



Digital Earth Africa

Terms of Reference
Technical Advisory Committee

DOCUMENT AUTHORISATION			
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Document control

ISSUE	DATE	STATUS	NEXT REVIEW
1.0	June 2020	First Draft based on extracting the key material from the previously endorsed governance framework with updates as needed.	

Amendment History

ISSUE	LOCATION	TYPE	DESCRIPTION	DATE	AUTHOR
1.0		Improved graphics	Replaced the Governance Diagram - same content. Minor typos.	28/06/2021	A.Lewis

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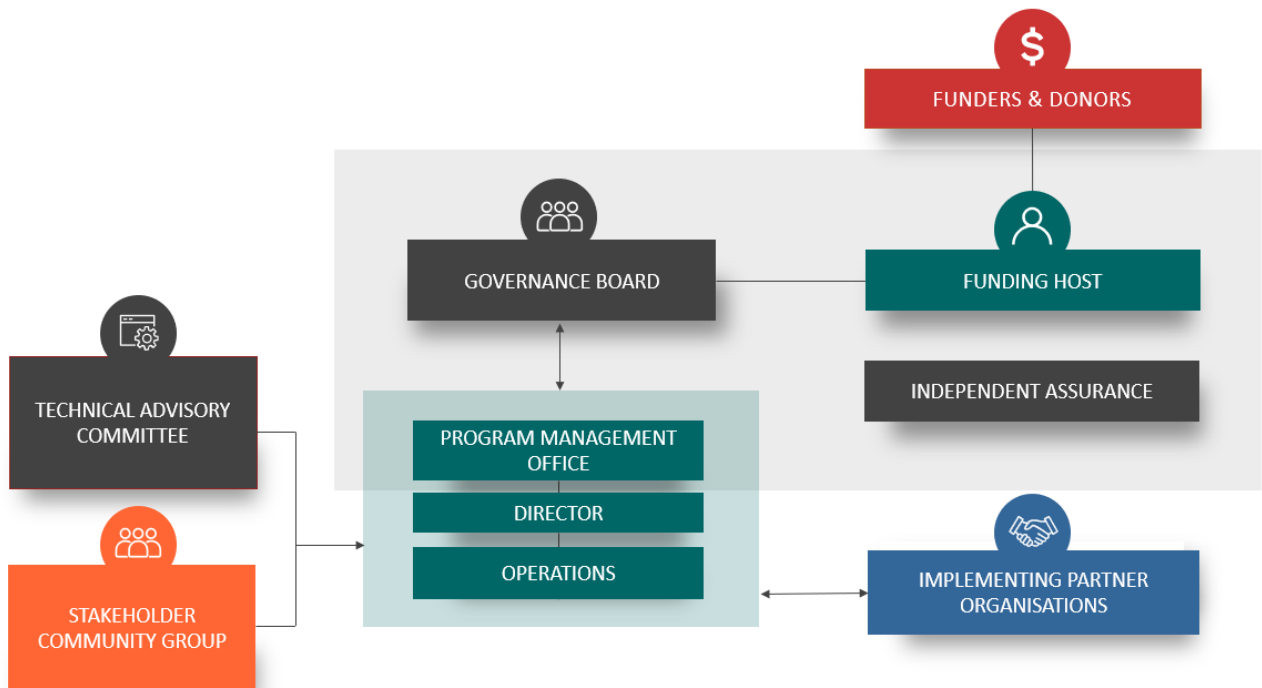
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Context

The Technical Advisory Committee (TAC) is inclusive of respected subject matter experts who can provide rigorous and practical guidance on the overall technical program for Digital Earth Africa (DE Africa). This may include the latest technological trends and emerging issues on topics related to the use of geospatial and Earth observation data, big data, data science, citizen generated data, national statistics, data governance and privacy, interoperability and other topics of a similar nature as identified.

