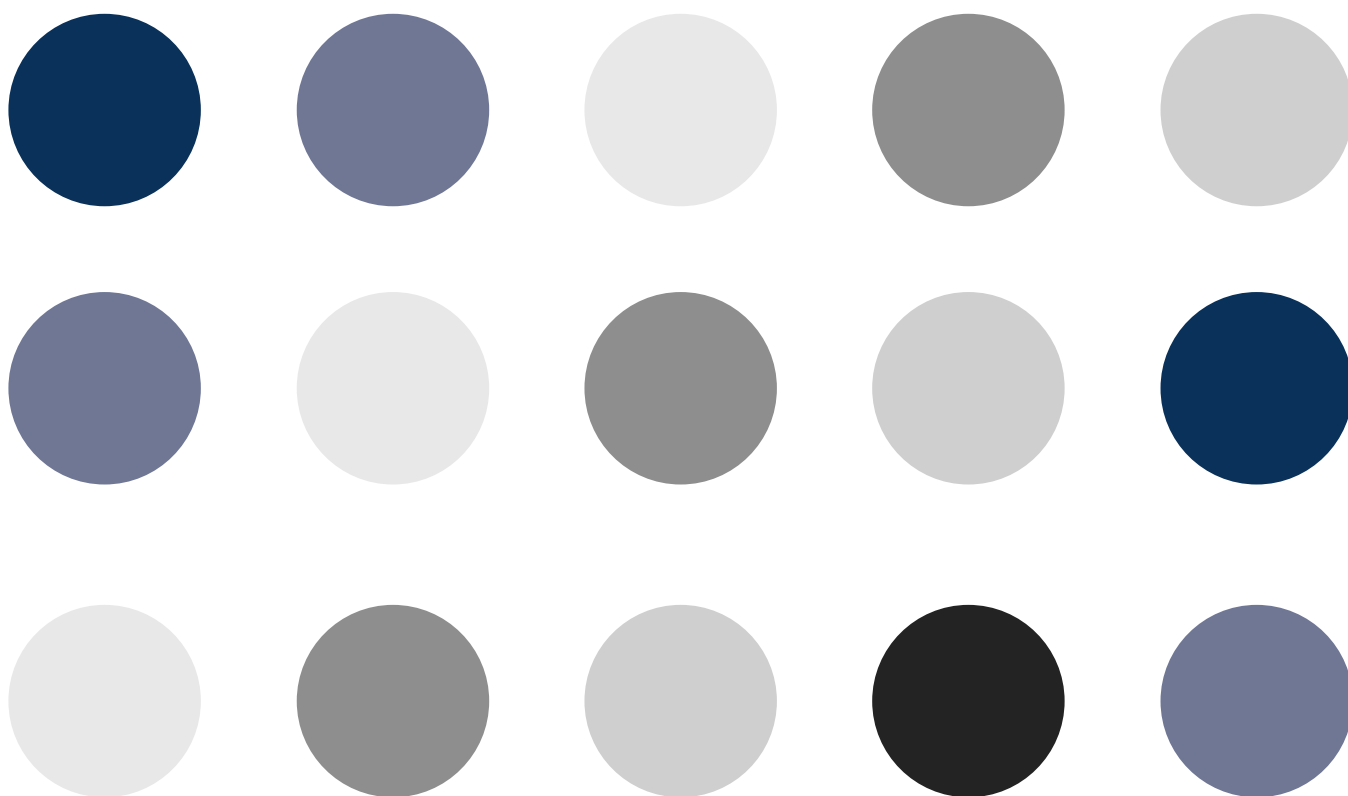


ISDE Working Group Proposal

Proposal for establishment or renewal



ISDE Working Group Proposal

Proposal form for the establishment or renewal of a long-lived ISDE Working Group

ISDE-FRM-WG-001

Version 1.1

Purpose and use

This form is used to propose the establishment or renewal of an ISDE Working Group for assessment by the Secretariat and decision by the Bureau or Council, as applicable. It is completed by the proposing applicant and submitted to the ISDE Secretariat. Where information is not yet available, write "to be confirmed" and state what must be confirmed and by when.

Working Groups and Task Forces

Working Groups are long-lived stewardship bodies. They convene expertise, frame priorities, synthesise knowledge, advise the Council and Bureau, support ISDE events and publications, and mobilise delivery by commissioning time-bounded Task Forces. They are not delivery teams. Task Forces are the primary mechanism for producing defined outputs such as white papers, toolkits, registries, standards profiles, curricula, demonstrators and event outcomes. Where an activity has a defined deliverable and a closure point, it should normally be proposed as a Task Force using form ISDE-FRM-TF-001, not as a Working Group.

Governance caution.

Submission of this form does not approve, establish or renew a Working Group. Proposals are assessed by the ISDE Secretariat and decided by the Bureau or Council, as applicable. Nothing in a submitted proposal may be represented as an ISDE approval, mandate or certification.

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.
- Answer the three gateway questions in Section 1 first. If the proposed activity is better suited to a Task Force, do not complete this form; use form ISDE-FRM-TF-001 or contact the Secretariat.
- Complete all fields marked Required *. Optional fields strengthen a proposal but may be left blank or marked "to be confirmed".
- Use plain UK English and expand acronyms on first use. Dates should be entered as DD/MM/YYYY.
- Working Groups operate under standing ISDE arrangements, including regular reporting, periodic health checks and anti-stagnation controls. Completing this form indicates acceptance of these arrangements if the proposal is approved.

