**Minutes V1.0**

**246th CEOS SECRETARIAT MEETING**

Thursday 17th January 2019

Chaired by VAST-VNSC

**Participants**

**CEO:** Steven Hosford

**COM:**  Astrid-Christina Koch

**ESA:** –

**EUMETSAT:** Robert Husband

**GEO SEC:** Akiko Noda

**ISRO:** –

**JAXA:** Osamu Ochiai, Yukio Haruyama

**NASA:** –

**SIT Chair Team:** Steve Volz

**SEO:** –

**SIT Vice Chair Team:** Jonathon Ross

**VAST-VNSC:** Vu Anh Tuan (Chair), Linh Phan, Mai Thu,

Matt Steventon, Luke Smith

**WGCapD:** –

**WGClimate:** –

**WGCV:**  Kuze Akihiko

**WGDisasters:** Simona Zoffoli, Dave Borges

**WGISS:** Mirko Albani

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

Vu Anh Tuan (VAST-VNSC, CEOS Chair Team) welcomed everyone to CEOS SEC-246 and welcomed any additions to the agenda.

Steve Volz (NOAA, SIT Chair) noted the ongoing US Government shutdown and hence the recent lack of participation from US agencies in CEOS and SEC-246. He hopes to use the opportunity of SEC-246 to get an understanding of areas of CEOS work that should be prioritised upon resumption of funding for US agencies.

1. **Action Status**

Steven Hosford (ESA/CNES, CEO) noted that any open actions are planned to be covered during the course of the meeting and he moved on to the CEO report agenda item.

1. **CEO Report**

Steven Hosford (ESA/CNES, CEO) reported:

* On the CEO/DCEO search, the actions identified at the November 30th telecon have not been progressed significantly, however two potential candidates were contacted this week. The Terms of Reference will be circulated over the coming days.
* Development of the 2019 CEOS Work Plan is progressing, with approximately 80% of the Work Plan tasks consolidated. The consolidated sections are in progress, with the first issued to the associated entity this morning. Additional sections will be distributed over the coming week. The remaining inputs from furloughed staff in the US and updates of the Work Plan text that have largely not been completed as requested will mean that it is unlikely a first draft (V0) of the Work Plan will be available for review by 25 January as initially scheduled. However, depending on the situation in the US and the subsequent responsiveness of returning staff, a first draft could be available shortly after this date.
* The agenda for the CEOS-GEO bilateral was distributed by Kerry Sawyer (NOAA, SIT Chair Team) on December 14. The meeting has since been postponed.
* In response to CEOS Plenary Action 32-01, 54 emails with personalised letters have been sent to Members and Associates to confirm their CEOS membership status, with the remaining 8 uncontactable. A significant number of responses have been received and updates requested to the CEOS mailing lists and CEOS Agency pages on the CEOS website. These changes will be implemented by the SEO following the shutdown.
* A new category of Work Plan deliverable for the 2019 CEOS Work Plan is proposed, to represent ongoing “CEOS Services” such as the CEOS Newsletter, RadCalNet, WGISS Connected Data Assets, and the MIM Database. The objective is to highlight these key ongoing CEOS services, and to manage the monitoring of these deliverables separate to the other time constrained deliverables.
* The *Vision for WIGOS in 2040* document prepared by WMO was sent to CEOS Agencies for comment on 13 December. One agency has commented on the document. If CEOS wishes to submit comments to WMO, these must be sent by January 18.
* A call for 2020-2022 GEO Work Programme Activities was distributed by GEO SEC and forwarded to the CEOS community on December 14. The CEO has not been copied on any CEOS Agency responses to this call for activities. One of the inputs requested in the ongoing development of the CEOS Work Plan are links to the GEO Work Programme for each CEOS deliverable. Links between the CEOS Work Plan and the GEO Work Programme is an important subject which is discussed in detail in the annual CEOS-GEO bilateral meetings. The outcomes of this discussion may provide some CEOS inputs to this call for activities despite the fact that these outcomes may now come later than the deadline for inputs to this call (deadline is February 15).

