

Guidelines for Reporting on Performance of the GEO Secretariat and Secretariat Director

The GEO Rules of Procedure require that the Secretariat “will develop indicators for Secretariat performance, and report to Plenary on Secretariat performance against indicators”. The present document establishes the guidelines for preparing and presenting this report. It identifies the key supporting documents to assess the Secretariat’s performance. Finally, it defines a set of indicators which pertain to the efficient preparation of documents and support to official GEO meetings.

The Secretariat Director will report annually to Plenary on the performance of the Secretariat against its duties, shown in Table 1 below, and defined in the Rules of Procedure.

The following documents are recognized as key supporting documents. They are also listed in Table 1.

- Periodic Reports on Secretariat Operations prepared for each Executive Committee meeting are the primary source of information to support the assessment of the performance of the Secretariat. In particular, regarding the staff situation, the Secretariat’s periodic reports should contain all relevant information on the changes made, provide indications of future changes and anticipated recruitments and secondments, and indicate how timely replacement of Secretariat personnel is ensured. A simple reference to these reports will suffice in the report to Plenary.
 - Many of the documents that are submitted to the Plenary for consideration under the various agenda items, e.g., the Work Plan Progress Report, the Work Plan Update, etc., will also support this assessment. Again, a simple reference to these documents will suffice in the assessment of the performance of the Secretariat.
 - Assessments from each of the GEO Committees on the work carried out by the GEO Secretariat in support of their activities should also be annexed to the report. The Committees’ assessments of the Secretariat’s support should recognize the following guidelines:
 - Be based on measurable indicators (numbers of telecons supported, number of meetings attended, etc...).
 - The designated staff members of the GEO Secretariat should ensure that teleconferences of the Co-Chairs are held upon request of the Co-Chairs in a timely manner.
 - The designated staff should ensure that the draft reports of GEO Committee meetings are circulated no later than three weeks following the concluding date of each meeting.
 - The designated staff should ensure that all documentation relevant to the efficient working of the GEO Committees is readily available and accessible via the GEO website no later than two weeks before the opening date of each meeting.
 - When producing Work Plans and Work Plan updates, the Secretariat should provide information on the originators of new activities.
 - Finally, short mission reports prepared by all members of the GEO Secretariat will also support this assessment. These reports should be readily available upon request of members of the Executive Committee.
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In addition to the duties listed in Table 1 below, the Secretariat should report on its performance regarding the organization of official GEO meetings (documentation, timing, notice, etc.), recognizing the following guidelines and indicators:

- The GEO Secretariat shall ensure that all GEO Committee, Executive Committee and Plenary meetings take place during a given calendar year according to the schedule approved at the previous GEO Plenary.
- Notice of the date for each GEO Committee meeting established by the Committee Co-Chairs shall be issued at least two months before the agreed date.
- Notice of the date for GEO Executive Committee meetings established by the GEO Co-Chairs shall be issued at least three months before the agreed date. Documents to be presented at GEO Executive Committee meetings shall be circulated no later than two weeks before the opening date of the meeting. The draft report of a GEO Executive Committee meeting should be circulated to Executive Committee members no later than two weeks following the concluding date of the meeting.
- Notice of the date for GEO Plenary meetings established by the Executive Committee shall be issued at least six months before the agreed date. Documents to be presented at GEO Plenary meetings shall be circulated no later than six weeks before the opening date of the meeting. The draft report of a GEO Plenary meeting should be circulated to GEO Principals no later than four weeks following the meeting, and the Principals should be allowed four weeks to provide comments. The Secretariat shall incorporate these comments and make the draft report available to the whole GEO community within two weeks, i.e., no later than 10 weeks following the date of the meeting.

When finalising the assessment, the GEO Secretariat should include short remarks against each of the duties and/or indicators. This will also provide the Secretariat with a "right of response" to possible comments, including those made by the GEO Committees.

The assessment is presented for scrutiny to the Executive Committee prior to the GEO Plenary. When considered necessary, and in order to inform the Plenary, the Executive Committee may include agreed comments against any of the duties and/or indicators.

Table 1: Duties, documents and assessment

GEO Secretariat duties	Supporting documents	GEO Secretariat assessment	Executive Committee comments
a) Prepare and submit, for Plenary approval, the Annual Work Plan - including activities and budgets;	3-Year Work Plan Update (Plenary document)		
b) Support the implementation by Members and Participating Organizations of the Annual Work Plan and execute expenditure of the budget;	Periodic Reports on Secretariat operations (Executive Committee document)		
c) Provide annual reports on the performance of GEOSS, including milestones of the Annual Work Plan;	Work Plan Progress Report (Plenary document) Monitoring and Evaluation Report (Plenary document)		
d) Provide annual reports on Secretariat operations, including execution of annual budget expenditures;	a) Periodic Reports on Secretariat operations (Executive Committee document) b) Financial statement and Report on income and expenditure (Plenary documents)		
e) Organize, prepare, and support meetings and other work of the GEO Plenary, Executive Committee, and other GEO committees and working groups;	Assessments from GEO Committees on the support provided by the Secretariat. (Annex)		
f) Pursue activities to identify and secure funds for Secretariat operations and GEO activities in accordance with the direction of GEO;	Periodic Reports on Secretariat operations (Executive Committee document)		
g) Oversee the implementation of the GEO communication;	Periodic Reports on Secretariat operations (Executive Committee document)		

GEO Secretariat duties	Supporting documents	GEO Secretariat assessment	Executive Committee comments
h) Organize the GEOSS user and other fora as required in coordination with GEO Committees as appropriate;	Assessments from GEO Committees on the support provided by the Secretariat. (Annex)		
i) Facilitate overall cooperation and liaise with GEO Members, Participating Organizations, and other programmes and bodies as appropriate or as needed to support the work of GEO, with particular emphasis on existing systems and Earth observation coordination mechanisms;	Periodic Reports on Secretariat operations (Executive Committee document)		
j) Identify staffing and other resources necessary to support the Annual Work Plan, develop indicators for Secretariat performance, and report to Plenary on Secretariat performance against indicators;	Periodic Reports on Secretariat operations (Executive Committee document)		
k) Ensure an open and transparent process is utilized for all Secretariat employees, including short-term contractors, and for the designation of experts to the various GEO committees and working groups;	Periodic Reports on Secretariat operations (Executive Committee document)		
l) Facilitate and coordinate the updating of the 10-Year Implementation Plan as directed by the Plenary;	Target Task Team (T3) Report (Plenary document)		

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m) Conduct the day-to-day administrative activities of the Secretariat;	a) Periodic Reports on Secretariat operations (Executive Committee document) b) Reports from missions undertaken by members of the GEO Secretariat (Available upon request)		
n) Carry out additional duties as required by GEO.	Periodic Reports on Secretariat operations (Executive Committee document)		