantive space-borne coordination, scientific, and user-focused activities		2. Top-level strategy development and guidance	
Responsible	Participates	Responsible	Participates
SIT Chair	WGs, VCs, SEO, CEO/DCEO, special teams like CTF, SDCG, and others	CEOS Chair	Troika, SEC, Plenary, SIT Chair, WGs and VCs (to distil messages up to CEOS leadership)
3. Internal CEOS coordination		4. External CEOS coordination	
Responsible	Participates	Responsible	Participates
CEOS Chair	SEC (with support from CEO/DCEO, SEO), Plenary, SIT Chair	CEOS Chair	SEC (with support from CEO/DCEO), Plenary, SIT Chair, VCs and WGs





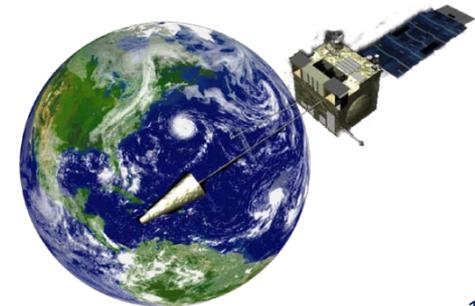
## • [R.1]: Options to Address Reporting Line Inconsistencies

Option	Option Description	Advantages/Drawbacks
<b>A</b>	<p>Divide substantive space-borne coordination into 2 parts:</p> <ul style="list-style-type: none"> <li>➤ thematic space-borne coordination (i.e. within VCs)</li> <li>➤ generic space-borne coordination (i.e. across VCs) and generally involving WG activities</li> </ul> <p>Then apportion responsibility for thematic space-borne coordination to the SIT Chair and generic space-borne coordination to the CEOS Chair</p>	<p>+ consistent with current (assumed) reporting lines (i.e. SIT &lt;&gt; VCs and CEOS Chair &lt;&gt; WGs)</p> <p>+ maintains a substantive role for CEOS Chair (load-sharing)</p> <p>- possibly complex interface between CEOS and SIT Chairs</p>
<b>B</b>	<p>Move the reporting line of the Working Groups from CEOS Chair to SIT Chair, leaving other arrangements unchanged</p>	<p>+ consistent with the conclusions of SIT-27</p> <p>+ simplifies the interface between CEOS and SIT Chairs</p> <p>- less balanced load-sharing (compared to Option A)</p>
<b>C</b>	<p>Make more use of the permanent CEOS Secretariat. For example CEOS SEC could be used to obtain urgent "Plenary level" decisions that need to be taken in advance of the Plenary (this option could be viewed as complementary to the other options - i.e. not exclusive). If this option is pursued consideration should be given to expanding CEOS SEC participation to include a more balanced regional representation.</p>	<p>+ CEOS SEC holds monthly telecons and has proved quite successful in facilitating CEOS activities</p>





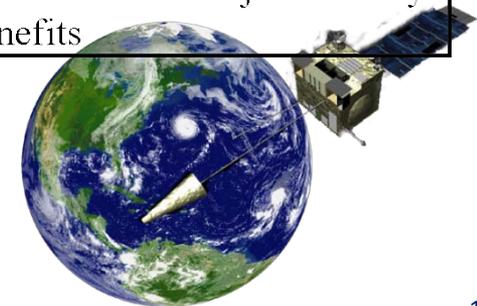
**[R.2]: It is recommended that the terms of reference of all VCs, WGs and *ad hoc* initiatives be reviewed to verify that they all respond to an externally validated set of requirements, and that this requirements baseline is identified in their terms of reference. If this is not the case, an action should be initiated to clarify the requirements basis.**





