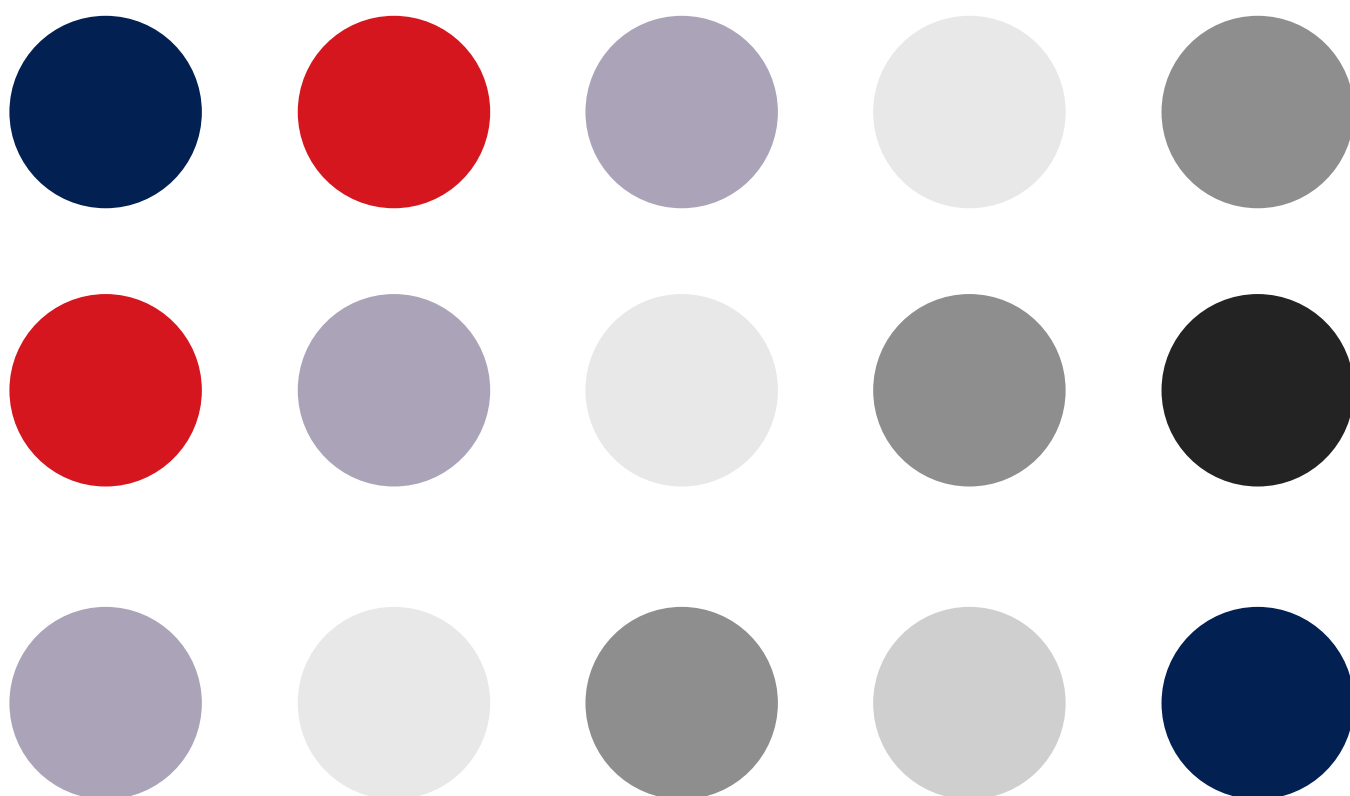


ISDE Task Force Proposal

Proposal for time-bounded ISDE Task Force



ISDE Task Force Proposal

Proposal form for the establishment of a time-bounded ISDE Task Force

ISDE-FRM-TF-001

Version 1.1

Purpose and use

This form is used to propose an ISDE Task Force for review by the Secretariat and, where required, approval by the Bureau or Council. A Task Force is a time-bounded delivery mechanism established to produce a defined capability, artefact, decision input or institutional output. Where information is not yet available, write "to be confirmed" and state what must be confirmed and by when.

Task Forces and Working Groups

Task Forces deliver defined outputs within a defined period. They operate to an approved mandate, scope, deliverables, milestones, reporting cadence, review points and closure condition. Working Groups are long-lived stewardship bodies. They convene expertise, advise Council and Bureau, and mobilise delivery through Task Forces. A Task Force may later support a case for a Working Group only where sustained stewardship demand is demonstrated. It does not create or imply a Working Group by default.

Governance caution.

