**Minutes V1.0**

**319th CEOS SECRETARIAT MEETING**

Thursday 21 March 2024

Chaired by CSA

**Participants**

**CEO Team:** Steven Ramage, Lefteris Mamais, Irena Drakopoulou

**CSA:** Eric Laliberté, Frederic Fournier, Libby Rose, Matt Steventon, Riza Singh

**ESA:** Marie-Claire Greening

**EUMETSAT:**  Robert Husband

**GISTDA:** Poramet Thuwakham

**JAXA SIT Chair Team:** Osamu Ochiai, Yuko Nakamura, Satoshi Uenuma, Sato Teppei, Stephen Ward

**NOAA:** Katy Matthews, Adria Schwarber

**SEO:** Dave Borges

**UKSA:**  Beth Greenaway, Niall Bradshaw

**WGCapD:** Dan Matsapola

**WGCV:**  Philippe Goryl

**WGClimate:** Jeff Privette

**WGDisasters:**  –

**WGISS:**  Tom Sohre, Nitant Dube

1. **Welcome and Action Review**

Eric Laliberté (CSA, CEOS Chair) welcomed participants to the CEOS SEC-319 meeting and reviewed the agenda. There were no further additions to the meeting agenda.

1. **CEOS Chair Team Report**

Frederic Fournier (CSA, CEOS Chair Team) reported:

* CSA convened a meeting in December 2023 with representatives of UN CBD, GEOBON and GEO to initiate a dialogue on the topic of biodiversity. The CSA CEOS Chair team recently hosted a follow up meeting to discuss next steps. It has been suggested that the discussions be expanded to a wider group of parties, including the likes of FAO and UNSEEA.
* The initial plan was to have one workshop between CEOS and the broader biodiversity community, but it has since been suggested to conduct individual, virtual sessions on specific areas of focus. The aim is to reach a common understanding in each of those areas and formulate joint statements. A general symposium will then be held at the end of the year, during which results from the individual sessions (scheduled between now and the end of summer in Canada) will be brought together.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) welcomed feedback on this new workshop approach. He is cautious about expanding the scope to cover more stakeholders, fearing a dilution of the outcomes and limit to how concrete conclusions can be.
* Eric reported on a discussion he had with Yana Gevorgyan (GEO Secretariat Director) regarding the possibility of joint work on biodiversity, emphasising the need for a collaborative approach without imposing objectives on either the CEOS or GEO teams. Yana proposed a few potential topics, chosen with the aim of avoiding conflicts between programmes. Overall, the discussion with Yana was positive.
* Eric reported on his discussion with Prashant Shukle of the Open Geospatial Consortium (OGC). He was joined by David Borges (SEO, NASA) and Steven Ramage (CEOS Executive Officer) in the discussion which was arranged with the purpose of enhancing coordination between CEOS and OGC, particularly in areas related to standards. There was discussion about organising a joint event between the two organisations, given that OGC is celebrating its 30th anniversary and CEOS its 40th. Since OGC includes participation from the private sector, Eric suggested it might be a good forum to explore topics resulting from the CEOS New Space Task Team work.
* Dave Borges (SEO, NASA) highlighted that the majority of CEOS agencies are also OGC members and there are also overlaps in individuals’ participation that could perhaps be better coordinated in future.

# SIT Chair Report

Osamu Ochiai (JAXA, SIT Chair Team) reported:

* The SIT Chair Team is preparing for SIT-39 in Tokyo. Version 1.0 of the agenda has been circulated for final review by the CEOS Secretariat. It will be distributed to all of the CEOS mailing lists on 22 March, 2024. SIT-39 has fewer and longer agenda items to encourage active Principal discussions.
* The agenda is shaping up well and has a focus on the SIT Chair’s headline priorities: Climate Policy Impact of EO Data and Greenhouse Gas (GHG) Observation Coordination. Significant efforts have been made to engage with key stakeholders both within and outside CEOS, particularly regarding the UNFCCC Global Stocktake process.
* Osamu thanked all of the reviewers of the SIT-39 draft agendas for their valuable feedback and contributions.
* Working Group chairs were reminded to communicate any final requests for agenda topics before the close of SEC-319.
* Virtual Constellation consultation calls for Q1 2024 are now concluding, with only OSVW-VC remaining – scheduled for March 27, 2024.
* The SIT Chair team participated in the *“Workshop on the development of internationally recognised standards for satellite-derived methane products”* held on February 26-28, 2024, sponsored by UKSA, and hosted at NPL in the UK. Several CEOS agency experts attended and a side meeting on GHG observation matters was held during the workshop. This will be followed by a side meeting at SIT-39.
* All in-person and virtual attendees of SIT-39 are encouraged to register promptly via <https://ceos.org/meetings/sit-39/>

