**12th Meeting of Joint CEOS/CGMS Working Group on Climate**

**5-7 May 2020**

**Virtual Meeting Agenda**

The meeting starts every day at 4 am US West, 7am US East, 1pm Berlin, 4:30pm Ahmedabad, 8pm Tokyo, 9pm Sydney. All times in the agenda are minutes from the start of the meeting.

Documents listed in the Agenda (Item x – name) will be available on the meeting web page <http://ceos.org/meetings/wgclimate-12/> soon. Additional documents may become available in the week before the meeting.

**Day 1: Tuesday, 5th May 2020**

1. **ECV Inventory, Gap Analysis and Coordinated Actions**

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| --- | --- |
| 00:00 – 00:15 | Welcome and Introduction (J. Schulz)Round table introduction (All) |
| 00:15 – 00:30 | Status of the ECV Inventory (A. Nunes) |
| 00:30 – 01:00 | Results from the Gap Analysis on ECV Inventory #3 (J Schulz) |
| 01:00 – 01:30 | Discussion on Gap Analysis including future improvements of the process (All with intro by J Schulz) |
| 01:30 – 02:00 | Coordinated Action Plan – Status of Actions and potential new Actions (J Schulz) |
| 02:00 – 02:15 | Break |
| 02:15 – 02:45 | Discussion of Coordinated Action Plan |

1. **Data Record Definitions**

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| --- | --- |
| 02:45 – 03:15 | Status update of FCDR, CDR, ICDR Definition (J. Privette)* Item 2 - WGClimate-11 - CDR Definitions\_v1\_SchulzJ\_20190903
* Item 2 - WGClimate-11 - CDR Definitions\_Privette
* Item 2 - WGClimate-11 - Proposed definition and guidance regarding Fundamental Climate Data Records v8
* Item 2 - WGClimate-10 - Proposed definition and guidance regarding Fundamental Climate Data Records v7
* Item 2 - WGClimate-10 - Proposed definition and guidance regarding Climate Data Records v1
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| 03:15 – 03:45 | Discussion and eventual endorsement of proposals (J. Schulz) |
| 03:45 – 04:00 | Summary of the Day (J. Schulz) |

**Day 2: Wednesday 6th May 2020**

1. **WGClimate Status, CEOS and CGMS Work Plans, Nomination of new Vice Chair**

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| --- | --- |
| 00:00 – 00:15 | Welcome and Introduction (J. Schulz)Round table introduction (All) |
| 00:15 – 01:00 | Status of WGClimate (J. Schulz) |
| 01:00 – 01:30 | Discussion |
| 01:45 – 02:00 | Nomination of new Vice Chair (J Schulz) |
| 02:00 – 02:15 | Break |

1. **Activities towards and with Stakeholders & Partners**

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| --- | --- |
| 02:15 – 02:30 | UNFCCC (J. Post) |
| 02:30 – 03:00 | GCOS: Requirements for ECVs and GCOS Status Report (S. Eggleston)* Item 4 - GCOS\_requirements\_review\_comments
* Item 4 - GCOS-200\_Actions\_WGClimate\_v3 (Assessment of GCOS actions for response by WGClimate inclusive actions for which response was provided 2017))
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| 03:00 – 03:30 | Discussion |
| 03:30 – 03:40 | New GEO Climate Change Working Group (S. Venturini)* Item 4 - Revised Terms of Reference for GEO Working Groups
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| 03:40 – 03:50 | SCOPE-CM (J. Privette and W. Balogh) |
| 03:50 – 04:00 | Summary of the Day (J Schulz) |

**Day 3: Thursday 7th May 2020**

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| 1. GHG Monitoring
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| 00:00 – 00:15 | Welcome and Introduction (J. Schulz)Round table introduction (All) |
| 00:15 – 00:30 | Status of GHG Task Team (M. Dowell and A. v. Bargen) |
| 00:30 – 01:00 | GHG Roadmap: Status and way forward (M. Dowell)* Item 5 - CEOS\_CGMS\_GHG\_Constellation\_Roadmap\_ V2.3\_cleaned
 |
| 01:00 – 02:00 | Discussion on activities specific to the WGClimate and GHG Task Team such as engagement with CGMS, engagement with UNFCCC, GCOS requirements for GHG, user involvement, preparation for CGMS Plenary (M. Dowell) |
| 02:00 – 02:15 | Break |