Submission of this form does not approve, establish or authorise a Task Force. Proposals are screened by the ISDE Secretariat and reviewed through the appropriate ISDE decision pathway. No applicant may represent a proposed Task Force, deliverable, Digital Earth Enabler asset, pilot, platform, publication, policy position or public-facing service as approved until this has been formally confirmed.

Before you begin

- Save a copy of this PDF before completing it, and complete it in Adobe Acrobat Reader where possible. Browser and mobile PDF viewers may not save entered data reliably.
- Complete all fields marked Required *.
- Use plain UK English and expand acronyms on first use.
- Define the deliverable before describing activities. Do not propose a Task Force unless the work can be scoped, delivered, reviewed and closed.
- If the proposal involves external partners, sensitive data, AI systems, public release, funding, pilots, financial mechanisms or reputational risk, describe this clearly in Section 8.
- Dates should be entered as DD/MM/YYYY.

1. Proposal summary and Task Force gateway test

Complete this section first. It establishes what is being proposed and whether the proposal is suitable for Task Force review.

Task Force title Required *

Short name or acronym

Proposal origin Required *

- | | |
|---|--|
| ☐ Council resolution or recorded Council action | ☐ Bureau direction |
| ☐ Existing Working Group | ☐ Regional Chapter or Coordination Hub |
| ☐ Secretariat | ☐ Member initiative |
| ☐ External partner with an ISDE member | ☐ To be confirmed |

Origin reference, if any

Lead applicant: name, affiliation, country, email Required *

One-paragraph summary Required *

Gateway test.

A Task Force is appropriate only where the work is time-bounded, deliverable, registrable and capable of closure. Answer the five questions below. A No to any question, and especially to question 5, is a signal to rescope the work, refer it to an existing Working Group, or seek Secretariat advice before submission.

1. Is the proposed work time-bounded? Required *

- ☐ Yes ☐ No

2. Does it have one or more defined deliverables? Required *

- ☐ Yes ☐ No

3. Can it be completed, accepted, registered and closed? Required *

- ☐ Yes ☐ No

4. Does it align with at least one Digital Earth Framework and one Digital Earth Enabler cluster? Required *

- ☐ Yes ☐ No

5. Is a Working Group unnecessary for delivery of this output? Required *

- ☐ Yes ☐ No

2. Purpose, problem and intended beneficiaries

Explain the need, the ISDE role and who benefits. Keep responses focused on the decision the Secretariat must make.

Problem, opportunity or Council need Required *

Why ISDE is the appropriate convenor or delivery home Required *

Intended beneficiaries

Expected institutional value to ISDE

Relationship to existing ISDE work, Working Groups, Task Forces, events, publications, Chapters or Hubs

Evidence or source basis

3. Scope and boundaries

A Task Force without a clear boundary is not ready for approval. Define what is inside the mandate and what is excluded.

In scope Required *

Out of scope Required *

Assumptions, dependencies and constraints

Sensitive exclusions or matters requiring separate approval

4. Deliverables and acceptance

Define the output before describing the activity. A Task Force may propose up to three deliverables here; only the primary deliverable is mandatory. Deliverables should be tangible, reusable and capable of acceptance and registration.

Primary deliverable: description Required *

Deliverable type, tick all that apply

- | | |
|--|--|
| ☐ Registry increment | ☐ Toolkit |
| ☐ Standard or specification | ☐ Technical reference model |
| ☐ White paper | ☐ Policy brief |
| ☐ Decision paper | ☐ Event outcome report |
| ☐ Curriculum module | ☐ Case study collection |
| ☐ Demonstrator pilot | ☐ Governance instrument |
| ☐ Maturity model | ☐ Other, explained in the description |

Intended audience

Due date (DD/MM/YYYY) or target month Required *

Acceptance method

Proposed reviewer or accepting body

Proposed DEE asset status

Publication or circulation pathway

Deliverable 2, if any: description and due date

Deliverable 3, if any: description and due date

Versioning expectation

5. Milestones, workplan and closure

Set out the timeline, review points and closure condition.

Proposed start date (DD/MM/YYYY) Required *

Proposed end date (DD/MM/YYYY) Required *

Duration Required *

- ☐ Up to 6 months
- ☐ 6 to 12 months
- ☐ 12 to 18 months
- ☐ 18 to 24 months
- ☐ More than 24 months, requires Council renewal or specific justification

Duration warning.

Task Forces should normally operate for six to eighteen months and should not exceed twenty-four months without Council renewal.

