**The 29th Meeting of the CEOS Strategic Implementation Team (SIT-29)**

**8th – 10th April, 2014**

**Toulouse Space Centre**

**Toulouse, France**

**AGENDA v1.0**

The SIT-29 objectives include:

1. To address organizational issues, including review and decision on endorsement of:
2. The CEOS 3-year Work Plan. ***Decision on endorsement by Plenary during SIT-29.***
3. Process Papers relating to CEOS Working Groups and to guidance on new initiatives. ***Decisions on endorsement by Plenary during SIT-29***
4. A proposal for a CEOS document configuration management system.
5. Consideration of the outcomes of the GEO-X and Ministerial meetings.
6. To progress CEOS initiatives related to **Disasters**, coordinated under the new WG Disasters and including:
7. The proposal for the structure of the WG Disasters. ***Decision on endorsement by Plenary during SIT-29.***
8. The strategic data acquisition plan in response to the floods, seismic risk, and volcanoes pilots’ EO requirements. ***Decision on endorsement by SIT-29***.
9. The Recovery Observatory Proposal. ***Decision on endorsement by SIT-29***.
10. Proposed adoption of new Supersites. ***Decision on endorsement by SIT-29***.
11. The CEOS plan for participation in World Conference on Disaster Risk Reduction (WCDRR) (Mar 2015).
12. Assess progress in joint Working Group **Climate** implementation and next steps.
13. Understanding the outcome of the first meeting of the **Joint Climate Working Group** in the context of the three high-level objectives assigned to the Working Group.
14. Preparations for **UNFCCC COP-20**.
15. In relation to established CEOS priorities:
16. **GFOI**: Review the Global Baseline Strategy Implementation Plan for 2014; and, the GFOI Space Data Services (Element 2) Strategy and Implementation Plan. ***Decision on endorsement by SIT-29***.
17. **Carbon Task Force**: Review the Carbon Task Force Report. ***Decision on endorsement by Plenary during SIT-29***. Review report recommendations and consider organizational options for their implementation.
18. **GEOGLAM**: Provide initial feedback on the implementation of GEOGLAM Phase 1 acquisitions, the development of a strategy for Phase 2 acquisitions, and on progress in GEOGLAM institutional arrangements and resource commitments.
19. In relation to the **CEOS VCs and WGs**:
20. Consideration of WG and VC activities and priorities.
21. Reporting and recommendations from the Land Surface Study Group (LSSG). ***Decision on endorsement by SIT-29***.

***The deadline for submission of presentation materials (via email to*** ***george@symbioscomms.com******) is 1 April***

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**Tuesday, 8th April: Side Meetings – *locations as noted below***

*Practical and bus information: see accompanying document; bus departs 07:45 from the front of the “citiz Hotel”, 18 Jean Jaures avenue, bus company is “TESTE”..*

*Virtual participant GoToMeeting connection information for SIT-29 at the end of this agenda document.*

Please plan approximately 15 minutes to pass security before your side meeting and 10 minutes to exit CNES at the end of the day.

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| Time | Meeting | Location |
| From 08:00  | Welcome Coffee | Léonard de Vinci building |
| 09:00 – 13:00 | Working Group Disasters | NADAR building – Room 12 |
| 12:00 – 14:00 | Lunch *(hosted)* | Léonard de Vinci building |
| 13:00 – 14:00 | CEOS SEC  | Poincaré building – Conference room |
| 14:15 – 15:15 | Working Group GEOGLAM | Poincaré building – Room 20 |
| 13:00 – 17:00 | Others | TBA |

Side meetings may be requested by completing a side meeting request form (see accompanying document). Contact Danielle Barrere (danielle.barrere@cnes.fr) for more information.

