

GEO BON Topical WG Implementation Plans

8 July 2009

This outline summarizes the major elements of the detailed Implementation Plans developed by the Topical WGs. Overall length is intended to be roughly 5-10 pages.

0. Executive Summary. A paragraph that briefly describe the concepts, activities they map to, the resulting deliverables, who will do the work, and any other information pertinent to the implementation.

1. Introduction. Context and setup for the rest of the document

- Document purpose
- WG purpose, members (use the standard GEO BON format for this so the member lists can be easily combined), description, philosophy
- Approach to developing the Implementation Plan (brief)

2. Concepts to be implemented. Includes a table that lists the relevant concepts, mostly taken from the Concept Document. For example:

- Improve sampling of various taxa by, for example, increasing observation data for aquatic fish
- Monitor how ecosystem extent is changing
- Standardize data content and format so data can be more easily shared
- Standardize data collection methods so data can be more readily compared

3. Activities. Description of the activities that are required to implement each concept. For example:

- Create a WG to coordinate observation collections and ensure they get into the database
- Develop ecosystem monitoring protocols, make the observations using satellite data, generate the maps
- Create WGs with the appropriate membership, agree on guidelines, publish on WWW

4. Deliverables. List and describe each of the significant deliverables. For example:

- New observation data will be stored in an existing, accessible observation database
- New or improved maps of ecosystem extent will be available via websites
- Basic data content or format guidelines will be published
- Data collection methodology guidelines will be published

5. Data. This section should list and describe the data expected to be utilized once the activities are implemented. For each dataset provide some indication of criticality, for example “critical” at one extreme or “component of ideal system” at the other. The intent here is to begin identifying data gaps. For critical data that are missing, a plan for obtaining the data should be included.

6. Participants. Describe who will do the work. In reality, this will be a mix of proposed entities and agreed entities. For example, initially one or more appropriate organizations should be suggested as possible candidates to do the actual development. These organizations would then be contacted and the possibilities discussed. Once an agreement is reached, this can be indicated (and the activities and other information updated as appropriate—the implementing organization may not be able to do exactly what was originally proposed).

7. Coordination with other GEO BON Topical Working Groups and partners. Describe interactions between this working group and other working groups and partners.

8. Coordination with other GEO areas. Describe interactions between this working group and other GEO entities such as Tasks and Subtasks.

9. Schedule. For *each* major activity, provide a schedule with major milestones.

10. Financials. Discuss the funding requirements for implementation--NOT for running the WG, but for executing the activities described above and for completing the deliverables.

11. Discussion of barriers and their implications. Describe the complications imposed by real life as specifically as possible, such as the necessity to obtain certain amounts of funding, the ability of an organization to only carry out part of an activity due to its charter, the local or regional nature of many organizations, etc. A SWOT analysis (Strengths, Weaknesses, Opportunities, and Threats) may provide a good format. Also, describe the impact these barriers have on the end products, such as missing content, geographic limitations, lack of data on politically sensitive species, etc.