1. Proposal type and gateway test

Complete this section first. It establishes what is being proposed and whether a Working Group, rather than a Task Force, is the right instrument.

Proposed Working Group title Required *

Short name or acronym

Proposal type Required *

- | | |
|---|--|
| ☐ New Working Group | ☐ Renewal of an existing Working Group |
| ☐ Reconstitution or merger of existing groups | ☐ Revision of an existing scope or mandate |

Origin of this proposal Required *

- | | |
|---|--|
| ☐ Council resolution or recorded Council action | ☐ Bureau direction |
| ☐ Existing Working Group or Task Force | ☐ Regional Chapter or Coordination Hub |
| ☐ Secretariat | ☐ Member initiative |

Origin reference, if any

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

One-paragraph summary Required *

Gateway test.

A Working Group is appropriate only where a domain requires continuing stewardship rather than one-off delivery. Answer the three questions below. A No to any question is a signal that the work should be proposed as a time-bounded Task Force using form ISDE-FRM-TF-001, or discussed with the Secretariat before submission.

1. Does the domain require continuing stewardship over multiple years, rather than delivery of a defined output? Required *

- ☐ Yes ☐ No

2. Will the group provide recurring advice and decision support to the Council and Bureau? Required *

- ☐ Yes ☐ No

3. Does the domain require long-term coherence across multiple programmes, publications and partnerships? Required *

- ☐ Yes ☐ No

2. Stewardship domain and purpose

Define the long-term domain of responsibility and why it needs a standing group. Keep responses focused on the decision the Secretariat, Bureau or Council must make.

Stewardship domain Required *

Need for continuing stewardship, and why ISDE is the appropriate home Required *

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

Intended beneficiaries

Expected institutional value to ISDE

Evidence or source basis

3. Scope and mandate

A Working Group without a clear boundary and review cycle accumulates ambiguity. Define what is inside the mandate, what is excluded, and how long the initial mandate should run.

In scope Required *

Out of scope Required *

Proposed initial mandate term and review cycle Required *

Assumptions, dependencies and constraints

Sensitive exclusions or matters requiring separate approval

4. Framework and Digital Earth Enabler alignment

Select the Thematic Frameworks the group would support and the Digital Earth Enabler, DEE, clusters it would steward. Selections without explanation are not sufficient.

Supported Frameworks, 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 *

DEE assets the group would steward or curate

Dependencies on existing or proposed DEE assets

5. Operating model and delivery mobilisation

A Working Group stewards; delivery happens through Task Forces it commissions. Show how the group will convene, advise and mobilise.

Proposed convening rhythm Required *

- ☐ Monthly ☐ Every two months
☐ Quarterly ☐ Other, described below

Initial delivery intentions: Task Forces the group expects to commission

Success measures Required *

Collaboratory, partner or community engagement

Standing arrangements.

Working Groups operate under standing ISDE governance arrangements, including regular reporting to the Secretariat, periodic health checks and anti-stagnation controls. Groups without active leadership or activity may be reconstituted, merged or closed through ISDE governance processes. These arrangements apply as conditions of approval and are not negotiated through this form.

6. Leadership and membership

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

Proposed Chair: name, affiliation, country and email Required *

Proposed Deputy Chair, if any

Secretariat contact, if known

Leadership confirmation status Required *

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

Council Liaison.

The Council Liaison is a Council member appointed through Council arrangements. It is not nominated by the applicant and is not requested on this form. Existing liaison relationships, if any, may be described under initial members below.

Initial members and contributors Required *

Partner organisations, if any

Regional and disciplinary coverage

Expertise gaps

Conflicts of interest or affiliation notes

7. Governance, resources and risk

Define support needs and risks. Delivery activity that creates material commitments is commissioned through Task Forces, each subject to a proportionate business case.

Requested Secretariat support

Funding or in-kind support

Main risks and mitigations Required *

Sensitive matters expected within the domain, 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.

Ticking a sensitive matter does not require a business case for this proposal. It signals that Task Forces commissioned in this domain are likely to require a proportionate business case, consistent with the ISDE staged Five Case approach, before those activities proceed.

Notes on sensitive matters, if any

8. Renewal record and declaration

Renewal, reconstitution and scope revision proposals must evidence past delivery. New proposals leave the delivery record blank.

Renewal proposals only: delivery record

Declaration.

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

- ☐ I understand that submission does not approve, establish or renew a Working Group.
- ☐ I understand that a Working Group is a stewardship body, not a delivery team, and that defined outputs are delivered through time-bounded Task Forces with their own charters.
- ☐ I accept the standing arrangements for Working Groups, including regular reporting, periodic health checks and anti-stagnation controls, if the proposal is approved.
- ☐ I understand that inactive Working Groups may be reconstituted, merged or closed through ISDE governance processes.
- ☐ I understand that proposed Digital Earth Enabler assets are not approved or registered until accepted through the relevant ISDE process.
- ☐ I understand that decision rights for Working Group establishment and renewal rest with the Bureau and Council, and that the Secretariat assesses and recommends.

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.