Milestone 1: launch or first meeting Required *

Milestone 2: evidence review or discovery

Milestone 3: draft output Required *

Milestone 4: review or consultation

Milestone 5: final output Required *

Closure condition Required *

Closure note or final report pathway

6. Framework and Digital Earth Enabler alignment

Select the relevant Thematic Frameworks and Digital Earth Enabler, DEE, clusters. Selections without explanation are not sufficient.

Framework alignment, tick at least one Required *

- | | |
|---|--|
| ☐ 1. Dynamic Complex Adaptive System | ☐ 2. Cyber-Physical Continuum |
| ☐ 3. Supersense and Perception | ☐ 4. Sustainable Computational Substrate |
| ☐ 5. Trust and Compliance Infrastructure | ☐ 6. Value Exchange Infrastructure |
| ☐ 7. Ethical Governance System | ☐ 8. Knowledge Federation |
| ☐ 9. Meta-Design Space for Planetary Futures | ☐ 10. Learning and Empowerment Platform |
| ☐ 11. Cultural Memory and Storytelling Hub | ☐ 12. Strategic Intelligence and Decision Theatre |

Digital Earth Enabler cluster alignment, tick at least one Required *

- | | |
|---|---|
| ☐ Interoperability | ☐ Trust and Traceability |
| ☐ Foresight and Planning | ☐ Learning and Participation |
| ☐ Implementation | ☐ Meta-Governance |

Explain the Framework and DEE alignment Required *

Expected DEE asset contribution

Proposed DEE asset registration pathway

Proposed custodian or steward after closure

Dependencies on existing or proposed DEE assets

7. Leadership, membership and liaison

Task Force membership should be fit for purpose. It may include ISDE members, Working Group contributors, Regional Chapter representatives, partner organisations and specialist advisers.

Lead coordinator: name, affiliation, country and email Required *

Co-lead 1, if any

Co-lead 2, if any

Leadership confirmation status Required *

- ☐ Confirmed
- ☐ Partly confirmed
- ☐ Not yet confirmed, pathway described in initial contributors below

Council liaison or Vice President coordinator, if known, otherwise to be confirmed

Secretariat contact, if known

Initial contributors

Partner organisations, if any

Regional and disciplinary coverage

Expertise gaps

Conflicts of interest or affiliation notes

8. Governance, reporting, resources and risk

Define reporting, resources and risks. Complete the proportional business case section only if one or more triggers apply.

Reporting cadence Required *

- ☐ Every two months to the Secretariat
 ☐ Milestone-based
 ☐ Monthly
 ☐ Other, described below

Proposed reporting pathway, including escalation triggers Required *

Requested Secretariat support

Funding or in-kind support

Main risks Required *

Risk mitigations Required *

Proportional business case triggers, tick any that apply

- | | | |
|---|--|---|
| ☐ External partner commitment | ☐ Funding or budget request | ☐ Pilot or demonstrator |
| ☐ Public-facing platform or tool | ☐ AI-enabled system | ☐ Sensitive data |
| ☐ Financial mechanism | ☐ Formal policy position | ☐ Reputationally sensitive issue |

Proportionality.

If any trigger is ticked, complete the case summaries below at a level proportionate to the commitment, consistent with the ISDE staged Five Case approach. Low-risk internal papers and simple knowledge outputs do not require a business case; leave these fields blank.

Strategic case summary

Economic or public value case summary

Commercial or partnership case summary

Financial or resource case summary

Management and delivery case summary

9. Future Working Group pathway and declaration

A Task Force may later support a case for a Working Group only where sustained stewardship demand is demonstrated. This is not automatic.

Is any future Working Group pathway being suggested? Required *

☐ No ☐ Yes ☐ To be confirmed

If yes, what evidence would demonstrate sustained stewardship demand, and why should this not be treated as automatic?

What asset or output will continue after the Task Force closes? Required *

Proposed post-closure steward

Declaration.

All declarations must be ticked before submission. Submission of this form is a proposal only and does not authorise a Task Force to operate under ISDE authority.

- ☐ I understand that submission does not approve or establish a Task Force.
- ☐ I understand that a Task Force is time-bounded and must close once deliverables are accepted, registered and reported.
- ☐ I understand that proposed Digital Earth Enabler assets are not approved or registered until accepted through the relevant ISDE process.
- ☐ I understand that any Working Group recommendation arising from this Task Force would require separate review and approval.
- ☐ I understand that external commitments, public releases, funding, pilots, platforms, AI systems or financial mechanisms require specific approval where applicable.
- ☐ I accept the reporting, review and closure requirements if the Task Force is approved.

Applicant name Required *

Date submitted (DD/MM/YYYY) Required *

Typed confirmation or signature

Submission.

Submit the completed PDF to the ISDE Secretariat at: isde@radi.ac.cn.