**Minutes V1.0**

**230th CEOS SECRETARIAT MEETING**

Friday 20th October 2017
Dakota Ballroom, Holiday Inn Rapid City-Rushmore Plaza

Chaired by COM

**Participants**

**CEO:** Steven Hosford

**COM:** Mauro Facchini (Chair), Astrid-Christina Koch, Michael Berger,

Mark Dowell, Matthew Steventon, Stephen Ward

**EUMETSAT:** Robert Husband

**GA:** Jonathon Ross

**JAXA:** Akiko Suzuki, Osamu Ochiai, Koji Akiyama

**NASA:** Christine Bognar

**NOAA/SIT Chair Team:** Steve Volz, Kerry Sawyer

**SEO:** -

**USGS:** Frank Kelly, Steve Labahn

**VAST:** Pham Anh Tuan, Linh Phan

**WGCapD:** Senthil Kumar

**WGClimate:** Jörg Schulz

**WGCV:**  Kurt Thome

**WGDisasters:** Simona Zoffoli

**WGISS:** Mirko Albani

1. **Welcome**

 Mauro Facchini (COM) welcomed everyone to CEOS SEC-230.

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

Steven Hosford (ESA/CNES, CEO) will start the draft of the SDCG resources letter and share it with the CEOS Chair and SIT Chair. Christine Bognar (NASA) suggested, on behalf of Mike Freilich (NASA), that this matter be retained as a standing item for CEOS SEC to resolve.

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

Mauro referred to the draft schedule that was provided with the agenda. He noted that the first date (9 November) is a possible conflict. It was agreed to change the next call to 16 November. The proposed schedule is thus:

SEC-231: November 16, 2017

SEC-232: December 14, 2017

SEC-233: January 25, 2018

SEC-234: February 22, 2018

SEC-235: March 22, 2018

SEC-236: April 23, 2018 (at CEOS SIT-33)

SEC-237: May 24, 2018

SEC-238: June 28, 2018

SEC-239: July 26, 2018

SEC-240: September 10, 2018 (at 2018 CEOS SIT Technical Workshop)

SEC-241: October 4, 2018

SEC-242: October 16, 2018 (at the 32nd CEOS Plenary)

CEOS SEC meeting start times will remain at 7am US East.

|  |  |  |
| --- | --- | --- |
| **230-01** | CEOS SEC to flag any issues with the proposed schedule for CEOS SEC meetings to the CEOS Chair Team. | **27 October** |

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

**GEO-XIV Plenary**

The CEOS Statement to GEO-XIV Plenary has been endorsed. Discussions are planned on the Monday before GEO Plenary starts between CEOS representatives in Washington, DC. Jonathon Ross (GA) noted the recent email on the key CEOS messages for GEO – for reference.

**UNFCCC COP-23**

COP-23 starts on November 6 and the CEOS Statement to SBSTA 47 is planned for the afternoon of that day. Mauro Facchini (COM) will attend and would appreciate updates on the meeting schedule if any are heard. Mark Dowell (COM) and Pascal Lecomte (ESA) will be attending all week.

1. **AOB**

Mauro Facchini (COM) thanked everyone for attending the first SEC meeting of COM’s CEOS Chair term, and adjourned the meeting.