**Minutes V1.0**

**320th CEOS SECRETARIAT MEETING**

Tuesday, 9 April 2024

Chaired by CSA

**Participants**

**CEO Team:** Steven Ramage

**CSA:** Eric Laliberté, Libby Rose, Matt Steventon

**ESA:** Marie-Claire Greening

**EUMETSAT:**  Paul Counet

**GISTDA:** Tanita Suepa, Poramet Thuwakham

**JAXA SIT Chair Team:** Hironori Maejima, Takeshi Hirabayashi, Osamu Ochiai, Yuko Nakamura, Toshi Kamei, Sato Teppei, Ko Hamamoto, Stephen Ward

**NASA:** Julie Robinson, Christine Bognar, Sid Boukabara

**NOAA:** Charles Wooldridge, Katy Matthews

**SEO:** Dave Borges

**UKSA:**  Beth Greenaway, Niall Bradshaw, Patrick Gibson

**WGCapD:** –

**WGCV:**  –

**WGClimate:** Jeff Privette

**WGDisasters:**  Laura Frulla

**WGISS:**  Tom Sohre

1. **Welcome**

Eric Laliberté (CSA, CEOS Chair) welcomed participants to CEOS SEC-320 and reviewed the meeting agenda. There were no further additions to it.

1. **Actions Review**

Matt Steventon (CEOS Chair Team) reviewed the one remaining open action:

* 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.*
	+ This action is not due until SEC-321, but just reminding the responsible parties to tackle this. This week would be a good opportunity to discuss.

# SIT-39 Agenda Review

Osamu Ochiai (JAXA, SIT Chair Team) reported:

* The SIT-39 agenda focuses on the SIT Chair priorities: Climate Policy Impact and GHG Observations. The AFOLU session is related to these topics as well.
* SIT-39 also has existing and emerging business sessions, which include the biodiversity topics and deliberation on potential endorsement of the set of documents that are foundational to the establishment of a COAST Virtual Constellation.
* The Climate Policy Impact session will focus on reviewing what happened with the first Global Stocktake (GST1) and planning for GST2, as well as the full spectrum of climate policy and what CEOS can do.
* SIT Chair would like to have further discussions beyond SIT-39, and hence would like to form an ad-hoc task force of experts to define some actions and recommendations for CEOS to consider, looking forward to GST2. The SIT Chair will call for nominations during the SIT-39 session, and this will likely be the biggest discussion item.
* For GHG observations, the SIT Chair hosted a side meeting this morning to refine the discussions. There is much happening in this area, including in the private sector and in connection with methane monitoring standards. The goal is to discuss the role of CEOS for these initiatives.
* Osamu introduced Dr. Hironori Maejima, who succeeded Mr. Takeshi Hirabayashi as JAXA CEOS SIT Chair, as of April 1, 2024. Maejima-san previously worked with the JAXA Earth observation department on the ADEOS-2 project, before moving to the astrophysics division within JAXA. He has now returned as the new Senior Chief Officer of Earth Observation Missions.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) welcomed Maejima-san to CEOS.
* It was confirmed that eight CEOS Principals will attend SIT-39 in person, and two more will be participating virtually.

## Potential Update of the CEOS Strategic Guidance Document

Eric Laliberté (CEOS Chair) reported:

* The existing *CEOS Strategic Guidance Document* was developed with an approximate time horizon of 2013-2023. Eric noted that CEOS can re-examine and potentially update it, with the understanding that this governing document is written to be intentionally broad, so CEOS need not update it every few years.
* Not much of a change is needed. The objective of the review is to update aspects of the document that would benefit from updating, including the section, “Introduction and Background”.
* Context on commercial space could be incorporated since the document does not currently speak to it directly.
* The objective would be to update it for the next decade.

*Discussion*

* Charles Wooldridge (NOAA) noted that CEOS turns 40 in 2024, which provides a natural point to take stock and look forward. It is good that the existing document does not require a large scale re-write.
* Julie Robinson (NASA) is supportive of this initiative, especially due to changes in the Earth observation community context and user needs. It doesn’t need to be a big lift editorially.
* Marie-Claire Greening (ESA) also supported an update, noting the current document isn’t out of date, but a review now should be done to ensure that an update doesn’t become overdue.

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| **320-01** | CEOS Executive Officer Team to confer with the CEOS Chair on a proposed update to the CEOS Strategic Guidance Document, in particular the “Introduction and Background” section. Return to SEC-322 with an assessment of proposed changes so the way forward regarding the timeline for a potential endorsement can be discussed.  | **SEC-322** |

## 2026 CEOS Chair Nomination Status

Eric Laliberté (CSA, CEOS Chair) reported:

* The CEOS Chair received a nomination letter from Australia for the role of 2026 CEOS Chair. It is a joint nomination from Geoscience Australia (GA), the Commonwealth Scientific and Industrial Research Organisation (CSIRO), and Australia’s Bureau of Meteorology (BOM). This nomination is from the Asia and Pacific region, which is on the CEOS Chair rotation for the year 2026.
* It was noted that SANSA made an intervention at the 2023 CEOS Plenary indicating interest in being CEOS Chair in 2026. At the time, the new CEOS principal from SANSA was not aware of the geographic rotation for the role of CEOS Chair. The status of the rotation by region has since been communicated to all CEOS principals in a letter from the 2024 CEOS Chair.

*Discussion*

* Marie-Claire Greening (ESA) believes SANSA understands the desire for geographic rotation and will hold their prospective nomination for now. However, she noted that it would be sensible to follow up with SANSA on their plans.
* Regarding the joint nomination from Australia, Marie-Claire recognised it is great to receive the nomination, but the CEOS Secretariat should seek clarity from the parties involved on how the joint CEOS Chair role would work in terms of responsibilities. There is precedent for this type of dynamic in CEOS, noting the joint SIT Chairmanship of CSIRO and GA in the two-year term 2020-2021.
* Eric agreed that it is unusual but is a path for smaller organisations to play a role in CEOS. He agreed that asking the Australian agencies for clarity on roles would be appropriate.

