

C4 Guidelines

1 PURPOSE

The GEO Committee Co-Chairs Coordination Forum (C4) works under the auspices of the Executive Committee. The C4 serves as a forum to facilitate the work of GEO Committees and Working Groups. The purpose of the C4 is to address issues of common concern to the Committees, to exchange views about the implementation of GEO Work Plan tasks and subtasks, and promote specific areas of synergy and cooperation among the Committees to the Executive Committee. When requested by the Executive Committee, the C4 may also coordinate the response of the Committees to issues addressed to them by the Executive Committee.

2 MEMBERSHIP

The C4 will consist of the co-chairs of each Committee and will be supported by the Secretariat.

3 LEADERSHIP

As each Committee is co-chaired by at least one Member serving on the Executive Committee, the C4 will be led by at least two co-chairs, with all co-chairs coming from Members serving on the Executive Committee.

4 REPORTING

In advance of each Executive Committee meeting, the C4 will gather inputs from each Committee and compile a common report to the Executive Committee. The report will represent faithfully the activities and opinions of the Committees, and should include a summary of actions requested by the Executive Committee. At least one co-chair of the C4, representing a GEO Member serving on the Executive Committee, will be present at each Executive Committee meeting to deliver the common report and to take questions. The Executive Committee may request additional reports from individual Committees and Working Groups as needed.