**Minutes V1.0**

**223rd CEOS SECRETARIAT MEETING**

Tuesday 25th April at CEOS SIT-32

ESA Headquarters, Paris, France

Chaired by USGS

**Participants**

**CEO:** Jonathon Ross

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

**ESA:** Ivan Petiteville, Michael Berger

**EUMETSAT:** Robert Husband

**GA:** Adam Lewis

**GEO:** Osamu Ochiai

**JAXA:** Akiko Suzuki, Shizu Yabe

**NASA:** Christine Bognar

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

**USGS:** Frank Kelly, Jenn Lacey, Steve Labahn, Stephen Ward, George Dyke

**WGClimate:** Pascal Lecomte, Wenying Su

**WGCV:** Kurtis Thome

**WGDisasters:** Stéphane Chalifoux

**WGISS:** Andy Mitchell

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

Frank Kelly (USGS, CEOS Chair) welcomed everyone to the meeting and reviewed the agenda. No additions to the agenda were noted.

1. **Review of Action Items Related to SIT-32**

Frank Kelly (USGS, CEOS Chair) noted that there are several SIT and CEOS Plenary actions related to SIT-32 that will be covered during the course of discussion, and proposed that we not review those actions in detail now. He briefly reviewed the open SEC actions:

**222-02**: Osamu Ochiai (GEO SEC) reported on the list of potentially forthcoming GEO Advisory Committee roles, noting that a systematic prediction of the requirements is difficult. Kerry Sawyer (NOAA) suggested that a matrix of the Boards which may need CEOS representation over the next year would be useful, and Jonathon Ross (GA, CEO) agreed to follow up with Osamu and Barbara Ryan (GEO SEC).

**222-04**: Steve Volz (NOAA, SIT Vice-Chair) reported that there was no disagreement on the *GEO Engagement Implementation Plan 2017-2019*, and it was formally approved during the recent GEO ExCom meeting.

1. **SIT-32 Agenda Review**

Ivan Petiteville (ESA, SIT Chair Team) reviewed the objectives of SIT-32, and led a brief walk-through of the agenda. Josef Aschbacher (ESA) sends his apologies for being unable to attend.

It was noted that a number of the items on the SIT-32 agenda have the potential to shape the future direction of CEOS activities, and the discussions should be substantive.

1. **Upcoming Meetings and Events Calendar**

Jonathon Ross (GA, CEO) reviewed the CEOS calendar of upcoming meetings, noting that a calendar was circulated with the agenda for this meeting. He reviewed some highlights:

* **ISRSE-37:** Jonathon will represent CEOS on behalf of the CEOS Chair, and will also give a presentation on the Open Data Cube initiative. Steve Volz (NOAA, SIT Vice-Chair) will give a talk on climate observations. The GEO Work Programme Symposium will be co-located with this event. Jonathon asked Osamu Ochiai (GEO SEC) about the expected participants, and he noted that 40 people are currently registered to attend.
* **UN Global Platform for Disaster Risk Reduction Meeting:** This meeting will take place in Cancun in May, and will review the progress since the Sendai Framework was agreed. Stéphane Chalifoux (CSA, WGDisasters Chair) noted that there will be a side event on space observations at this meeting.
* **GEO Programme Board (PB):** The 6th GEO PB meeting will be held in Athens, and will be attended by Stephen Briggs (ESA, SIT Chair) on behalf of CEOS.
* **3rd GEO Blue Planet Symposium:** CEOS will be represented by Paul DiGiacomo (NOAA), Emily Smail (NOAA), and others. The meeting is expected to solidify the governance questions, and shift attention towards work tasks.
* **CGMS-45 Plenary:** Jean-Louis Fellous (ESA) will be the CEOS liaison at this meeting.
* **IGARSS 2017:** the SEO will offer a Data Cube training workshop at the meeting.
* **IAC 2017:** This event, to be held in Adelaide, Australia, will feature an EO Plenary session.

Astrid-Christina Koch (EC) noted that CEOS Plenary 2018 will be held from the 16th to the 18th of October in Brussels, Belgium.

Steve Volz (NOAA) reported that SIT-33 is being considered for the 2nd, 3rd, or 4th weeks of April 2018, and will be held on the U.S. East Coast.

Pascal Lecomte (ESA) noted that SBSTA 46 is taking place in May, and there will be a systematic observation day on the 10th of May that he is unable to attend.

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| **223-01** | *Pascal Lecomte (ESA) to follow up with Jörg Schulz (EUMETSAT) on whether he may be able to attend the* [*Bonn Climate Change Conference*](http://unfccc.int/meetings/bonn_may_2017/meeting/10076.php)*systematic observation day on May 10.* | **5 May 2017** |

1. **AOB, Next Meeting, Adjourn**

**SIT-33 Scoping**

Kerry Sawyer (NOAA) noted that NOAA are currently scoping the plans for the SIT-33 meeting, and asked that SEC members identify any conflicts they have with the proposed dates.

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| **223-02** | SEC members to identify to NOAA any hard conflicts for the weeks of the 9th, 16th, and 23rd of April 2018, in support of SIT-33 planning. | **SEC-224** |

Pascal Lecomte (ESA) suggested that the process of approving the CEOS statement to SBSTA could be streamlined and expedited in future, including having the statement available further in advance. Mark Dowell (EC) noted that some of the time last year was spent on iterations around how to represent the joint CEOS-CGMS nature of the statement, and now that this has been addressed, the process might be more streamlined.

Kerry suggested that we should plan to prepare CEOS talking points based on the approved statement further in advance, in particular so that these can be shared with national delegations. Christine Bognar (NASA) noted that the U.S. delegations need to be careful they are not making policy statements, which require additional approvals. Kerry added that last year’s process was particularly extensive, as the statement was given by the U.S. delegation.

**CEOS Leadership Continuity**

Frank Kelly (USGS, CEOS Chair) noted that NOAA will assume the SIT Chair role at Plenary in October, leaving the SIT Vice-Chair role vacant. He also noted that Jonathon Ross (GA, CEO) will complete his CEO term at the end of the year. Successors need to be identified for both of these critical roles.

**Potential Future Membership of CEOS**

Adam Lewis (GA) noted that GA recently met with China’s Institute of Remote Sensing and Digital Earth (RADI), and they are doing a lot of interesting work around Analysis-Ready Data in anticipation of the many satellites China will launch in the coming years. During the course of that discussion, the idea of RADI seeking CEOS membership arose. Kerry Sawyer (NOAA) noted that in the past in relation to CEOS membership, coordination within China was an issue, and the current CEOS members from China would need to be consulted in considering any application.

**VAST Update**

Stephen Ward (CEOS Chair Team) reported on his recent meeting with the Vietnam Academy of Science and Technology (VAST) in Hanoi in early April. The meeting covered discussions on the expectations of a CEOS Chair agency, including meeting attendance and Working Group / Virtual Constellation participation as appropriate. He encouraged the CEOS Chair to write to VAST leadership to confirm that their team is expected at the SIT Technical Workshop meeting in September and to consider their engagement in CEOS initiatives.

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| **223-03** | *CEOS Chair to write to VAST leadership to encourage them to participate in the 2017 SIT Technical Workshop, and also consider their broader engagement in CEOS.* | **SEC-224** |

Frank Kelly (USGS, CEOS Chair) thanked everyone for attending and closed the meeting. He noted that SEC-224 will take place on the 25th of May via teleconference.