**Minutes V1.0**

**218th CEOS SECRETARIAT MEETING**

Wednesday 2nd November 2016

5:30PM, Plaza Terrace Room, Brisbane Convention and Exhibition Centre (BCEC)

Chaired by USGS

**Participants**

**CEO:** Jonathon Ross

**CSIRO:** Alex Held

**EC:** Astrid-Christina Koch, Mark Dowell, Mauro Facchini

**ESA/SIT Chair Team:** Stephen Briggs, Ivan Petiteville

**EUMETSAT:** Paul Counet, Robert Husband

**GEO:** Osamu Ochiai

**JAXA:** Yoshinori Yoshimura, Shizu Yabe, Koji Akiyama

**NASA:** Mike Freilich,Christine Bognar

**NOAA:** Kerry Sawyer, Chuck Wooldridge

**SEO:** Brian Killough, Kim Holloway

**USGS:** Frank Kelly, Steve Labahn, Eric Wood, Jenn Lacey, Stephen Ward, Matthew Steventon

**WGCapD:** Jane Olwoch

**WGClimate:** Pascal Lecomte

**WGCV:**  Kurt Thome, Cindy Ong

**WGDisasters:** Stéphane Chalifoux

**WGISS:** Andrew Mitchell

1. **Welcome**

Frank Kelly (USGS, 2017 CEOS Chair) welcomed everyone to the first meeting of the USGS Chair term.

1. **Urgent Issues Related to CEOS Plenary Action Items**

Stephen Ward (CEOS Chair Team) led an item-by-item walk through of the preliminary CEOS-30 actions table.

Pascal Lecomte (ESA, WGClimate Chair) noted the short timeframe for action 30-3 (UNFCCC COP 22 will be held next week). An action was recorded for the CEOS Chair Team to follow up with agencies.

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| **218-01** | CEOS Chair Team to follow up with CEOS Agencies to ensure that they will liaise with their national delegations to COP 22 and secure interventions in support of the CEOS statement to SBSTA 45. | **Friday November 4th** |

With regard to 30th CEOS Plenary action 30-4:

* Jonathon Ross (GA, CEO) reported that as of the end of Plenary, Marie-Josée Bourassa (CSA) has completed CSA’s commitment to serve on the CEO/DCEO team. This means there is a vacancy for CEOS agencies to consider nominating a candidate to serve as DCEO.
* Stephen Briggs (ESA, SIT Chair) suggested that the role of the UN SDG ad hoc team agreed to in principle during the Plenary is not clear. He acknowledged that it is sensible to have a team within CEOS making sure that CEOS interests and GEO activities are well coordinated.
* Kerry Sawyer (NOAA, SIT Vice-Chair Team) recalled that the action was to prepare Terms of Reference in time for SIT-32, which will clarify the team’s role. It was agreed that references to ‘*success measures’* and the drafting of a work plan in the action text should be removed, as they were added without the consultation of the Plenary.
* Alex Held (CSIRO) and Jonathon Ross (GA, CEO) noted that the purpose of creating an ad hoc team on the SDGs was to bring together the fragmented parallel activities ongoing within CEOS, including CEOS engagement with the various GEO SDG activities.
* Mike Freilich (NASA) supported the plan to draft Terms of Reference for consideration during a plenary session at SIT-32.
* Stephen Briggs (ESA, SIT Chair) suggested that the first steps be taken well in advance of SIT-32. Jonathon Ross (GA, CEO) proposed that the CEOS Chair Team, SIT Chair and CEO work together to determine the focus of the team.

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| **218-02** | CEOS Chair Team, SIT Chair, and CEO to work together to determine what the focus of the SDG ad hoc team should be, as agreed-to in principle at CEOS Plenary.  Pending further discussion at CEOS SEC-219, they will develop for presentation at SIT-32, terms of reference for the ad hoc team, consistent with the focus agreed by CEOS SEC, for formal adoption. | **SEC-219** |

Stephen Briggs (ESA, SIT Chair) asked that action 30-6 be modified to ensure that the mandate for the satellite carbon report content, to be undertaken by AC-VC, is attached to the email sent to the CGMS Chair. The action was revised during SEC-218. Action 30-11 was added to reflect the commitment made by EUMETSAT to raise the Non-meteorological Applications for Next-Generation Geostationary Satellites (NMA) Ad Hoc Team Report Opportunities at the next CGMS Plenary, for the purpose of identifying collaboration opportunities.

1. **CEOS Secretariat Proposed Schedule for the Coming Year**

Steve Labahn (USGS, CEOS Chair Team) recalled the meeting calendar proposed in the agenda for SEC-218. Kerry Sawyer (NOAA, SIT Vice-Chair Team) suggested that an extra call be added between SIT Technical Workshop and CEOS Plenary for the purpose of follow-up and planning. The suggestion was agreed by the Secretariat and an action was recorded for the CEOS Chair Team to update the schedule.

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| **218-03** | CEOS Chair Team to update the calendar of SEC calls for the coming year to include a meeting between SIT Technical Workshop and CEOS Plenary, and to circulate the updated schedule to CEOS SEC for final review. | **SEC-219** |
| **218-04** | CEOS Secretariat to check the SEC meeting schedule proposed by the CEOS Chair Team. Final feedback should be provided at SEC-219, during which the schedule will be adopted. | **SEC-219** |

1. **Readiness for Near-term Key Meetings**

The CEOS Secretariat agreed that no further action or discussion is required around preparations for GEO-XIII Plenary or UNFCCC COP 22.

1. **AOB**

It was noted that the 2017 CEOS Plenary will be held earlier than usual, from the 18th to the 20th of October. GEO-XIV Plenary will be held the week after in Washington DC.

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| **218-05** | CEO to ensure that the CEOS Secretariat mailing list is updated to include the EC 2018 CEOS Chair Team: Mark Dowell, Mauro Facchini and Astrid-Christina Koch. | **ASAP** |

Frank Kelly (USGS, CEOS Chair) thanked everyone for attending. He noted that CEOS SEC-219 will take place on Thursday the 1st of December at 7 AM US East, and adjourned the meeting.