1. **Case Studies for Climate Data Records**

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| --- | --- |
| 02:15 – 02:30 | Objectives for Case Studies on Climate Data Records (J Schulz) |
| 02:30 – 03:00 | Organisation of Case Studies (W. Balogh)* Item 6 - Template for Case Studies on Satellites for Climate Services
* <https://www.surveymonkey.com/r/ClimateA> – Survey to obtain case-study metadata (1st steps for selection of case studies).
* <https://www.surveymonkey.com/r/ClimateB> – Survey to upload case-study text and images (following selection in the 1st step).
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| 03:00 – 03:45 | Proposals for Case Studies and Discussion (All) |
| 03:45 – 04:00 | Summary of the Day (J Schulz) |

|  |  |
| --- | --- |
| End of Meeting |  |

# Technology

## Tools

* **Zoom** will be the primary tool used for the meeting. Participants will view presentations, make verbal interventions, and hear the verbal interventions of other participants through Zoom. Zoom connection details are provided below.
* **Webex** will be the backup tool used for the meeting should Zoom fail.Webex connection details are provided below.
* **Sli.do** will be used to enable participants to request interventions and make comments. All participants should monitor sli.do throughout the meeting. Details are provided below.

We will **not** use both Zoom and Webex at the same time. It will be one or the other. Zoom will be used unless there is a major technical fault, in which case all users will switch to Webex.

Should there be a major issue with Zoom, we will advise participants that it will be necessary to switch. This advice will be provided in the call (if possible) as well as via a group email to registrants.

## Session Limits

The tools do not seem to have any inherent ‘session limits’, and users should not need to ‘reconnect’ during each day’s session.

However, individual users may find that their own systems (e.g. their telephone carriers) impose limits on how long they can remain on a single call. If this should occur, simply redial or reconnect. If you continue having trouble please use the technical support channels identified below.

## Technology Support

Technical support will be available for an hour before scheduled start time, using the sli.do channel **#19937.**

We will do our best to help you resolve any issues, but please bear in mind that diagnosing technical issues that may be at your end, or that may involve third party software or network providers, may simply not be possible and the meeting will need to proceed.

## Video and Cameras

To keep bandwidth requirements low, video will **not be used**. Please **do not** share your camera.

## Audio Controls and Quality

All participants, excluding the WG Chairs, will be muted by default.

All participants should stay muted unless invited to intervene or present by the WG Chairs in accordance with the below protocols.

**We recommend using individual headsets to participate in the meeting**. This will provide you, and other participants, with the clearest voice quality and the least noise. If this is not possible, please check your phone setup to ensure minimal disruption from other attendees.

**Note**: if a speaker or presenter becomes completely unintelligible or experiences major degradation of sound quality, the WG Chair will immediately mute them, and the meeting will move on. The speaker or presenter should then seek technical assistance as above.

**Note:** if the line is noisy during the call, the WG Chair will mute all callers. Internet callers will be able to unmute using the software interface. All callers are asked to mute their lines if they are not speaking.

# Connection Details

## Zoom Meeting

The virtual Joint CEOS-CGMS Working Group Climate Meeting #12 will be held as a Zoom meeting:

|  |  |
| --- | --- |
| Meeting URL:  | <https://eumetsat.zoom.us/j/91995554790?pwd=Tjg4NTNIUy9RaVdFcnEwSFg4UW5Zdz09>  |
| Meeting ID:  | 919 9555 4790 |
| Password: | 155688 |

## Webex meeting

Only in case that Zoom does not work or WG Members are not allowed to use zoom there is an alternative Webex meeting:

|  |
| --- |
| * Meeting number (access code): 143 340 403
 |
| * Meeting password: rEvmjEiN428
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|  |
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| --- |
| [Join meeting](https://eumetsat.webex.com/eumetsat/j.php?MTID=m5c8924f1cb48ca42e49b1dbd1f302ac0) |

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I will inform you if the Webex meeting will be used. We will only use one tool at a time.

## Slido

We will collect questions via slido ([www.slido.com](http://www.slido.com))

For comments, interventions:

* Join at [w**ww.slido.com**](http://www.slido.com) with the event code: **#19937**

**Sli.do Details**

Please use your name for comments and interventions. The following screenshot shows how to set your name on sli.do. If you do not do this you will show up as ‘Anonymous’ and it will be very confusing.



# Documents and Presentations

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## Access

You can access the latest agenda, presentations and documents, on the meeting website:

## <http://ceos.org/meetings/wgclimate-12/>

## Due Dates

Due dates for files are as follows:

* Presentations: one day before they will be delivered.

## Submission Process

PPTs can be submitted when ready to the WGClimate Chair (Joerg.schulz@eumetsat.int).

Name of presentatons: “Item *x* – *name*”

# Meeting Protocols

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## Connecting

Please connect to the meeting **at least 15 minutes beforehand** so that any technical issues (on your side or the organiser’s side) can be identified and resolved.

The meeting will start **sharp** at the identified start times.

##

## Introductions

One of the first items of business will be for participants to identify themselves. This is important to building the atmosphere of the meeting, as well as being important for administrative purposes. This will be done every day as we expect different sets of people participating to the different topics.