Steve Volz (NOAA, SIT Chair) noted that US Agencies cannot deliver a full response to the CEOS Work Plan and GEO Work Programme due to the shutdown. He requested that the CEO identify and share key gaps to assist US colleagues in responding once they come back to work.

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| **246-01** | Steven Hosford (ESA/CNES, CEO) to email US colleagues specific requests for inputs to the CEOS Work Plan and GEO Work Programme. | **1 February** |

Regarding the addition of a new Work Plan category for “CEOS Services”, Steve Volz is supportive. He asked if they would be treated differently, or simply identified as ongoing task. Steven Hosford noted that the motivation of the Work Plan is to appropriately monitor progress and delays in fulfilling deliverables, and these ongoing deliverables currently bias the monitoring system. He suggests treating these deliverables differently.

On WIGOS 2040, Steve Volz asked if there will be a consolidated CEOS response. He also asked whether any individual agency responses can be shared. Astrid-Christina Koch (COM) stated that COM has not shared anything in response to the *Vision for WIGOS in 2040* document. Akiko Noda (GEO SEC) offered to visit the WMO Space Programme Office to find out whether any CEOS Agency inputs have been received. She asked Steven Hosford to send an email summarising the key points for her to follow up.

Jonathon Ross (GA, SIT Vice Chair Team) noted the recent invitation from CNES for the upcoming Space Climate Observatory (SCO) meeting in Paris. He asked Steven whether he knows whether anyone from CEOS is attending, and also if he has any knowledge regarding a supposed signing of a related agreement in Nairobi in March. Steven has no information regarding the meeting.

Vu Anh Tuan (VAST-VNSC, CEOS Chair Team) noted the SCO meeting will begin on the 1st of February in Paris, and VAST will be represented by someone from their Space Technology Institute (STI).

Robert Husband (EUMETSAT) noted that Joerg Schulz (EUMETSAT, WGClimate Chair) has received an invitation and will be attending, and he was interested in finding out if any other CEOS Agencies would be in attendance. It is expected that a concept paper for the SCO will be sent beforehand. Robert asked that anyone getting involved should coordinate with Joerg, noting his ongoing action to serve as the SCO point of contact in CEOS.

Steve Volz (NOAA, SIT Chair) reported that NOAA has not yet received an invitation, however there was a planned meeting between the US agencies and CNES this week, which had to be cancelled due to the shutdown. If the SCO meeting begins on February 1, it is unlikely that any US agencies will be able to attend in person.

1. **SIT Chair Report**

Steve Volz (NOAA, SIT Chair) reported:

* The CEOS-GEO bilateral meeting has been rescheduled for the week of February 18th, and tentative feedback from GEO SEC is positive for Wednesday or Thursday of that week.
* SIT-34 is still scheduled as planned in Miami, and despite arrangements being delayed, the hotel is holding the booking. Further information will be sent by the end of January, regardless of the status of the ongoing shutdown.
* No VC reports were received for SEC-246. The planned VC/WG/AHT telecons are still planned for February, in preparation for SIT-34.

Steven Hosford confirmed that Kerry Sawyer (NOAA, SIT Chair Team) emailed timing opportunities for the VC telecons last year. He also asked if there were any outcomes from the SIT Chair’s meeting with the LSI-VC Leads. Steve Volz confirmed that LSI-VC understands they have a clear action to bring a plan forward for the proposed merger with the SDCG and GEOGLAM AHTs to SIT-34. It will be important for the VC to sustain the community interaction as the AHTs currently do. A second update will be provided by LSI-VC at their VC tag-up telecon in February.

Jonathon Ross (GA, SIT Vice Chair Team) noted that LSI-VC-7 will be held on the 14th and 15th of February and could be impacted by the US shutdown. He confirmed Australian representatives will attend and support. Vu Anh Tuan (VAST-VNSC, CEOS Chair Team) noted the uncertainty around the shutdown was a concern and asked for an update on US attendance if possible. Steve Volz might be able to get a response from USGS leadership, depending on the conditions of their furlough, and will follow up.