* 15:30 - visit of CNES facilities
* 18:15 - Bus departs to city center

**Wednesday, 9th April: Day 1 *Léonard de Vinci building***

*Practical and bus information: see accompanying document; bus departs 07:45 from the front of the “citiz Hotel”, 18 Jean Jaures avenue, bus company is “TESTE”..*

*Virtual participant GoToMeeting connection information for SIT-29 at the end of this agenda document.*

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| Registration/security, Virtual Participant Connection, and Welcome Coffee | 08:15 – 09:00 |
| Location: Léonard de Vinci |
| Session 1: Welcome and Essential Business |
| 1 | *information– 20 minutes*Welcome Message by Marc Pircher, Director of Toulouse Space Centre Welcome and Opening Remarks by the SIT Chair (P Ultré-Guérard)*- Tour de Table self-introductions**- Logistics information**- SIT-29 Expected outcomes and introduction of agenda* | 09:00 – 09:20 |
| 2 | *information– 10 minutes*Review of Open Actions (S Ward) | 09:20 – 09:30 |
| 3 | *decision – 15 minutes*CEOS Priorities for 2014 (K Sawyer, CEO)*- Presentation of the 2014-2016 CEOS Three Year Work Plan* (decision during Plenary - Session 5) | 09:30 – 09:45 |
| 4 | *information– 15 minutes*Outcomes from the GEO Ministerial and GEO-X Plenary (E Volden) | 09:45 – 10:00 |
| 5 | *information/discussion – 30 minutes*GEO Coordination Items (S Briggs, B Smith, E Volden)*- Post-2015 GEOSS**- Activities over the next two years with respect to the future GEO, through to the next Ministerial (November 2015)**- CEOS Expectations of GEO on Observational Requirements and CEOS guidance to GEO (S Briggs)* | 10:00 – 10:30 |
| Group Photo and Break | 10:30 – 11:15 |
| Session 2: CEOS Virtual Constellations and Working Groups (VCs and WGs) |
| 6 | *information – 10 minutes*Introduction to WG and VC Session (P Ultré-Guérard)*SIT Chair will briefly introduce Session 2 and define the high-level objectives and strategic goals that will be pursued during her mandate.* | 11:15 – 11:25 |
| 7 | *information/decision – 20 minutes*Working Group/ New Initiatives Process Paper (decision during Plenary Session 5) (K Sawyer)*The CEO will review the Process Papers relating to CEOS Working Groups and to guidance on new initiatives.* | 11:25 – 11:45 |
| 8 | *information – 15 minutes*WG and VC Session Objectives and Content (J-L Fellous)*On behalf of the SIT Chair team, Fellous will outline the session objectives and content, review the membership, composition and leadership of VCs and WGs, and provide a quick overview of the outcomes from VC-WG telecons.* | 11:45 – 12:00 |
| 9 | *information/decision – 75 minutes*WG and VC Session – **VC focus** (15 mins per topic)*VC Co-Leads will review briefly the current status and issues for SIT decision/action of their respective VC.**- OSVW-VC status and issues – training activities, international engagement (P Counet on behalf of P Chang and J Figa)**- OST-VC status and issues – recent results, continuity (J Lambin)**- OCR-VC status and issues – relationship with IOCCG, data access (J Lambin)**- PC-VC status and issues – GPM, continuity, international engagement (R Oki, C Ishida)**- ACC-VC status and issues – continuity of limb sounding (R Eckman)* | 12:00 – 13:15 |
| Lunch on site *(hosted)* | 13:15 – 14:15 |
| 9 | *information/decision – 45 minutes*WG and VC Session (continued) (15mins per topic)*- SST-VC status and issues - Comparison campaign and SST Operational Validation Project (C Donlon remote connection)**- VC Deliverables (S Hosford)**Discussion and Synthesis (J-L Fellous, moderator)* | 14:15 – 15:00 |
| 10 | *information/decision – 15 minutes* Land Surface Study Group (*J Dalge - remote connection*) | 15:00 – 15:15 |
| Break | 15:15 – 15:45 |
| 11 | *information/decision – 45 minutes*VC and WG Session – **WG focus***WG Chair or Vice-chair will review briefly the current status and issues for SIT decision/action of their respective WG.**- WGISS issues for SIT decision/action (R Moreno)**- WGCV issues for SIT decision/action (S Srivastava)**- WGCapD issues for SIT decision/action (J Olwoch)* | 15:45 – 16:30 |
| 12 | *information/decision – 30 minutes*Brief review and wrap (CNES SIT Chair Team) | 16:30 – 17:00 |
| 13 | *information – 15 minutes* CEOS Document Configuration Management System and Website refurbishment (K Keith)*- Status and plans for the development of CEOS Document Configuration Management System* *- Feedback from an online survey on the CEOS website and proposed refurbishments* | 17:00 – 17:15 |
| Adjourn | 17:15 |

