

AEOIP Guiding Document

Version documentation

Initiated or revision history:

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Under the direction of co-chairs:

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Core Team concurrence:

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Article 1: Name

The official name of the organization is the Applied Earth Observation Innovation Partnership (AEOIP)

Article 2: Introduction

This document contains guidance for the AEOIP annual activities that, when implemented, provide a strategic path toward achievement of the AEOIP mission (link to [Mission Document](#)).

The AEOIP implementation strategy currently consists of the following five components:

1. a core leadership and planning team
2. biannual membership meetings
3. an annual meeting
4. a webinar series
5. a website

These components grow out of interest and resources available for their implementation. The list of components is flexible and can be expected to change as new opportunities arise or constraints are presented.

Membership

AEOIP comprises three categories of membership:

1. Co-chairs
2. Core Team
3. General community members

Co-chairs and Core Team

Together, the Co-chairs and Core Team meet regularly to plan, evaluate, and coordinate implementation of AEOIP activities.

There are two **co-chairs** of AEOIP. One from the land management community and one from the Earth observations community (acknowledging that there may be significant overlap in the background and interests of any given co-chair across these domains). Chair are meant to help amplify and bring attention to the perspectives, activities, and concerns in the respective communities. Co-chairs are responsible for arranging and setting the agenda for the bi-weekly meetings and general delegation and coordination on the five tactics listed above.

Each spring (around March or April), the Core Team will develop a list of priority topics and actions on which to focus AEOIP efforts the following year. By May, the Core Team will send a note to the AEOIP Community that includes 1) a summary of the previous year's accomplishments, 2) announcement of the priority topics and actions for the upcoming year identified by the Core Team, and 3) a call for nominations for new Co-chairs. Self-nomination is acceptable. After nominees are identified, they will be asked to provide a brief description of their background, how it intersects with AEOIP, and how their interests complement or augment the upcoming year's priorities set by the Core Team. In June, the Core Team will evaluate the interested co-chair candidates and work toward consensus to select a co-chair from each community (land management and Earth observations). If consensus cannot be reached, the Core Team shall take a vote to select co-chairs. The Core Team will send invitations to the selected co-chairs by July 1.

Co-chairs are asked to volunteer to serve AEOIP for at least 15 months: 12 months in the Co-chair role, followed by three months as former Co-chair to support a seamless transition as incoming Co-chairs assume their new roles.

Co-chairs are responsible for guiding the group in accomplishing AEOIP activities; where the activities and direction are set up, to the furthest extent possible, at the onset

of the year as the new co-chairs are brought in and through consensus from the core team.

The Core Team will include **Program Representatives** from as many of the following programs/entities as possible:

1. U.S. Forest Service
 - a. State, Private, and Tribal deputy area
 - b. National Forest System deputy area
 - c. Research and Development deputy area
2. Bureau of Land Management
 - a. National Operations Center (NOC)
 - b. Assessment, Inventory and Monitoring (AIM)
3. NASA
 - a. Earth Science Division (ESD) Earth Action Program
 - b. ESD Earth Science Data Systems (ESDS) program
 - c. Mission applications leads (MALs) for relevant missions and programs (e.g., GEDI, Landsat, cross-mission engagement)
 - d. Commercial Satellite Data Acquisition (CSDA) program
4. U.S. Geological Survey
5. Representation from two or more Department of Interior land management agencies (Fish and Wildlife Service, National Park Service, Bureau of Land Management, Bureau of Indian Affairs, Bureau of Reclamation)
6. Earth Science Information Partners ([ESIP](#))
7. Satellite Needs Working Group ([SNWG](#))

Core Team members can be appointed by their program lead or volunteer as self-selected representatives of these programs. Volunteer representatives are encouraged, but are not required, to consider obtaining a letter of concurrence from their program lead and/or supervisor to allow for the commitment and ensure awareness within that person's organization.

In the interest of maintaining an active Core Team, some programs may have more than one representative. However, Core Team membership should represent as many of the programs listed above as possible and a balance between land management and Earth observation communities.

Core Team membership will remain open to previous Co-chairs (beyond their 15-month commitment) as well as to relevant partners and partners who are committed to the AEOIP mission and agree to attending the bi-weekly meetings. Each Core Team member is expected to contribute to at least one of components 2 through 4 listed above (or other components subsequently added).

At the beginning of each federal fiscal year (beginning October 1st), Co-chairs will review and update the roster of Core Team members. Membership renewal is based on each individual's interest in continuing their committed voluntary participation on the Core Team. Co-chairs and Core Team members may also identify and invite new members to the Core Team as appropriate.

Community

This general membership is open to anyone interested in the vision, mission, and goals of AEOIP and in accompanying the activities organized by the Core Team. Participation as an AEOIP general Community member is low commitment and does not involve attendance of bi-weekly meetings. Communication with this broader Community will be through a listserv maintained by NASA. Participants at this level of membership are expected to abide by norms of online decorum and respect. They can join this Community by sending an email to AEOIP-join@lists.nasa.gov.

In the month of May on even calendar years, AEOIP Co-chairs will “refresh” the Community list by sending an email to the AEOIP Community (via the listserv) asking that members confirm their continued interest in participation. As the membership grows, and through the updated roster, AEOIP works to track the composition of the AEOIP community. Awareness this composition can be used to make the connections and foster relationships inherent to its mission.

AEOIP Implementation Activities

In communication with the general membership, the Core Team will work to secure resources and conduct the following activities:

Annual meeting

The primary goal of the annual workshop is to foster a collaborative environment to identify, understand, and address barriers hindering the integration of Earth Observation (EO) data into land management applications. This focus extends to both technical and institutional challenges, recognizing that effective solutions often require an integrated approach. Workshop should strive to build upon the momentum and recommendation from previous workshops.

Workshops should consider focusing on one or more of the following goals:

- 1) increasing understanding among NASA managers, developers and engineers of the operational needs of land, water and fire managers and their agencies

- 2) increasing the awareness among resource managers of NASA data products that can help inform their decisions; and
- 3) break-out sessions or other mechanism to allow “deep diver” focused sessions on a specific land management theme (e.g wildland fire management, carbon management, etc).

Webinar series

Monthly AEOIP webinars will showcase EO capabilities and demonstrate EO-enabled solutions for land management. The AEOIP will host at least 9 webinars per year running from September to June. The roster of webinars is given on the web site. Co-chairs are responsible for ensuring an AEOIP host is available to facilitate the webinar. Notifications of the webinars are sent out using the AEOIP Community listserv.

Website

The website will serve as a primary source of information to the general public and membership. Co-chairs and the core team are called upon to ensure resources are available to maintain the website. Organizations who provide in-kind or financial support to the Partnership, including having representatives active in the Core Team will be asked to include their logo on the website.

Biannual meetings with the AEOIP Community

Bi-annual meetings of the full AEOIP community will occur virtually. These meetings are meant to ensure awareness among that community of the ongoing activities of the AEOIP (such as upcoming webinars), brief updates on Earth observation initiatives, brief updates or request from the land management domain on pressing needs (where these are included in the meeting to make initial connection with further communications occurring off-line), and a summary of the out come from the last annual meeting and plans for the next annual meeting.

Documentation

The two strategic guidance documents for AEOIP include the Charter and these By-laws. The AEOIP website will host these documents and make them publicly available under the “Publications and Media” section of the website with the caveat that they are living documents; with updates and revisions posted when they become available.

The Core Team can revise and/or add to these the guidance documents at any time. The group will maintain an archive of previous versions of the guidance documents. Revised versions should include notation of the date and Co-chair associated with any revisions.