**Minutes V1.0**

**257th CEOS SECRETARIAT MEETING**

Wednesday 16 October 2019

Chaired by ISRO

**Participants**

**CEO:** –

**ESA:** Ivan Petiteville

**EUMETSAT:** Paul Counet, Robert Husband

**GEO SEC:** –

**ISRO:** PG Diwakar (Chair), Matt Steventon, Stephen Ward

**JAXA:** Osamu Ochiai, Hitoshi Tsuruma

**NASA:** Sandra Cauffman, Christine Bognar

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

**SIT Chair Team:** Alex Held, Adam Lewis, Andreia Siqueira, Flora Kerblat

**SEO:** Brian Killough

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

**WGCapD:** Prakash Chauhan

**WGClimate:** Jörg Schulz

**WGCV:**  Cindy Ong

**WGDisasters:** David Green

**WGISS:** Rob Woodcock

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

PG Diwakar (ISRO, CEOS Chair) welcomed everyone to CEOS SEC-257 – the first SEC meeting of ISRO’s term as CEOS Chair.

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

**CEOS/CGMS Space Agency Statement to SBSTA 51**

Jörg Schulz (EUMETSAT, WGClimate Chair) confirmed the plan for the CEOS/CGMS Space Agency Statement to SBSTA 51. He will send the statement to the ceos-members mailing list directly for virtual endorsement as there is currently no CEOS Executive Officer to manage this process. One week will be given for review of the statement.

Christine Bognar (NASA) confirmed that the NASA team will coordinate feedback with Wenying Su (NASA) and report back to Jörg.

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

The plan for CEOS SEC teleconferences/meetings leading up to the 2020 Plenary is as follows (typically Thursday):

SEC-258: November 14, 2019

SEC-259: December 12, 2019

SEC-260: January 16, 2020

SEC-261: February 13, 2020

SEC-262: March 5, 2020

SEC-263: March 24, 2020 (at CEOS SIT-35)

SEC-264: April 9, 2020

SEC-265: May 14, 2020

SEC-266: June 18, 2020

SEC-267: July 16, 2020

SEC-268: August 27, 2020

SEC-269: September 2020 (at the 2020 CEOS SIT Technical Workshop)

SEC-270: October 1, 2020

SEC-271: October 2020 (at the 34th CEOS Plenary)

The start time for all teleconferences will be 7 AM US East. Face-to-face meeting times will be advised closer to the dates.

PG Diwakar (ISRO, CEOS Chair) welcomed feedback on the proposed schedule. Christine Bognar (NASA) noted that the normal process is for CEOS SEC to review the schedule and report back to the Chair on its suitability.

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| **257-01** | CEOS SEC to review the proposed schedule for CEOS SEC teleconferences/meetings leading up to the 2020 Plenary and to provide any feedback to the ISRO CEOS Chair Team before or at SEC-258, after which the schedule will be adopted. | **SEC-258** |

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

**GEO Week 2019**

The draft CEOS Statement to the GEO-XVI Plenary was distributed by the CEOS Executive Officer last week. Feedback was due by the end of CEOS Plenary. No comments were received, so the statement will be submitted as it is currently written.

Rajeev Jaiswal (ISRO, CEOS Chair Team) will lead the CEOS delegation to GEO Plenary, possibly accompanied by another ISRO colleague. David Green (NASA, WGDisasters Chair) and Brian Killough (NASA, SEO) will also attend.

Brian is compiling materials for the CEOS exhibition booth. Christine Bognar (NASA) suggested that a flyer on the Vietnam Data Cube/2019 CEOS Chair Initiative could be a good contribution. A flyer on the MIM Database and its recent upgrades was also suggested.

Adam Lewis (GA, SIT Chair) noted the side event *Big EO: Big Data*, which has been developed in collaboration with various CEOS people.

**COP25 & SBSTA 51**

Jörg Schulz (EUMETSAT, WGClimate Chair) will present the CEOS/CGMS Space Agency Statement to SBSTA 51 on behalf of the ISRO CEOS Chair Team (on behalf of CEOS).

CEOS is also invited to attend and present at the Earth Information Day event. The 10-minute presentation (coordinated by Jörg, Mark Dowell (COM), David Crisp (NASA/JPL), Osamu Ochiai (JAXA) and Steven Hosford (CNES)) will cover GCOS ECV provision, the Greenhouse Gas efforts of CEOS, and new activities related to biomass missions and measurements. CEOS can also be represented in a poster session – content for which would be needed in the next week or so.

Osamu reported that ESA and JAXA are coordinating a joint side event that will focus on the CEOS Greenhouse Gas Roadmap. A decision on its acceptance is expected soon.

1. **AOB**

**Governance and Processes Document Update**

Kerry Sawyer (NOAA) noted that the annex of this document needs to be updated to show the dates of commencement and conclusion for the various *Ad Hoc* Teams. Christine Bognar (NASA) noted that the Carbon Task Force disbanded in 2014.

**CEOS Plenary 2020 Dates**

Brian Killough (NASA) noted that the proposed dates for the 2020 CEOS Plenary overlap with the UN World Data Forum, possibly causing a conflict for GEO colleagues and others.

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| **257-02** | ISRO CEOS Chair Team to ask the CEOS community for feedback on the proposed dates for the 2020 CEOS Plenary, noting the potential conflict with the UN World Data Forum, and to confirm a date by SEC-258. | **SEC-258** |

Kerry noted that the current plan (19-21 October 2020; Ahmedabad, India) is convenient for those travelling to IAC 2020 in Dubai.

**CEOS Executive Officer Coverage Gap**

Kerry recalled that she will not be able to take on the CEO role until January 1st, meaning there is a 2.5-month gap in coverage. The ISRO CEOS Chair Team will initiate the update of the CEOS Work Plan by re-using the emails and materials from last year.

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| **257-03** | ISRO CEOS Chair Team to initiate the update of the CEOS Work Plan by re-using the emails and materials from last year. | **Mid-November** |

1. **Next Meeting and Adjourn**

PG Diwakar (ISRO, CEOS Chair) thanked everyone for attending. CEOS SEC-258 will be held on November 14 at 7 AM US East. The meeting was adjourned.