**Minutes V1.0**

**301st CEOS SECRETARIAT MEETING**

Thursday 1 December 2022

Chaired by GISTDA

**Participants**

**CEO:** Marie-Claire Greening

**CNES:** Selma Cherchali

**CSA:** Éric Laliberté, Marie-Josée Bourassa

**EUMETSAT:** Paul Counet

**ESA SIT Chair Team:** Ivan Petiteville, Stephen Briggs

**GEO Secretariat:** Laurent Durieux

**GISTDA:** Pakorn Apaphant, Nuttavipa Thanthawewut, Tanita Suepa,

Atipat Wattanuntachai, Raweewan Nutpramoon, Matt

Steventon, Libby Rose

**JAXA:** Osamu Ochiai, Toshi Kamei

**NASA:** Julie Robinson, Christine Bognar

**NOAA:** Charles Wooldridge, Katy Matthews

**SEO:** Dave Borges

**WGCapD:** Jorge Del Rio Vera

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

Pakorn Apaphant (GISTDA, CEOS Chair) welcomed everyone to SEC-301 – the first CEOS Secretariat meeting of the GISTDA chair term. He congratulated the CNES team on a well-run and very productive plenary meeting. He introduced his team: Nuttavipa Thanthawewut, Tanita Suepa, Atipat Wattanuntachai and Raweewan Nutpramoon, and noted his excitement for the coming year.

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

Pakorn Apaphant (GISTDA, CEOS Chair) invited the SEC to raise any issues with the preliminary actions that were presented during item 2.17 of the CEOS Plenary meeting. No issues were raised.

Pakorn noted that there were CEOS Member and Associate agencies that were not represented at the CEOS Plenary meeting, including online. This is particularly the case for some smaller agencies/countries. Pakorn would like to take the opportunity of the start of the GISTDA term to try and re-engage these agencies, and he plans to make personal phone calls to CEOS Principals to do so. He encouraged all permanent CEOS SEC members to do the same for agencies in their region.

Christine Bognar (NASA) suggested that GISTDA could work with the CEOS Executive Officer to draft a letter to all CEOS Members and Associates, welcoming increased engagement in CEOS activities and meetings.

It has been suggested that CEOS provide a statement to UN-COPUOS in 2023. A good focus for a 2023 statement could be SDGs, as identified during CEOS Plenary.

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| **301-01** | GISTDA CEOS Chair Team to work with the CEOS Executive Officer to draft a letter to CEOS Members and Associates to encourage increased engagement of their organisation in CEOS activities and meetings. | **February 2023** |
| **301-02** | Permanent SEC agencies to consider following up CEOS Agencies in their region to re-engage CEOS Principals, as needed. | **February 2023** |
| **301-03** | CEOS Executive Officer to draft a CEOS Statement to UN-COPUOS 2023. | **February 2023** |

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

The GISTDA CEOS Chair Team shared the proposed calendar for 2023 CEOS Secretariat meetings in the agenda for CEOS SEC-301. The planned schedule is as follows:

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| SEC-302: December 15, 2022SEC-303: January 19, 2023SEC-304: February 16, 2023SEC-305: March 2, 2023SEC-306: March 28, 2023 (SIT-38)SEC-307: April 20, 2023 | SEC-308: May 18, 2023SEC-309: June 15, 2023SEC-310: July 20, 2023SEC-311: September 7, 2023SEC-312: October 17, 2023 (SIT TW) SEC-313: November 13, 2023 (CEOS Plenary) |

* The start time for all teleconferences will be 7am US East. Face-to-face meeting times will be advised closer to the dates.
* Following review by CEOS SEC, the schedule will be put for formal endorsement at SEC-302.

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| **301-04** | CEOS SEC to review the proposed Secretariat schedule for the coming year and raise any conflicts with the CEOS Chair Team. The schedule will be put for formal endorsement at SEC-302 (December 15, 2022). | **8 December 2022** |

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

2022 Montreal Biodiversity Conference (COP 15, 7-19 December 2022)

Marie-Josée Bourassa (CSA) reported:

* The proposal for a CEOS-GEO side event on *“Ecosystem Extent from Space: The Coming Revolution in Biodiversity Monitoring”* was not accepted.
* Marie-Josée will be at the conference and will represent the interests of the new CEOS Ecosystem Extent Task Team via the Canadian pavilion. There will likely be other CEOS people attending also.
* Laurent Durieux (GEO Secretariat) noted that the GEO Secretariat is discussing options for incorporating CEOS into the GEO BON side meeting.

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| **301-05** | CEOS Ecosystem Extent Task Team Leads to inform Laurent Durieux (GEO Secretariat) of the expected CEOS delegation at the 2022 Montreal Biodiversity Conference (COP 15, 7-19 December 2022) to aid coordination. | **ASAP** |

SIT-38

Ivan Petiteville (ESA, SIT Chair Team) reported that SIT-38 will be held 28-30 March 2023, at ESA ESRIN in Frascati, Italy.

CEOS-GEO Coordination Meeting

Marie-Claire Greening (CEOS Executive Officer) reported:

* In the past, this meeting was held in person in Geneva. Usually the SIT Chair, SEO, CEO and CEOS Chair attend.
* These meetings, which have previously been done on location, have been challenging over the last two years because they were held virtually. Marie-Claire suggested that an in-person meeting in Geneva in 2023 would be very beneficial to both GEO and CEOS.
* Laurent Durieux (GEO Secretariat) suggested the February timeframe.

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| **301-06** | CEOS Executive Officer to work with Laurent Durieux (GEO Secretariat) and CEOS leadership to find a suitable date for the CEOS-GEO Coordination Meeting. The February timeframe is suggested. | **SEC-302** |

1. **Next Meeting and Adjournment**

Pakorn Apaphant (GISTDA, CEOS Chair) thanked everyone for participating, and thanked CNES again for a great CEOS Plenary meeting. SEC-302 will be held on Thursday, December 15, 2022, at the usual time of 7am US East.