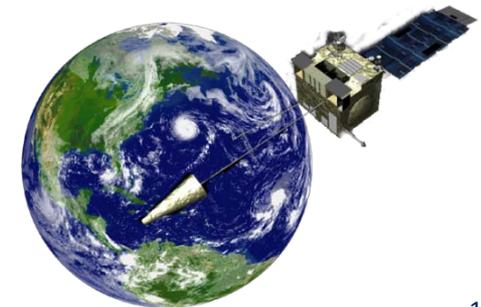
## [R.4]: Options for Addressing Role of SBA Coordinators

Option	Option Description	Advantages/Drawbacks
A	Completely suppress the role of SBA Coordinator and re-assign any relevant actions to existing CEOS mechanisms or individual agencies (or groups of agencies).	+simplicity and clarity - may be some (very limited) actions that cannot be appropriately re-assigned
<b>B</b>	Generally suppress the role of SBA Coordinator and only allow retention of the role in carefully justified cases (with the presumption being suppression). When re-allocating SBA Coordinator activities, coherence with the ToRs of the various CEOS mechanisms shall be maintained ( <i>e.g.</i> updates arising from the re-allocation of Climate SBA activities to WGClimite).	+simpler and clearer than the status quo - more complex than full suppression
C	Leave "as is"	- overly complex organisational structure that is not justified by the benefits





**[R.6]: It is recommended that WGISS and WGCV present annually their proposed main lines of activity to SIT and Plenary for endorsement (partitioned into "Standing" activities and "Project" activities). The activities endorsed by SIT and Plenary shall then be embedded within the relevant Work Plans, to be updated on an annual basis.**





# DECISION-MAKING PROCESS



- Presentation of early/initial ideas and confirmation of next steps (Bangalore Plenary, Oct 2012)
- Dissemination of follow-up material to Team members outlining ideas (Nov-Dec 2012)
- Review/refinement of ideas into recommendations (Jan – Feb 2013)
- **Presentation and discussion of recommendations (SIT-28, Mar 2013)**
- Provision of final draft recommendations to CEOS SIT Writing Team on Principles, Priorities, and Governance (Apr 2013)
- Further Development/Coordination of SIT Writing Team’s paper across the CEOS community (May-Sept 2013)
- Submit final SIT recommendations for CEOS Plenary approval (Oct 2013)
  - Principles and Priorities
  - Governance (*including decision-making processes*)



## Objective

- Define a mechanism for CEOS to properly manage resources attributed in order to meet commitments made, while maintaining the capacity to initiate new activities

## Assumptions

- Three broad categories of CEOS activity
  - “High level transverse” activities with external “customers”
  - Internal activities dealing with how the organisation functions
  - “Substantive space-based coordination”
  - Working group/VC specific activities
- Parallel CSSII groups working independently – harmonisation to follow



- **DEFINE DECISION CRITERIA**
  - Set of criteria established independently of any proposal
  - Based on CEOS guiding documents (Strategic Guidance Document, Work Plans, etc.)
- **PROVIDE WRITTEN DESCRIPTION** of the proposed activity
  - The entity proposing the new activity should provide a written description of the activity following a template provided by CEOS
  - Sent to decision makers at least 14 days prior to the appropriate decision meeting
  - Identification of CEOS Sherpa by CEOS SEC
- **PROVIDE PRESENTATION**
  - Presentations scheduled, prepared and presented by the previously identified CEOS Sherpa



- **DISCUSSION**

- Discussion animated by the Chair of the decision meeting and both the CEOS Sherpa and external applicant (if applicable) to facilitate discussion
- Better organisation of the Plenary agenda – decision making session? or simply highlighting agenda items “For decision”

- **TAKE DECISION**



- **What Decisions?**
- **Who Takes Decisions?**
- **When are Decisions Taken?**
- **How are Decisions Taken?**

**Much work remains to define guidance and criteria for the practical implementation of a decision making process.**



- **The CSSII Steering Committee is now in the process of drafting two of the three Strategic Guidance Documents**
- **Recommendations at the SIT-28 are being refined and reworded and will be presented to the CEOS Plenary for acceptance**