

## User Interface Committee Action Items Updated: 23-Feb-10

**Yellow** = Ongoing    **Blue** = Perpetually ongoing—e.g., part of UIC Activity Plan

Action	Responsible Person(s)	Deadline	Status
<b>Ongoing</b>			
A-5. M. Dalla Costa will talk to the Italian Space Agency to check on the possibility of using the national level experience on user/provider interaction to develop a check list/templates for developing outreach and training.	M. Dalla Costa	NA	Ongoing MDC discussed the matter with dr. Guzzi (ASI) in May 2009. He was interested in working together on these templates but soon to retire. 15-Nov-09: UIC decided to leave this as ongoing for now, noting that resources are needed to implement.
J-4. (From Melbourne meeting) R. Dargaville will help promote Australian participation in the UIC.	R. Dargaville	NA	Ongoing
J-21. (From Melbourne meeting) On an ongoing basis, UIC members should encourage other committees to keep the user perspective foremost in their minds as they do their work.	UIC members	NA	Ongoing
M-1. (from 11-Dec-09 co-chairs telecon) GEO Sec will send the action item list along with UIC co-chair meeting minutes to all UIC members after the minutes and action items have been finalized.	GEO Sec	NA	Ongoing
M-4. (from 11-Dec-09 co-chairs telecon) GEO Sec will ensure a chair is identified for each UIC telecon.	GEO Sec	NA	Ongoing
<b>A. 2 May 2009 UIC Meeting</b>			
A-8. G. Foley volunteered to look at the sheets for user engagement tasks associated with air quality and health, contact the leads, and work with the task leads to develop user engagement language if it is missing.	G. Foley	????	Ongoing 8-11-09: G. Foley made initial contact. 11-10-09: working with David McCabe on this.

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<p>A-14. G. Foley and E. LeDrew will co-lead a small group to review the definition of CoPs. Michael Brady, Jay Pearlman, Rick Lawford, and Maria Dalla Costa volunteered to be on this group.</p> <p>E. LeDrew will follow up on this initial action to lead development of enabling documents for CoPs.</p>	G. Foley & E. LeDrew	????	<p>Ongoing</p> <p>8-25-09: G. Foley/E. LeDrew had sent correspondence on CoPs to UIC co-chairs list as a starting point.</p> <p>9-09: Presented at UIC Melbourne meeting September 2009. Work is expanding to develop enabling documents for CoPs.</p>
<b>D. 8 May 2009 UIC Wrap-up Meeting</b>			
<p>D-3. UIC should conduct an activity to define the types of users. This activity will develop a corporate definition of what we mean by "user" in GEO so all involved in GEO can use common terminology for GEO activities. This activity must involve STC and ADC representatives. K. Fontaine will consolidate inputs relevant to a user type analysis activity and send emails to request help with this activity. (Note: This is included in the UIC Activity Plan)</p>	K. Fontaine	????	<p>Ongoing</p> <p>9-09: Small group met in Melbourne to discuss this activity. Various taxonomies have been identified.</p> <p>11-Dec-09: Group is mapping user types from US-09-01a reports and other resources to taxonomy.</p>
<b>E. 10 June 2009 UIC Co-Chairs Telecon</b>			
<p>E-1. F. Ramos will get contact information for the CoPs: Energy, Carbon, Forest, Water, Agriculture and Health.</p>	F. Ramos	Health: 31-Dec-09	<p>8-25-09: Done for energy CoP</p> <p>9-Feb-10: Done for Health, Agriculture, Forest, Coastal Zone, Energy, Biodiversity, CoPs; Carbon and Water are ongoing.</p>
<p>E-2. F. Pignatelli will contact each CoP lead to send them the spreadsheet and let them know who is interested in their CoP. He will do this after E-1 is</p>	F. Pignatelli	31 January 2010	Ongoing (waiting on E-1)

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complete for all CoPs.			
<b>I. 8 September 2009 UIC Co-Chairs Telecon</b>			
I-7. E. LeDrew will draft a letter to request UIC member participation in GEO evaluation and send to F. Ramos and M. Onoda to distribute. F. Ramos or M. Onoda will send the letter and GEO Sec review document to entire UIC. As of 15-Nov-09, UIC co-chairs to develop another letter to emphasize the importance of participating in the evaluation.	E. LeDrew, F. Ramos/M. Onoda	Ongoing	First letter sent. No response received as of 15-Nov-09.
<b>J. 15-16 September 2009 UIC Melbourne Meeting</b>			
J-3. The UIC will develop a rollout plan for the US-09-01a results (may include showcase at Ministerial).	UIC co-chairs	31 January 2010	Ongoing
J-5. UIC co-chairs will integrate follow up to the Work Plan Analysis into the UIC Activity Plan.	UIC co-chairs		Ongoing
J-6. F. Pignatelli and E. LeDrew will consider which recommendations made in the Work Plan Analysis report are most important and how to follow up on them.	F. Pignatelli & E. LeDrew		Ongoing
J-8. E. LeDrew will introduce the coral reef group to Coastal Zone CoP.	E. LeDrew		Ongoing
J-9. UIC co-chairs will prepare a background document on potential UIC coordination of peer review of CoP reports, so that these issues can be further discussed and decisions made at a future UIC meeting.	UIC co-chairs		Ongoing
J-28. UIC will develop a communications plan for the 2010 Ministerial Summit.	UIC co-chairs		Ongoing
J-30. E. LeDrew and J. Connery will develop a handout based on the CoP guidelines regarding how people can join or start a CoP. (This cannot be completed until the CoP Guidelines are final.)	E. LeDrew & J. Connery		Ongoing

