

***Ad hoc* Group on Earth Observations (GEO)
Subgroup on User Requirements and Outreach**

TERMS OF REFERENCE

Recalling the GEO Terms of Reference adopted on 1 August 2003 at GEO-1, the GEO establishes the Subgroup on User Requirements and Outreach and sets forth the following legally non-binding Terms of Reference:

1. Purpose

The Subgroup on User Requirements and Outreach will seek to develop for the 10-year implementation plan an effective mechanism to identify high priority requirements for current and future Earth observations, including *in situ*, airborne, and space-borne observations, taking into account existing activities and building on existing systems and initiatives. This Subgroup will establish the means to engage users in a continuing dialogue on their current and evolving requirements.

2. Objectives

- 2.1. Establish, develop and maintain effective dialogue with users who require or have expressed an interest in Earth observations.
- 2.2. Implement an agreed framework for addressing the priority requirements of end-users, taking into account existing requirements-gathering processes.
- 2.3. Promote widespread awareness of the benefits of a comprehensive, coordinated, and sustained Earth observation system or systems.

3. Approach and Functions

- 3.1. Identify existing inventories of major user requirements and their present status, including such mechanisms as the CEOS/WMO database, the IGOS-P themes, the GCOS 2nd Adequacy Report and the latest update of WCRP needs.
- 3.2. Recommend a mechanism to identify, document, and prioritize requirements of major stakeholders for current and future Earth observations; review and update these requirements in consultation with stakeholders.
- 3.3. Identify commonalities and requirements from various end users.
- 3.4. Identify opportunities for GEO leadership to interact with major stakeholders.
- 3.5. Recommend outreach mechanisms to increase user awareness of the benefits of a comprehensive, coordinated, and sustained Earth observation system or systems.

4. Subgroup Organization and Reporting

- 4.1. The Subgroup welcomes and is open to all interested GEO Members and participant organizations. The GEO Secretariat maintains the list of current Subgroup Members and participants.
- 4.2. Representatives of Members and participant organizations may chair or co-chair this Subgroup. The Subgroup chairs or co-chairs will be nominated to and approved by the GEO; additional co-chairs may be designated by consensus of Subgroup Members.
- 4.3. Additional technical experts may participate in Subgroup deliberations at the invitation of a GEO Member or participant organization.
- 4.4. The Subgroup will meet at such times and places as determined by its Members.
- 4.5. The Subgroup will work by consensus of its Members.
- 4.6. The co-chairs of this Subgroup will report progress to the GEO Secretariat at appropriate intervals, and deliver progress reports at each GEO meeting.
- 4.7. The Subgroup may set up Task teams to address particular issues under its mandate.
- 4.8. The co-chairs of this Subgroup are encouraged to share documents, collaborate, and coordinate with other Subgroups.

5. Funding

Unless otherwise agreed, any costs arising from activities under these Terms of Reference will be borne by the Member or participant that incurs them, and will be subject to the availability of funds, personnel, and other resources.

6. Duration

- 6.1. All activities under these Terms of Reference will commence upon adoption and will continue for the duration and life of the ad hoc Group on Earth Observations, unless otherwise terminated.
- 6.2. The terms of this document may be modified at any time by written agreement of the GEO Members.

User Requirements and Outreach Subgroup Members and Participants

As of 1 October 2003

Canada*
Italy*
United Kingdom*
Argentina
Australia
Belgium
Brazil
Committee on Earth Observation Satellites (CEOS)
Cyprus
European Centre for Medium-Range Weather Forecasting (ECMWF)
European Commission
Egypt
European Space Agency (ESA)
Germany
Global Climate Observing System (GCOS)
International Geosphere-Biosphere Program (IGBP)
International Group of Funding Agencies for Global Change Research (IGFA)
Integrated Global Observing Strategy Partnership (IGOS-P)
Intergovernmental Oceanographic Commission/Global Ocean Observing System (GOOS)
India
Japan
Netherlands
Norway
Russian Federation
South Africa
Spain
Sweden
United Nations Educational, Scientific and Cultural Organization (UNESCO)
United States
World Climate Research Programme (WCRP)
World Meteorological Organization (WMO)

** indicates Co-Chair*