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| **320-02** | CEOS Chair to follow up with SANSA regarding a nomination for the role of 2027 CEOS Chair, and whether there were specific reasons to self-nominate outside of the customary regional rotation. | **SEC-321** |
| **320-03** | CEOS Chair to confer with the Australian (CSIRO, GA, BOM) points of contact on who would function as 2026 CEOS Chair, preside over the CEOS Secretariat, and exercise the responsibilities of the role as delineated in the CEOS Chair Terms of Reference governing document. | **SEC-321** |

## Upcoming Meetings

Osamu Ochiai (JAXA, SIT Chair Team) reported:

* The date of the CEOS SIT Technical Workshop has been confirmed for 17-19 September 2024. The meeting will be hosted by CSIRO/GA in Sydney and chaired by JAXA.
* The SIT Chair team is targeting the week of April 7, 2025, for CEOS SIT-40. The venue is not likely to be in Tokyo; it is to be determined.
* EUMETSAT has offered to host the 2025 SIT Technical Workshop at its headquarters in Darmstadt, Germany. The dates are to be determined.

*Discussion*

* Beth Greenaway (UKSA) noted that the week of April 7, 2025, will coincide with the Space Symposium. As a result, it would be challenging for UKSA (the same as this year).
* Julie Robinson (NASA) recognised this impacts NASA as well, with Karen St. Germain’s attendance at the Space Symposium. The Space Symposium is usually held during the second week of April, although Julie noted that the dates for 2025 have not yet been officially announced.

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| **320-04** | CEOS SEC to check the week of April 7, 2025, for SIT-40, as well as other options in that time frame. This action includes confirming the dates of the Space Symposium in the context of whether they would cause issues for participation by CEOS Principals. | **SEC-321** |

Beth Greenaway (UKSA) reported:

* The location for CEOS Plenary 2025 will be Bath, England. The target dates are November 3-7, 2025.
* The two weeks following are UNFCCC COP, and hence timing outside of the proposed week is hard.
* UKSA is targeting two priorities for their CEOS Chair term: one around climate measurement calibration, and the other about inspiring the next generation.
* UKSA is looking for agencies to support the youth aspect. 15–16-year-olds are the target group, with the goal to kick off the work in October and culminating in a youth summit at Plenary 2025. UKSA is working with a school in the UK that is willing to host. UKSA would like to discuss with CEOS Agencies between now and June to see how this could work.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) noted the call for interest should probably be put to broader CEOS Agencies. Has UKSA considered engaging with the International Space Education Board? CEOS Agencies are often members there as well.
* Beth noted the UKSA team is aware of this connection.
* Eric recognised UNCBD COP-16 is at the same time as the 2024 CEOS Plenary. This was not the case when the Plenary dates were set. There needs to be a discussion on what CEOS representation will be at COP-16. The CEOS Chair will likely bring this topic to the next SEC meeting.

## AOB

ICGS-SAR and CEOS Discussion Update

Eric Laliberté (CSA, CEOS Chair) reported:

* Eric attended the second workshop of the ICGS-SAR, held at ESA, and had a side discussion with Simonetta about the overlaps of this group with CEOS.
* The SIT-39 agenda will include a presentation about this group on Thursday, April 11, 2024.
* The group was formed by a subset of CEOS Agencies who are operating or building SAR missions.
* Questions have been raised about whether there is a need for better discussions and connections between ICGS-SAR and CEOS.
* After discussions with the leadership of ICGS-SAR, there is no good way to integrate their work into CEOS.
* The group is accomplishing a lot of work, and Eric wants to make sure all CEOS Agencies benefit.
* For now, the recommendation is mutual invitations to each meeting, including the upcoming workshop of ICGS-SAR in November. A representative from ICGS-SAR should also be invited to the CEOS SIT Technical Workshop and/or the CEOS Plenary.

CEOS Work Plan

Osamu Ochiai (JAXA, SIT Chair Team) reported:

* The CEOS Executive Officer delivered the final draft work plan on April 4, with endorsement planned for April 18. However, some inputs and feedback are still being collected.
* Due to the new CEOS Executive Officer only starting on January 1, 2024, the usual timeline has been delayed. A reasonable accommodation is needed.
* Given these circumstances, the SIT Chair would like to propose an extension of the deadline to May.

*Discussion*

* Marie-Claire Greening (ESA) noted that if any changes are made to the current version, Agencies would need to be given two weeks after the final draft is delivered to review the work plan with Principals.
* Osamu recognised everything should resume as normal next year, with virtual endorsement ahead of SIT.

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| **320-05** | CEOS Executive Officer to ensure the final draft of the 2024-2026 CEOS Work Plan is delivered by April 18, 2024, such that virtual endorsement can occur two weeks later on May 2, 2024. | **April 18, 2024** |

## Adjournment

Eric Laliberté (CSA, CEOS Chair) thanked participants for attending CEOS SEC-320 and reviewed the preliminary action record.

SEC-321 will be held on Thursday, May 16, 2024. The plan for SEC teleconferences/meetings leading up to the 2024 CEOS Plenary is as follows (typically Thursday):

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| SEC-321: May 16, 2024SEC-322: June 20, 2024SEC-323: July 18, 2024TBC: August 22, 2024 | SEC-324: September 5, 2024SEC-325: Pre-SIT-TW meeting September 2024SEC-326: October 10, 2024SEC-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.