The following procedure will be used to ensure this is an orderly and efficient process:

1. The WG Chair will identify a participating CEOS-CGMS Agency by name, and invite the participant to introduce themselves.
2. The participant will identify themselves, noting any CEOS Leadership roles they occupy (e.g. Virtual Constellation Co-Lead, Working Group Chair, etc). If there are more than one participant from one agency the lead shall introduce the other people from the same agency and indicate that introductions are complete.

The WG Chair will follow alphabetical order in passing to participating CEOS-CGMS Agencies. Once all participating CEOS-CGMS Agencies have had an opportunity to introduce themselves, there will be a final call for any other introductions.

Participants joining after a day has started may also introduce themselves through a text comment on the sli.do channel.

## Session Management

Primary responsibility for the management of every session will rest with the WG Chair and Vice Chair. Except where prior arrangements have been made, the WG Chairs will call on presenters and select interventions. Only those invited to intervene or present should unmute and speak.

## Intervening

The WG Chairs wish to ensure that anyone who wishes to intervene can do so (time permitting). A smooth process will ensure the maximum number of people get the chance to intervene, with less ‘talking across’ and ‘interrupting’ as people attempt to intervene. The following process will be used to schedule and facilitate interventions:

1. Participants will indicate their desire to intervene on a topic by submitting a message on the dedicated sli.do channel. Messages should ideally be of the format:
	* “<x> from <y> wishes to intervene on topic <z>”
	* E.g “Jeff Privette from NOAA wishes to intervene on ECV Inventory”
2. The WG Chairs will call on participants to intervene, in the order they determine.
3. Intervening participants will immediately un-mute and make their intervention as efficiently as possible.
4. At the conclusion of interventions for a particular item, or if time runs out, the WG Chairs will provide a wrap-up and (if relevant) summarise the way forward.

Individual interventions will, preferably, be no longer than 45-60 second, and ideally shorter.

## Commenting

It is also perfectly appropriate to submit a comment for noting, without requesting the floor to intervene. Such comments will be visible to other attendees, and may inform their thinking.

The WG Chairs may also wish to highlight some of these comments by reading them out to the participants. They may also wish to call on the commenter to intervene; all participants should be ready to ‘un mute’ in this scenario.

## Presenting

Presentations must be provided in advance of the meeting, in accordance with the instructions provided above. This will enable participants to download a copy to pre-read, as well as enabling them to follow-along on their local systems should they wish to do so.

The following process will be used to facilitate presentations:

1. The WG Chair will introduce the presenter and their presentation.
2. The presenter shares their screen in the Zoom meeting or the WGChair will nominate the presenter as having control of the display in the Webex meeting.
3. The presenter will unmute their microphone and deliver their presentation. They will be responsible for advancing slides.
4. Once the presentation is concluded, you:
	* Will mute, but be ready to unmute to intervene at the request of the WG Chair.
	* Must remain ready to contribute as necessary, including returning the display to previous slides.
5. The WG Chair will release the presenter.

Tips for presenters:

* + You can share a single application (such as powerpoint) rather than your whole screen.
	+ If you wish to share google slides you may wish to use a browser such as Chrome. Issues have been noted with using Safari. This does not apply to sharing MS Powerpoint.

*Note: Should you absolutely need the WG Chair to advance the presentation for you (with you saying “next slide please”), let us know well in advance.*

## Timekeeping

Due to the very tight time constraints of the meeting, the WG Chair will use a number of methods to ensure sessions keep to time.

For presentations or sequences of interventions longer than 6 minutes, when there is 5 minutes remaining a text reminder will be issued on the sli.do channel as a ‘heads up’.

In all cases, at key times an auditory cue will be used to alert the speaker or presenter of the remaining time. The cue will be a relatively loud, brief and distinctive sound played over the main audio circuit. It will play:

* + Once, when there is 1 minute of allocated time remaining for:
		1. A presentation
		2. A sequence of interventions
	+ Twice, once the allocated time is concluded for:
		1. A presentation
		2. A sequence of interventions

After the sound has played twice, and subject to the WG Chair’s discretion, the speaker or presenter may be given a few additional seconds to conclude their remarks, after which the speaker or presenter will be muted by the WG Chair.

## Breaks

On each day there will be a scheduled 15 minute break for all participants. A single break has bene proposed to minimise disruption that may be caused from multiple smaller breaks.

Individual participants may, of course, elect to take additional breaks but are asked to undertake these in a way that is not disruptive to other participants (e.g. ensure you are muted before leaving, do not re-introduce yourself on your return).

## Closing

The WG Chairs will decide when to close the meeting. Unless there is a compelling reason, this will be at the scheduled stop time.

Call Recording

The meeting will be recorded. The recordings will only be used to enable the WG Chair to prepare meeting minutes.