Action	Responsible Person(s)	Deadline	Status
J-34. Each UIC member is encouraged to inquire whether their agencies may have resources to contribute to developing user engagement materials (e.g., User Engagement Handbook) for the 2010 Ministerial and report back on this at the November 2009 UIC meeting. Each member should also inquire whether any activities within their organization are relevant to GEO UIC tasks and if so, whether they could be mentioned as work in progress or accomplishments relevant to the UIC.	Each UIC member	Next UIC meeting	Ongoing
<b>K. 6 October 2009 UIC Co-Chairs Telecon</b>			
K-1. GEO Sec to clarify to the UIC co-chairs group whether ExCom made any changes to the text of the Appendix of the 2010 update to the “Geo 2009-2011 Workplan” in response to UIC’s recommendation that CoPs not be given a management role. 15-Nov-09: UIC co-chairs will discuss how to negotiate language change from “will” to “may” with ExCom.	GEO Sec		Ongoing
<b>L. 15-16 November 2009 UIC Meeting in Washington, DC</b>			
L-6. The UIC will create a task team to clarify whether and when the UIC needs to endorse, review, and accept documents prepared by UIC members, in conjunction with a CoP, or by a CoP, and what process it will use.	UIC co-chairs		Ongoing
L-7. F. Pignatelli will discuss with F. Ramos whether and how the GEO Secretariat might be able to promote FAO participation in or support of the Agricultural Monitoring CoP.	F. Pignatelli		Ongoing
L-8. By 10 January 2010, all UIC members should review information on the Ministerial Summit and the UIC Activity Plan and be prepared to discuss in January goals and priorities relevant to the UIC’s 2010 work and meeting plans.	All UIC members	10 January 2010	Ongoing

<b>M. December 11 UIC Co-Chairs Telecon</b>			
M-5. G. Foley will update the UIC Task Sheets based on input from GEO Plenary VI week.	G. Foley	31-Jan-2010	1-5-10: Ongoing
M-8. L. Friedl will check with M. Macauley (RFF) about the proposal to hold the first Task US-09-02 workshop in Krakow on 22 June 2010 in conjunction with the June 2010 Inspire conference. M. Craglia will send an email about the Inspire Conference to L. Friedl and copy F. Pignatelli. L. Friedl, F. Pignatelli, and M. Craglia will further coordinate offline, with a goal of making a decision about this in December 2009.	L. Friedl, F. Pignatelli, and M. Craglia		1-5-10: F. Ramos will ask again.
M-9. UIC co-chairs will provide their feedback on the questionnaire about the potential challenges in the provision of GEO/SS to Max Craglia by 15 January 2010.	UIC co-chairs	15 January 2010	1-5-10: Ongoing.

<b>N. 5 January 2010 UIC Co-Chairs Telecon</b>			
N-9. G. Foley will respond to the Air Quality and Health CoP (recognizing them as a GEO CoP) and the Health and Environment CoP (letting them know guidance will be forthcoming). He will invite both to the UIC's March 2010 meeting.	G. Foley	January 2010	9-Feb-10: Invited air and health to Reading meeting, but have not heard back. 23-Feb-10: Ongoing
N-10. UIC co-chairs will discuss the status of the Health and Environment CoP on their next telecon.	UIC c-chairs	22 January or 9 February 2010 telecon	23-Feb-10: Gary to talk to Rudy Hussan today, and request presentation by WebEx

<b>O. 22 January 2010 UIC Co-chairs Telecon</b>			
O-4. J. Connery will develop an initial draft agenda based on input from this telecon and circulate it to the co-chairs. K. Fontaine, C. Dettmann, M. Kloeppel, and GEO Sec staff will further develop the agenda.	J. Connery, K. Fontaine, C. Dettmann, M. Kloeppel, and GEO Sec staff	February 2010	Ongoing
O-5. M. Kloeppel will check what type of connection ECMWF can provide for UIC member interested in participating remotely.	M. Kloeppel	Prior to 9-Feb-10	Ongoing

<b>P. 9 February 2010 UIC Co-chairs Telecon</b>			
P-3. M. Onoda will follow up with CoP/Task leads to ask whether they will present at the meeting (in person or via Webex).	M. Onoda		23-Feb-10: Ongoing
P-5. K. Fontaine will develop overall objectives for the Reading meeting. After objectives are added, M. Onoda will post the agenda as a draft on GEO Website and note that co-chairs and others can comment. M. Onoda will collect comments.	K. Fontaine M. Onoda		23-Feb-10: Ongoing
<b>Q. 23 February 2010 UIC Co-chairs Telecon</b>			
Q-1. Co-chairs to discuss the "survey" offline or in Reading (see Action Item P-9)	UIC co-chairs		
Q-2. M. Onoda to send out WebEx logistics details to UIC members	M. Onoda		
Q-3. G. Foley to notify L. Friedl about portions of this telecon that are relevant to US-09-01a	G. Foley		
Q-4. K. Fontaine to ask Rick Lawford if he can present Water CoP	K. Fontaine		
Q-5. M. Onoda to 1) compile list of tasks and CoPs; 2) ask CoPs to identify how UIC can help them and any specific issues the UIC can help CoPs address; ask Task Leads if there are any objectives they would like to accomplish at the task symposium.	M. Onoda		
Q-6. M. Onoda to send list of presenters and requested times to K. Fontaine	M. Onoda		
Q-7. M. Kloeppel to send taxi info to UIC co-chairs	M. Kloeppel		
Q-8. K. Fontaine to send email to organize pre-meeting dinner with UIC co-chairs for evening of March 1	K. Fontaine		