

QA4EO actions

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(Action DA-09-01a_13 leads)**

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Actions from QA4EO Implementation Workshop, Antalya, 29 Sept – 1 Oct 2009

Action	Responsible	Due date
QA4EO principles & guidelines version 4	Greening / Fox	15 Mar 10
QA4EO Guide	CEOS QA4EO team	Complete
1-pager QA4EO outline	CEOS QA4EO team	Complete
Definition of outreach material – Credit card sized handouts – Mugs, cuddly toys, pens, bags, beer coolers, ...	Greening	
QA4EO Questionnaire to be used when data submitted to GEO data depository	CEOS QA4EO team	01 Apr 10
Define GEO QA4EO implementation team and agree it with GEO	CEOS QA4EO team	01 Apr 10

CEOS QA4EO

Action	Responsible	Due date
Define a draft CEOS QA4EO Implementation Plan (via WebEx meetings and email)	CEOS QA4EO team	30 Apr 10
Review of IP by WGCV, WGISS, WGEdu, CEOS SBA leads, ...	Greening	31 May 10
Present CEOS IP for approval at WGCV-32 (joint with WGISS)	WGCV chair	13 Sept 10
Present CEOS IP at CEOS-24	WGCV chair	12 Oct 10

GEO QA4EO

Action	Responsible	Due date
GEO QA4EO implementation team planning meeting	GEO QA4EO team	30 Apr 10
GEO QA4EO implementation team to ensure implementation of questionnaire by GEO	GEO QA4EO team	01 Jun 10
GEO QA4EO implementation team to write an implementation plan for GEO	GEO QA4EO team	15 Jul10
Select a set of highly visible projects that span the SBAs to exemplify QA4EO	GEO QA4EO team	11 Aug 10
GEO QA4EO implementation meeting to finalise IP	GEO QA4EO team	30 Aug 10
Present QA4EO at GEO ministerial summit, including QA4EO booth (start organising booth in May for the summit on 3 Nov 2010)	GEO QA4EO team	03 Nov 10
QA4EO Implementation Demo workshop	GEO QA4EO team	2011