**Minutes V0.0**

**211th CEOS SECRETARIAT MEETING**

Monday 18th April 2016

ESA ESRIN, Frascati, Italy

Chaired by CSIRO

**Participants:**

**CEO Team:** Jonathon Ross, Marie-Josée Bourassa

**CSIRO:** Alex Held (Chair), Caroline Bruce, Flora Kerblat, Stephen Ward, George Dyke, Matthew Steventon

**ESA:** Stephen Briggs, Ivan Petiteville

**EUMETSAT:** Paul Counet, Robert Husband

**GEO:** Osamu Ochiai

**JAXA:** Yoshimura Yoshinori, Shizu Yabe, Masatoshi Kamei, Naoko Matsuo

**NASA:** Christine Bognar, Wenying Su

**NOAA:** Stephen Volz, Kerry Sawyer, Charles Wooldridge

**SEO:** Brian Killough, Kim Holloway

**USGS:** Steve Labahn, Tom Cecere, Jennifer Lacey

**WGCapD:** Jane Olwoch

**WGClimate:** Pascal Lecomte

**WGCV:** Albrecht von Bargen, Kurtis Thome

**WGDisasters:** Stéphane Chalifoux

**WGISS:** Andy Mitchell

1. **Welcome and Introduction, Review of Agenda**

Alex Held (CSIRO, CEOS Chair) welcomed everyone to the meeting and reviewed the agenda for SEC 211. No additions to the agenda were noted.

1. **Review of Action Items Related to SIT-31**

Caroline Bruce (CSIRO) reviewed select actions from past SEC meetings. Actions 210-02 and 210-04 were closed.

Jonathon Ross (GA, CEO) noted that the ‘Introduction to CEOS’ presentation is being updated to address a few issues that were raised following the release of the most recent version. The CEO Team, SEO Team (Kim Holloway) and SIT Chair Team (Ivan Petiteville) are exploring the potential to prepare a shorter version of the presentation, with a more general public focus, for outreach purposes.

1. **Review of the SIT-31 Agenda**

Stephen Briggs (ESA, SIT Chair) reviewed the objectives of SIT-31 and led a brief walk through of the agenda. The topics covered in the agenda represent the themes and priorities for the next two years of ESA’s SIT Chair term.

Albrecht von Bargen (DLR, WGCV Chair) reported that he has provided some Carbon related slides to Mark Dowell. Stephen confirmed that Mark will present select slides during the Carbon session.

SIT-31 participants will be invited to provide feedback on Copernicus Sentinel data uptake and application during agenda item #14. Ivan Petiteville (ESA, SIT Chair Team) encouraged WG’s, VC’s and other CEOS groups to prepare a slide/discussion points ahead of the session to support the discussion.

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| **211-01** | CEOS WG’s, VC’s and other groups to prepare a slide ahead of the *Copernicus Sentinel Data Uptake and Application* session to support discussion under agenda item #14. | **19 April 2016** |

Ivan noted that feedback is not restricted to WG’s and VC’s; agencies will also have the opportunity to provide direct feedback during the open discussion.

Alex supported the strategic direction that the SIT Chair Team has taken in defining the SIT-31 agenda, and noted that a similar approach will be used for CEOS Plenary.

1. **Upcoming Meetings and Events Calendar**

Jonathon Ross (GA, CEO) reviewed the CEOS calendar of upcoming meetings. A number of additions/changes were noted by the SEC:

* GEOGLAM RAPP meeting to be updated to the 20th and 21st of June;
* WGISS-42 has been confirmed for the week of September 19th;
* LSI-VC-2 has been tentatively scheduled for the 20th – 22nd of July in California (location TBC);
* WGDisasters members will attend the 2016 Understanding Risk Forum to be held in Venice, Italy from the 16th to the 20th of May.

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| **211-02** | CEO Team to update the CEOS Calendar with the various changes noted during SEC 211.. | **SEC 212** |

Stephen Briggs noted that the second meeting of the GEO Programme Board will take place in two weeks time alongside the GEO Work Programme Symposium. These are two important meetings that will help define the next phase of GEO.

1. **AOB, Action Wrap-up, Next Meeting and Adjourn**

Stephen Briggs urged everyone to make accommodation bookings for SIT TW as soon as possible via the link on the meeting website: <http://ceos.org/meetings/2016-sit-tech-workshop/>

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| **211-03** | Everyone to make accommodation bookings for SIT Technical Workshop ASAP via the link on the CEOS website: <http://ceos.org/meetings/2016-sit-tech-workshop/> | **ASAP** |