* 17:45 - Bus departs to city center.
* 19:00 - Host dinner and visit of the Bemberg Collection at "Hôtel d’Assézat": http://[www.fondation-bemberg.fr](http://www.fondation-bemberg.fr/).

**Thursday, 10th April: Day 2 *Léonard de Vinci building***

*Practical, bus and GoToMeeting information: same as Wednesday.*

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| Registration/security, Virtual Participant Connection, and Welcome Coffee | 08:15 – 09:00 |
| Location: Léonard de Vinci |
| Session 3: Established CEOS Priorities |
| 14 | *decision – 45 minutes*Space Data Coordination Group (SDCG) for GFOI*- GFOI status update (S Briggs)**- Global Baseline Strategy Implementation Plan for 2014 (S Ward)**- Space Data Services Strategy for GFOI (S Ward)* | 09:00 – 09:45 |
| 15 | *information/discussion – 30 minutes*Carbon Task Force (S Ward, C Ishida)*- Presentation of report for endorsement* (decision during Plenary–Session 5)*- Recommendations and discussion on implementation options* | 09:45 – 10:15 |
| 16 | *information/discussion – 30 minutes*GEOGLAM (M Deshayes, G Dyke)*- GEOGLAM status update**- Implementation status of the CEOS Acquisition Strategy for GEOGLAM P1**- JECAM report**- Way forward to CEOS Plenary* | 10:15 – 10:45 |
| Break | 10:45 – 11:00 |
| Session 4: CEOS Initiatives Related to Disasters |
| 17 | *information– 30 minutes*WG Disasters Update (S Chalifoux, A Eddy)*- Startup activities and status**- Proposed WG structure* (decision during Plenary - Session 5) | 11:00 – 11:30 |
| 18 | *information/discussion/decision – 45 minutes*Acquisition Planning and Coordination (S Chalifoux)*- Recovery Observatory (S Hosford)**- New Supersites and selection process (DLR)**- Support to DRM pilots (A Eddy)* | 11:30 – 12:15 |
| 19 | *information/discussion – 15 minutes*CEOS plan for participation in World Conference on Disaster Risk Reduction (WCDDR) (C Ishida) | 12:15 – 12:30 |
| Lunch on site *(hosted)* | 12:30 – 14:00 |
| Session 5: CEOS Plenary session *chaired by A Ratier* |
| 20 | *decision – 30 minutes*- CEOS 2014-2016 Work Plan- CEOS Working Group Process Paper- CEOS New Initiatives Process Paper- Carbon Task Force Report- WG Disasters structure | 14:00 – 14:30 |
| Session 6: CEOS Initiatives Related to Climate |
| 21 | *information/discussion – 75 minutes*Joint CEOS-CGMS WGClimate Report (P Lecomte)*- Update of WGClimate activities including first joint meetings**- Preparations for UNFCCC COP-20 SBSTA-41* | 14:30 – 15:45 |
| Break | 15:45 – 16:15 |
| Session 7: SIT-29 Closing Business |
| 22 | AOB | 16:15 – 16:45 |
| 23 | *discussion – 30 minutes*SIT-29 Action Item Confirmation (S Ward) | 16:45 – 17:00 |
| 24 | SIT Chair Closing Remarks (P Ultré-Guérard)- Future meetings – SIT Workshop 2014 | 17:00 – 17:15 |
| Adjourn | 17:15 |

* 17:45 - Bus departs to city center
* 18:30 - Toulouse Visit.

**Meeting point for TESTE bus to CNES**

18, allees Jean-Jaurès
In front of CITIZ hotel

Departure: 7.45 am Tuesday, Wednesday, Thursday

(See map)

