**Minutes V1.0**

**291st CEOS SECRETARIAT MEETING**

Monday 28 March 2022

Chaired by CNES

**Participants**

**CEO:** Marie-Claire Greening

**CNES:** Olivier Marsal (Chair), Selma Cherchali, Pierric Ferrier, Aurélien Sacotte, Matt Steventon

**ESA SIT Chair Team:** Ivan Petiteville, Stephen Briggs, George Dyke, Stephen Ward

**EUMETSAT:** Robert Husband

**GEO SEC:** Doug Cripe

**GISTDA:** Watanyoo Suksa-ngiam, Sitthisak Moukomla, Warinthorn

**JAXA:** Osamu Ochiai, Koji Akiyama

**NASA:** Christine Bognar

**NOAA:** Kerry Sawyer

**SEO:** Brian Killough, Dave Borges
**WGCapD:** Jorge Del Rio Vera

**WGClimate:**  Albrecht von Bargen

**WGCV:**  Akihiko Kuze

**WGDisasters:** Helene De Boissezon, Laura Frulla

**WGISS:** Makoto Natsuisaka

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

Olivier Marsal (CNES, CEOS Chair Team) welcomed and thanked everyone for participating in SEC-291. The main purpose of this meeting is to review the agenda for the SIT-37 meeting. We will also have two AOB items on the GEO Post-2025 Working Group and the proposal for 2024 CEOS Chair from CSA.

Olivier reviewed the agenda for SEC-291 and opened the floor for any comments and additions to the agenda. There were no further additions to the agenda.

1. **Action Review**

It was confirmed that there is no update yet on the open SEC Action **290-01** (*Marie-Claire to lead drafting of a general CEOS statement for UN-COPUOS in June*).

The open CEOS Plenary actions (CEOS-35-01 and CEOS-35-04) are due at SIT-37. There are no further updates now.

1. **Walk-through of the SIT-37 Agenda**

Ivan Petiteville (ESA, SIT Chair Team) gave an overview of the agenda for SIT-37. The key notes and discussion points are summarised below:

* SIT is a Principal-level meeting for discussion on strategy and resource allocation.
* ‘New Space’ will be a key discussion point during the meeting. The intention is to look at how CEOS fits in the landscape where an increasing number of EO missions are emerging in the New Space private sector. We will look at examples of how CEOS Agencies are already working with some of these companies and consider how CEOS heritage can be best used for mutual benefit.
* It was confirmed that the disasters item should follow the outline on the latest version of the agenda.
* Agenda item leads are asked to make additions to the [summary slide deck](https://docs.google.com/presentation/d/1AaB7xa37h0kW4uksAR3j93jlp0GfRhx3_Xi-zy8X2Ls/edit) following their agenda items, in support of the summary discussion (item 7.3).
* To save time, there will be no *tour-de-table*. Please review and make additions to the attendance spreadsheet [here](https://docs.google.com/spreadsheets/d/17jODk7UulKLN190_r8EzX0TJOFD9Z-anZfqfrJM_PPg/edit?usp=sharing) instead.
* Working teams were asked to nominate items for Session 5 (Working Teams Business). If a particular CEOS entity is not represented in this session, no topic or issue was proposed to the SIT Chair Team for inclusion. The session has been constructed this way due to time constraints of the meeting; there is not enough time for reports from all CEOS groups.
* Likewise, due to time constraints, item 5.2 (Update on Aquatic Carbon) has been included in the Working Teams Business session rather than in Session 2 (Climate and Carbon). It was suggested that this be made clear to participants. A note to that effect has been added to the carbon session materials.
* Item 7.1 (CEOS Plenary Session) includes an opportunity for the Canadian Space Agency (CSA) to announce their self-nomination for the role of 2024 CEOS Chair. Also covered in item 7.1, is the CEOS Executive Officer (CEO) succession discussion. It was suggested that the geographic rotation of the CEOS Chair role as noted in various governing documents (including the CEOS Terms of Reference) be highlighted during item 7.1 for awareness of all agencies.
1. **AOB**

**GEO Post-2025 Working Group**

During the last GEO ExCom meeting, there was a decision to create a working group to consider the specifics of GEO post-2025. The ExCom is currently working to agree on Terms of Reference for this group, which is expected to involve approximately 25 people from among GEO Members and Participating Organizations. Once the Terms of Reference are finalized, there will be a call for nominations. CEOS should consider if it wants to name a nominee for GEO to consider for the working group. Time for responses is expected to be short, so it is suggested that the SEC agree to a position early and be ready to submit its nominee when requested.

The timeframes for various milestones and the specifics of the group’s composition were discussed. However, due to an evolving deadline, it was agreed that a concerted effort must be made to obtain the necessary guidelines and information.

NASA, CNES, JAXA, and NOAA agreed that it would be beneficial for CEOS to submit a nominee for the working group.

|  |  |  |
| --- | --- | --- |
| **291-01** | Doug Cripe (GEO Secretariat) to confirm the specifics of the GEO Post-2025 Working Group, including: the due date for the Terms of Reference and nominations, the proposed date for the first meeting of the working group, and the formal nomination process. | **SIT-37 (during the GEO presentation)** |

**Proposal for 2024 CEOS Chair from the Canadian Space Agency (CSA)**

A formal nomination letter from CSA for the 2024 CEOS Chair position was sent to CEOS SEC on February 25. It was noted that this nomination is consistent with the geographic rotation of the CEOS Chair role, which goes to the Americas region in 2024. Marie-Claire reviewed the formal CEOS Chair nomination process.

CSA has been invited to present the nomination at SIT-37 (Item 7.1). The formal decision will take place at 2022 CEOS Plenary. Should any other nominations be received in the meantime, they will also be considered.

CEOS SEC welcomes the nomination from CSA.

|  |  |  |
| --- | --- | --- |
| **291-02** | CEOS Executive Officer (CEO) to work with the CEOS Chair Team to formally reply to CSA’s nomination for CEOS Chair 2024, and to confirm the process through to CEOS Plenary 2022. | **ASAP** |

1. **Next Meeting and Adjournment**

Olivier Marsal (CNES, CEOS Chair Team) thanked everyone for participating. The CNES team looks forward to three productive days of the SIT-37 meeting this week.

SEC-292 will be held on April 14, 2022, at the usual time of 7 AM US East. The plan for CEOS SEC teleconferences/meetings leading up to the 2022 Plenary is as follows (typically Thursday):

|  |  |
| --- | --- |
| SEC-292: April 14, 2022SEC-293: May 12, 2022SEC-294: June 9, 2022SEC-295: July 21, 2022SEC-296: September 1, 2022 | SEC-297: Mid-September (pre-SIT-TW meeting)SEC-298: October 13, 2022SEC-299: November 10, 2022SEC-300: Pre-CEOS-36 Plenary meeting |

The start time for all teleconferences will be 7 AM US East. If there are face-to-face meetings, the times will be advised closer to the dates.