

Terms of Reference EO4SDG Board

Purpose

The EO4SDG Board is established as a means to secure the counsel of community experts across diverse areas on matters related to Earth observations, geospatial information and sustainable development. The Board provides initiative-level support and serves interests of the EO4SDG Initiative, spanning strategic direction-setting to tactical aspects. Board members catalyze and motivate activities and progress, including promoting dynamic communication with EO4SDG members to increase participation in the initiative.

Roles and Responsibilities

Board members and lead(s) serve a two-year term with a maximum of two terms.

Duties of Board Members include:

1. **Strategic Planning:** Provide recommendations on strategic direction to EO4SDG leadership and oversight of initiative activities. This includes contributing to the development of, and regularly reviewing and monitoring, EO4SDG's long-term goals and strategic planning process.
2. **Active Participation:** Actively support one or more major initiative activities per year or serve on at least one EO4SDG standing body or ad hoc group. Motivate involvement by initiative members in activities.
3. **Community Reach:** Raise visibility and connections to relevant activities of each member's community, with a focus on providing ties to Earth observation user communities.
4. **GEO Work Programme (GWP) Integration:** Serve as ambassador to a GWP activity to increase SDG-related knowledge sharing and create opportunities for integration across GEO, with support from the GEO Secretariat SDG Coordinator.
5. **Reporting:** Contribute to Board reporting to the Initiative, including EO4SDG's annual report.
6. **Meetings:** Attend EO4SDG annual meetings and Board quarterly meetings, with one meeting in conjunction with the EO4SDG annual meeting.

Duties of Board Lead/ Co-Lead include:

1. Convene and chair each Board meeting, working with the EO4SDG secretariat, and distribute the agenda and necessary background documents.
2. Manage and facilitate Board discussions and bring discussion topics to a conclusion through inclusion of opinions from all Board members.
3. Ensure the effort and output from the Board is aligned to the overarching goals and objectives of EO4SDG.
4. Oversee the membership process including renewals and cycle turnover.

Governance and Membership

The Board comprises 8-10 individuals committed to the initiative and is chaired by one or two leads. Members of the Board are experts in sustainable development, experts in Earth science and geospatial information, representatives of government, industry, non-governmental organizations, non-profit organizations and intergovernmental organizations. Board members represent their country or organization.

The Board participates in standing bodies that address on-going functions of the initiative such as EO4SDG membership, projects, capacity development and strategic partnerships, as well as ad hoc groups for special activities, topics, and events that arise.

Nominations

EO4SDG periodically invites Board nominations via an open call sent out to GEO members, participating organizations and associates and user representatives (e.g. UN groups, development banks). Self-nominations are allowed. Following the initial call for nominations, a review committee composed of the EO4SDG co-chairs and executive director, and the GEO Secretariat SDG coordinator, assesses nominations and selects members. During future cycles, the Board reviews nominations and makes selections of new Board members.

The Board selects one or two of its members to serve as lead(s) of the EO4SDG Board. At an annual meeting every two years, Board members can nominate themselves to be lead(s). Subsequently, the Board reviews nominations and selects the new, incoming lead(s), who assume the role after a brief transition period with the outgoing lead(s). In line with the *GEO Statement on Equality, Diversity and Inclusion*, geographic, gender balance and other diversity factors are considered in recruitment and selection.

Meetings

The Board meets quarterly with one meeting in conjunction with the EO4SDG annual meeting; meetings are via teleconference with the one at the annual meeting in person if possible. As needed, the Board holds additional meetings based on the requirements of the EO4SDG initiative. Attendance of Board members at EO4SDG meetings, symposia, workshops and events is funded by the members themselves.

Administrative Provisions

The EO4SDG secretariat provides organizational support for the Board, including meeting, logistical and communications support. The Board provides summaries of its meetings to EO4SDG, including findings and recommendations.

Duration

The Board exists in perpetuity at the discretion of the EO4SDG initiative. The EO4SDG leadership team, in coordination with the Board, reviews these Terms of Reference on an annual basis and submits updates to the GEO Work Programme, as necessary.