The TAC must also include domain experts and practitioners who can provide guidance on how DE Africa, for example, can be applied to agriculture, climate change, poverty, the Sustainable Development Goals (SDGs), etc. and the most effective ways to engage with down-stream communities to deliver maximum impact. The TAC will also ensure alignment with other programs and initiatives across Africa that can benefit from DE Africa (or vice versa) such as AfriGEO and GMES Africa. This will especially be important for country engagement and capacity building. As a result, the TAC will work closely with the PMO Director and Program Management Office to ensure these trends, insights and alignment opportunities are factored into the work program.

These Terms of Reference are prepared in accordance with the Digital Earth Africa Program Delivery and Governing Framework.



Scope

The Digital Earth Africa Technical Advisory Committee advises and supports DE Africa. The TAC:

- Will provide expert **advice and guidance to the Program Office** on issues related to: technical and scientific directions; stakeholder engagement at the international, regional, country levels; cross-sectoral engagement, including government, commercial, and community; capacity building, and the latest trends, issues and research that can further benefit DE Africa's technical and capacity building programmes.
- Will provide **input on the work program** and will have particular responsibility to guide the development of products roadmap, a public-facing document that will lay out the agreed products that DE Africa will develop and produce on an operational basis.
- Will **review and endorse the work plans** developed by the PMO which are submitted to the Governing Board for approval and release of funds.
- Will support DE Africa through **identifying and creating opportunities for alignment and growth**, and will provide guidance on alignment opportunities for programmes, initiatives and organizations where mutual benefit can be gained in relation to the DE Africa mission and vision.
- Will provide DE Africa with guidance and support to achieve **deep engagement with key users** in order to deliver with impact. This engagement is the critical link between information products that DE Africa will produce, and their uptake and use in decision making, across sectors, and will ensure that DE Africa is delivering impact and capacity in line with the vision, mission and goals.
- Seek to **provide cross-community engagement**, *in particular* linking DE Africa to user communities beyond the familiar Earth observation, Geospatial and Statistics communities.
- **Provide programmatic support** such as:
 - Leveraging the Stakeholder Community Group when necessary as special topics arise needing further stakeholder input in the form of working groups or task teams.
 - Supporting resource mobilization.
 - Supporting communications and outreach.
 - Nominating and recruiting new TAC members as needed.

Meetings

TAC members will meet either virtually or in-person 3-4 times per year. Beyond these formal meetings, members may be asked to provide support individually to the PMO Director and Program Management Office based on needs in line with the Terms of Reference.

Membership

TAC membership will be capped at 20 members. Membership managed by the TAC Co-Chairs and the DE Africa Program Office with consent from TAC members, and with attention to DE Africa's Principles including *to be an exemplar of diversity and inclusiveness*. Membership will bring a high level of diverse expertise and executive representation from organizations that are direct stakeholders in DE Africa.

TAC membership at inception is on a 3-year term. Thereafter, the term will change to 2 years. This is to ensure the initial TAC members can provide input to DE Africa as the Program matures and transitions beyond the Establishment Phase (nominally 2019-2021). TAC membership will be rotating, and in order to maintain continuity, 8 of the original TAC members will be asked (by the Chair) to renew their membership for a 2-year term. After this point, all TAC members may renew their membership to a new 2-year term only once. Members may also end their membership at any time based on adequate notification.

TAC Co-Chairs

The TAC will have two co-leads or Co-Chairs. In-coming Chairs will be identified through a nomination process, and selected through a voting process if necessary (by TAC members).

Core responsibilities of the Co-Chairs include:

- Convene and chair each TAC meeting, working with the Program Management Office to develop and distribute the agenda and necessary background documents.
- Manage and facilitate TAC discussions and bring discussion topics to a conclusion through inclusion of opinions from all TAC members.
- Ensure the effort and output from the TAC is aligned to the endorsed strategies and priorities of DE Africa.
- Provide support and expertise into the development and delivery of the work plan.
- Oversee the membership process including renewals and cycle turnover.
- Ensure TAC members are participating to the extent agreed upon, and mitigate any conflicts or disagreements.
- Based on TAC member approval, extend invites as necessary to observers to participate in TAC meetings.