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| **246-02** | Steve Volz to seek an update on USGS attendance at LSI-VC-7 and to report any news to VNSC. | **25 January** |

1. **GEO SEC Report**

Akiko Noda (GEO SEC) confirmed most key staff will be available for the 21st and 22nd of February for the CEOS-GEO bilateral meeting. From her written report, she noted:

* CEOS SEC Action **241-04** can be closed – the minutes from the GEO Expert Advisory Group meeting were shared with the written reports for SEC-246.
* On December 14, the GEO Secretariat and the GEO Programme Board announced the call for new or updated Implementation Plans for the 2020-2022 GEO Work Programme. Detailed information is available [here](http://www.earthobservations.org/gwp2020_dev.php). The deadline for submissions is February 15.
* The GEO Secretariat announced the Amazon Web Services cloud credits programme on December 18, after intensive consultation from ExCOM members. Agencies and research organisations of developing countries can apply to this programme. Recipients are allowed to access up to USD $100,000 of Amazon Web Services cloud credits over a 3-year period in order to process and analyse big Earth observation data for sustainable development. More information is on the [GEO Website](http://www.earthobservations.org/aws.php). The deadline for submissions is March 31.
* The 2nd Expert Advisory Group Meeting will be held February 5-6 in Geneva, shortly followed by the Programme Board Meeting, February 7-8, also in Geneva.

1. **SEO Report**

Brian Killough (NASA, SEO) was unable to attend due to the ongoing US Government shutdown.

1. **Working Group Reports**

**WGDisasters**

Simona Zoffoli (ASI, WGDisasters Chair) noted the following points from her written report:

* Good progress has been made in the Recovery Observatory (RO) group, holding a first round of discussions with key international stakeholders (EU, World Bank, UNDP, UNEP) to extend RO experience on a generic basis after major events. A face-to-face meeting took place on December 5-6 to take stock of how satellite data is currently used to support recovery, and how this can be improved.
* A technical workshop was held in Haiti in December, delivering training on Sentinel-2 data processing.
* The 11th CEOS WGDisasters meeting will be held at Harokopeion University, Athens, Greece, March 5-7, 2019. The preliminary agenda has been circulated as well as the information package. Registration is open until the end of January.
* A small team of WGDisasters has been formed to reflect on past achievements, current objectives and initiatives, and to make recommendations on future activities.
* The 12th CEOS WGDisasters meeting is planned to be held at the University of Iceland/Nordic Volcanological center, Iceland, September 23-27, 2019.

**WGClimate**

Robert Husband (EUMETSAT) noted the following points from the written report on behalf of Joerg Schulz (EUMETSAT, WGClimate Chair):

* Joerg will attend the SCO meeting on behalf of CEOS, and will aim to ensure the focus of the SCO is on downstream activities and does not duplicate CEOS/WGClimate activities, as agreed at CEOS Plenary.
* The ECV Inventory update deadline has been postponed to February 28 to give US agencies a chance to participate. If the US shutdown continues, it may be extended further.
* CEOS SEC Actions **237-03** and **238-07** are ongoing.

**WGISS**

Mirko Albani (ESA, WGISS Chair) noted the following points from his written report:

* A new version of the CEOS Carbon Portal was issued for review by the Carbon Team and opened to the wider user community in December 2018. The Carbon Portal handover and governance after final release remains to be defined. The Carbon Portal development team is looking into the possibility of supporting a case study on forest monitoring in the Mekong area. The next teleconference of the development team is planned for February 2019.
* Robert Woodcock (CSIRO, WGISS Vice Chair) has been nominated as the WGISS representative to the GEO Expert Advisory Group (EAG). WGISS (Mirko Albani, Rob Woodcock) is also supporting the organisation of the 4th GEO Data Providers Workshop, which will be hosted by UNOOSA in Vienna, Austria, from the 23rd to the 25th of April 2019.
* The White Paper on *“Data Stewardship Reference Model and Measuring Earth Observation Data Usage Best Practice”* has been finalised and issued.
* The WGISS Connected Data Assets Client Partner document, which describes the process for accessing WGISS CDA from client portals has been finalised and issued by the System Level Team (SLT).
* CEOS IDN entries are now visible and searchable through the GEOSS Platform. This will increase the visibility of CEOS contributions to GEO/GEOSS. 150 different collections from JAXA have been added, as well as additional NOAA, Climate GEOSS, DLR, and EUMETSAT collections.
* An upcoming webinar will focus on *“Tools and Data Interoperability Demonstrations”* and will be organised in cooperation with WGCapD. It will consist of a dedicated workshop during the WGISS-47 meeting, with a topic on Future Data Architectures.