## CEOS Executive Officer (CEO) Report

Steven Ramage (CEOS Executive Officer) reported:

* The CEO is providing ongoing support for the SIT-39 meeting, particularly through dialogue with WMO and the development of their SIT-39 inputs. This support is important given the new leadership dynamics at WMO. SIT-39 presents an opportunity to re-engage with WMO across various areas of collaboration.
* The draft CEOS 2024-2026 Work Plan was circulated for initial review on March 19, 2024. The latest version of the CEOS Work Plan now includes a conclusion section to summarise and tie together the various threads.
* The CEOS Executive Officer attended the GEO Programme Board (PB) meeting on March 5-7, 2024, with Osamu Ochiai representing the SIT Chair and Marie-Claire Greening representing ESA. The focus was the development of the Post-2025 GEO Work Programme (WP). The CEO volunteered for the WP Task Force. More details are provided in the CEO’s written report.
* The CEO attended the GEO Land Degradation Neutrality (LDN) Principals meeting in Bonn, Germany. The CEOS Systems Engineering Office (SEO) is already in discussions with technical staff at UNCCD about satellite data for land cover for Small Island Developing States (SIDS), such as those in the Caribbean and Pacific regions. There are 37 countries that are classified as SIDS and also Parties to the United Nations Convention to Combat Desertification (UNCCD).
* Barron Orr, the Chief Scientist at UNCCD, offered to provide a formal letter from UNCCD to CEOS outlining their requirements for satellite data in the long-term.
  + UNCCD is also considering how to support Targets 1 and 2 of the UN Global Biodiversity Framework, working in collaboration with the UN Convention on Biological Biodiversity (UN CBD).
  + There are also strong ties to the SDGs, particularly Indicators 15.3.1 and 15.4.2.

*Discussion*

* Marie-Claire Greening (ESA) noted that the CEOS Work Plan is normally endorsed virtually a week before the annual SIT meetings and asked about the 2024 timeline for Principal review and endorsement of the CEOS 2024-2026 Work Plan. Marie-Claire emphasised the need to allow Principals two weeks to review the final full draft for endorsement. However, she pointed out that with the final edits due by March 29, 2024, there wouldn't be adequate time for review by Principals before the SIT-39 meeting.
* Steven Ramage (CEOS Executive Officer) suggested the possibility of virtual endorsement after SIT. Eric Laliberté (CSA, CEOS Chair) supported this idea, adding that perhaps SIT-39 could be the opportunity for any final feedback/objections, with the final endorsement to happen shortly afterwards.
* Steven agreed to allocate two weeks for full review by CEOS Principals prior to endorsement, and he committed to submitting the final full draft version by April 4, 2024, with virtual endorsement sought by April 18, 2024.

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| **319-01** | CEOS Executive Officer to send a message to the CEOS community to clarify the timeline for endorsement of the CEOS 2024-2026 Work Plan, noting virtual endorsement will occur after SIT-39. The final version will be sent on Thursday, 4 April 2024, to be considered by CEOS Principals for two weeks, before electronic endorsement by Thursday, 18 April 2024. | **ASAP** |

## Working Group Reports

**WGCapD**

Dan Matsapola (SANSA, WGCapD Chair) reported:

* WGCapD convened its monthly meeting on March 14, 2024, to discuss the inputs for the CEOS 2024-2026 Work Plan and to prepare for the upcoming 13th Annual WGCapD Meeting, which will be held virtually on March 25-27, 2024. The draft agenda is being developed.
* WGCapD has requested that the CEOS Executive Officer invite other CEOS Working Groups to join the first day of the WGCapD-13 meeting as an opportunity to identify possible synergies.

