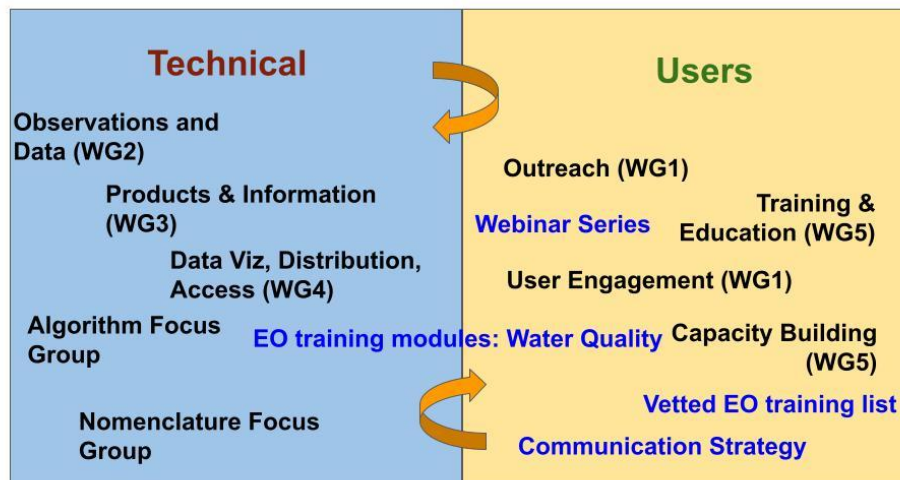
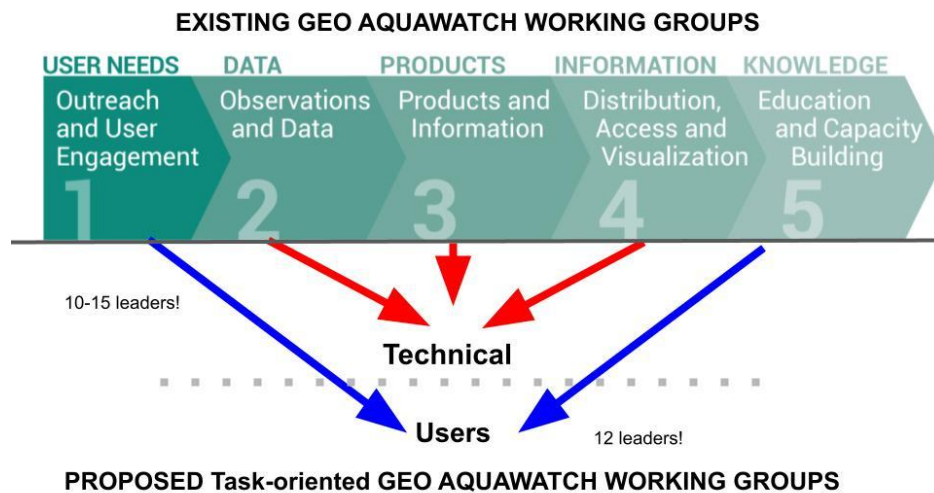


# GEO AquaWatch Working Group Terms of Reference

## November 14, 2022

### GEO AquaWatch Working Groups

The GEO AquaWatch Working Groups (WG) shall ensure the [GEO AquaWatch Goals and Objectives](#) are upheld with any activities undertaken by the Initiative. The existing five WGs shall merge into two functional WGs conducting Technical and User-focused activities in support of GEO AquaWatch objectives (see figure below). Interaction between the Technical and User WGs will be necessary at times in the progression of some activities to receive feedback, as explained further under Obligations to Meet.



### WG Membership and Leadership

Working Group membership is open to ANY GEO AquaWatch member, regardless of profession, sector, experience, gender, age, or country. The WG Co-Leaders are the 12 Management Team members (ideally 6 each working group) and striving for 1:1 leadership among Early Career and Advanced

Professional. These leaders ensure timely accomplishment, and quality control of activities undertaken. WG Co-leads are expected to report progress on activities monthly during GEO AquaWatch Management Team Meetings - either orally during the meeting or in writing ahead of the meeting when unable to attend.

Ideally at least 1 WG leader will join each activity. An activity without a WG Co-lead on the team should simply choose someone to provide a monthly update to the WG Co-leaders on continued progress toward deliverables.

#### **Obligations to Meet and Conduct Activities**

Each of the two WGs shall meet at least monthly to hold discussions and gauge progress/quality of identified deliverables. These meetings are to be organized by GEO AquaWatch Secretariat at times determined by the WG Co-Leaders. Multiple meetings are encouraged to be inclusive of participation by members across diverse timezones.

Each quarter (i.e. every 3 meetings) the meeting shall be held jointly between the two WG to identify collaboration points in activities or for cross-working group feedback/project handoff to occur. The GEO AquaWatch Secretariat shall also organize these meetings.

Collaborative teamwork will continue on activities between these monthly WG meetings and additional meetups may be held by activity teams, as needed, to facilitate progress. These need not be organized by the GEO AquaWatch Secretariat, but can be upon request.