**WGCV**

Akihiko Kuze (JAXA, WGCV Vice Chair) reported for WGCV:

* The 25th SAR subgroup workshop was held at CONAE, Buenos Aires, Argentina, December 5-7.
* The Atmospheric Composition Expert Meeting will be held in conjunction with the International Workshop on Greenhouse Gas Measurements from Space (IWGGMS-15) in Sapporo, Japan, in the first week of June 2019, with over 200 attendees expected. This date is seen as the most efficient for bringing the key GHG ground-based and satellite experts together, and is the week after the AC-VC meeting, which will also be held in Japan (June 10).
* The WGCV Land Product Validation (LPV) Chair has transitioned from Miguel O. Román (NASA) to Fernando Camacho (EOLab/University of Valencia). A new Vice Chair will be selected.

**WGCapD**

WGCapD was not represented at CEOS SEC-246.

1. **AOB**

**2019 CEOS Chair Initiative Update**

Vu Anh Tuan (VAST-VNSC, CEOS Chair Team) noted that a SAR training workshop with a focus on forest and rice monitoring will be held in Hanoi in February, in the context of the 2019 CEOS Chair Initiative. VAST-VNSC is working closely with CESBIO and WGCapD on the event.

**IPCC Guidelines for National Greenhouse Gas Inventories**

Osamu Ochiai (JAXA) proposed moving the due date for SIT Technical Workshop Action **2018-03** regarding Space Agency inputs to the IPCC Government Review, from January to the end of March, as the final draft version will be open for review until the end of March. A draft guideline document will be available at the end of January for review and comment by governments. It may not be possible to provide the full text immediately, however JAXA will aim to provide a summarised copy to CEOS as soon as possible for comments.

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| **246-03** | JAXA to provide a summary of the final government draft of the IPCC Guidelines for National Greenhouse Gas Inventories for CEOS review and comment. | **ASAP** |

**CEOS Newsletter Distribution**

Yukio Haruyama (JAXA) reported all articles for the 52nd CEOS Newsletter have been received, and the newsletter is now being edited ahead of publishing in February. Yukio would like to propose distributing future editions digitally, with paper copies available on request only. The newsletter would also be made available on the CEOS website.

Vu Anh Tuan (VAST-VNSC, CEOS Chair Team) was supportive of the proposal to switch to a digital version. Steve Volz (NOAA, SIT Chair) agreed, but suggested that paper copies should continue to be made available for workshops and conferences. Steven Hosford (ESA/CNES, CEO) agreed with Steve. Jonathon Ross (GA, SIT Vice Chair Team) noted that electronic copies would be much easier to redistribute to the Australian community. Astrid-Christina Koch (COM) also agreed that an electronic version is valuable, but paper versions are good to have available at events.

It was agreed that the newsletter be distributed primarily electronically, but some print copies should continue to be made available for events.

**GEO IPCC Observer Application**

Akiko Noda (GEO SEC) announced that GEO will submit an application to become an official observer of the IPCC.

1. **Next Meeting and Adjourn**

Vu Anh Tuan (VAST-VNSC, CEOS Chair Team) closed the meeting and noted that CEOS SEC-247 will be held on February 21, 2019. Steve Volz (NOAA, SIT Chair) noted that this is the same date as the postponed CEOS-GEO Bilateral Meeting, but the attendees will work around the scheduling as necessary.