**WGClimate**

Jeff Privette (NOAA, WGClimate Chair) reported:

* Preparations for the WGClimate-20 meeting are complete. The meeting will be held in Boulder, Colorado on March 26-28, 2024. Sessions will cover the CEOS-CGMS Space Agency Response to the GCOS IP and completion of the ECV Inventory gap analysis report (delivering draft for review at SIT-39).
* WGClimate has received a nomination for its next Vice Chair position – from the European Centre for Medium-Range Weather Forecasts (ECMWF). Nominations will be officially presented at the WGClimate-20 meeting.
* WGClimate is considering its own UNFCCC COP 29 side event. COP 29 will be held in Baku, Azerbaijan on November 11-22, 2024. So far, it looks feasible, and Jeff is working with the relevant government agencies on the specifics of such an arrangement.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) asked if the UNFCCC side event mentioned would be led by NOAA or WGClimate. Jeff noted that this will depend on various factors, including the composition of the leadership team from WGClimate and the availability of suitable physical spaces / space agency pavilions at COP 29. Jeff mentioned the possibility of hosting the event in the U.S. Pavilion, given the current leadership of WGClimate (NOAA Chair and NASA Vice Chair).
* Eric stressed the importance of staying on top of the timelines and planning for COP 29, noting that the process and statements for COP 28 in 2023 became somewhat rushed and disorganised as a result. The milestone dates for COP 29 preparations should be stated clearly and communicated frequently to CEOS SEC and other stakeholders.
* Beth Greenaway (UKSA) noted that from the UK perspective, presence at COP 29 may not be as large-scale as COP 28. She suggested concentrating efforts around the first three days of the event, with a two-day block for focus activities. Beth agreed with the importance of planning early to avoid duplication of effort and maximise impact.
* Katy Matthews (NOAA) noted that in the case of the United States, COP is largely managed at a high level by the U.S. Department of State, with limited influence from other federal agencies.

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| **319-02** | WGClimate Chair/Vice Chair, CEOS Chair, SIT Chair and incoming CEOS Chair to discuss the requirements and planning for UNFCCC COP 29. WGClimate Chair to present at SEC-321 a timeline for preparations in the lead up to COP 29. The timeline should include preparation of the incoming CEOS Chair’s organisation to deliver the space agency statement for SBSTA, the WGClimate side event, and messaging for Earth Information Day. | **SEC-321** |

**WGCV**

Philippe Goryl (ESA, WGCV Chair) reported:

* WGCV-53 was held in Córdoba, Argentina on March 5-7, 2024. There were about 20 participants who attended in person, with an additional 25 joining virtually.
* WGCV-53 discussed support for the CEOS Chair's priority on biodiversity. A follow-up discussion with the Ecosystem Extent Task Team Demonstrator leads is planned.
* The WGCV Terrain Mapping Subgroup (TMSG) is still seeking nominations for a new TMSG Co-chair, to work alongside Peter Strobl (European Commission). TMSG is working on a unified CEOS Ground Control Point (GCP) database for high-resolution optical data, known as GCPIX.
* Philippe will represent WGCV at the WMO’s 1st International Committee for Weights and Measures (CIPM) Sectorial Task Group on Climate Change and Environment (CIPM-STG-CENV) event on September 16-18, 2024, to discuss potential collaborations between CEOS and Bureau International des Poids et Mesures (BIPM)-WMO. Identified contributions discussed at WGCV-53 include the Fiducial Reference Measurement (FRM) Assessment Framework and the CEOS Interoperability Framework.
* Philippe attended the 2024 WMO GSICS Annual meeting hosted by EUMETSAT in Darmstadt, Germany on March 11-15, 2024. This meeting discussed inter-calibration algorithm developments and results as well as other calibration-related topics. The WGCV Chair delivered a presentation on CEOS WGCV activities. Nigel Fox contributed to discussions on the SITSat Task Team and the Pre-flight Calibration Workshop.
* WGCV will present their activities at the next WGClimate meeting at the end of March, with a particular focus on responding to the GCOS Implementation Plan.
* Philippe requested that the SEC promote the Pre-flight Calibration Workshop. Details are available [here](https://atpi.eventsair.com/pre-flight-calibration-workshop/).

**WGDisasters**

Laura Frulla (CONAE, WGDisasters Chair) was unable to participate at SEC-319 due to an overlap with the WGDisasters-21 meeting. Advance notice and a written report were provided.

**WGISS**

Tom Sohre (USGS, WGISS Chair) reported:

* WGISS-57 was held in Sydney, Australia on March 4-7, 2024. WGISS thanks GA and CSIRO for hosting. More than 55 participants joined in person and virtually, including representation from 12 WGISS members, as well as participation from the CEOS SEO and CEO. The meeting featured numerous informative presentations and fruitful strategic discussions.
* WGISS-58 is planned for October 15-18, 2024, in Sioux Falls, South Dakota, USA. This will be a joint meeting with WGCV. WGISS plans to examine some of the lessons learned from the upcoming LSI-VC Commercial Engagement Workshop (April 5, 2024) and consider something similar at the WGISS-58 / WGCV-54 meeting.
* The existing WGISS Terms of Reference, last updated in 2015, will be updated soon, specifically to address outdated stakeholder sections.
* WGISS will coordinate with the SEO regarding the use of a centralised repository for Best Practices document reviews and publishing and will continue to work closely with the CEOS-ARD Oversight Group on activities supporting the 2024 CEOS-ARD Strategy.
* WGISS will continue to gather volunteers from across CEOS Working Groups and Virtual Constellations to participate in the development of the Interoperability Handbook 2.0.
* WGISS Executives will discuss the best ways for WGISS to be involved in biodiversity activities based on the briefings from WGISS-57.
* WGISS will be coordinating with GEO POCs to provide GEO data topic updates, including GIDTT status, at WGISS-58.

## CEOS Systems Engineering Office (SEO) Report

Dave Borges (SEO, NASA) reported:

* *Action SEC 318-06: Dave Borges (SEO, NASA) to share further details and instructions regarding the CEOS 40th Anniversary Faces of CEOS campaign, including the production timeline and coordination requirements that will avoid duplication in messaging.*
  + The action can be closed. As part of the CEOS Communications Strategy implementation, the CEOS Communications Team has developed a production timeline for the CEOS 40th Anniversary video, with formal request guidance to be distributed to CEOS Principals and Contacts by the end of April 2024, after the SIT-39 meeting. The final video will be shared publicly prior to CEOS Plenary in October 2024.
  + The CEOS Communications Team is having a side meeting on 8 April 2024 in Tokyo, the day before SIT-39, to discuss this topic further. Dave will provide progress updates at SIT-39.
* The Malaysian Space Agency (MYSA) has contacted the SEO and indicated an interest in increasing engagement throughout CEOS. The CEOS Chair, SIT Chair, and SEO will meet with MYSA at the end of April 2024 to understand their interests.
* The Chilean Science, Technology, Knowledge, and Innovation Ministry (Minciencia) has indicated interest in potentially joining CEOS as an Associate member. The SEO and CEO are responding to questions which may lead to a membership request at the 2024 CEOS Plenary.
* The SEO is planning a training event during the SatSummit24 conference with Radiant Earth Foundation, focused on cloud-native geospatial topics that highlight practical applications and benefits of CEOS-ARD.
* There will be a CEOS Exhibition Booth at IGARSS 2024 and three papers co-authored by the SEO have been accepted. If anyone is interested in promoting relevant content at IGARSS, please reach out to Libby Rose or Dave Borges for assistance.
* The GEO Symposium and GEO ODOK workshop will take place in China, the week after SIT Technical Workshop. Dave will help coordinate CEOS representation at this meeting, working with Mirko Albani, the CEOS representative from WGISS to the GIDTT.

## AOB

*Action SEC 318-05: CEOS SEC to provide feedback to the UKSA team and CEOS Executive Officer on the suggested dates of November 3-7, 2025, for the 2025 CEOS Plenary.*

* Beth Greenaway (UKSA) noted that no objections to the proposed dates have been received thus far. Bath is the potential location for the meeting. The meeting is the week before UNFCCC COP 30 in Brazil.
* Marie-Claire Greening (ESA) suggested Beth send an email to the CEOS mailing lists regarding the tentative 2025 CEOS Plenary dates.
* UKSA is planning to organise a ‘Youth Summit’ on the Tuesday of the 2025 CEOS Plenary week.

It was noted that no information has been received regarding the potential CEOS Chair for 2026 after the UKSA Chair term. This will be noted for discussion on the SEC-320 agenda.

## Adjournment

Eric Laliberté (CSA, CEOS Chair) thanked participants for attending CEOS SEC-319 and reviewed the preliminary action record.

SEC-320 will be held on Tuesday, April 9, 2024, at SIT-39 in Tokyo, Japan. The plan for SEC teleconferences/meetings leading up to the 2024 CEOS Plenary is as follows (typically Thursday):

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| SEC-320: April 9, 2024 (SIT-39)  SEC-321: May 16, 2024  SEC-322: June 20, 2024  SEC-323: July 18, 2024 | TBC: August 22, 2024  SEC-324: September 5, 2024  SEC-325: Pre-SIT-TW meeting September 2024  SEC-326: October 10, 2024  SEC-327: October 22, 2024 (CEOS Plenary) |

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