

## Summary of SIT-21 Action Items

As of 17 September 2008

Number	Action	Milestones/Update
<b>SIT 21-1</b>	SIT Chair to resume sending of monthly updates.	Ongoing; SIT Chair is in regular contact with communications
<b>SIT 21-2</b>	CEO will provide Agencies with a template for providing updates to Category 1 actions; request each Agency provide a schedule of milestones and deliverables by 16 May 2008.	Completed: CEO template provided 29 April with follow-up requests sent in May and June. CEO will report on this topic under Agenda Item 6
<b>SIT 21-3</b>	In advance of SIT-22, the SIT Chair will call each Agency Principal to check the status of Category 1 actions and to determine if the action will be completed by 1 October 2008.	Completed: SIT Chair late August/early September calls to CEOS Principals to address status of Category 1 actions. Will be addressed under Agenda Item 11
<b>SIT 21-4</b>	SEO/CEO request one to two representatives from Constellations and SBAs plus Jean-Louis Fellous, to be part of a team to test the prototype CEOS Information System.	Completed: CEOS prototype Information System tested. Brian Killough will address under Agenda Item 19
<b>SIT 21-5</b>	CEO to interact with GEO Task Teams Points of Contact to coordinate CEOS activities.	Ongoing: CEO will report on contacts with GEO under Agenda Item 6
<b>SIT 21-6</b>	All CEOS Agencies to review and provide comments to CEO on WMO Vision paper by 15 June 2008; CEO to provide consolidated CEOS comments to WMO.	Completed: CEOS Agency comments on WMO Vision paper collected and provided by CEO to CEOS Chair who sent response to WMO
<b>SIT 21-7</b>	NSC to take the lead to coordinate relevant CEOS activities contributing to the monitoring of deforestation and forest degradation initiative of GEO. Special focus will be on establishing a coordinated monitoring capability from SAR missions.	Ongoing: Discussed at NSC-organized side meeting 16 September; NSC will address in connection with Agenda Item 18
<b>SIT 21-8</b>	CEOS Agencies, SBA Coordinators, and Working Group Leads to provide proposals by 5 May 2008 for new space-related GEO Tasks to the CEO; the CEO to coordinate CEOS inputs to the GEO 2009-2011 Work Plan.	Completed: CEOS Agencies proposed new GEO Tasks that have been incorporated into GEO Work Plan 2009-2011; CEO will address in connection with Agenda Item 14
<b>SIT 21-9</b>	CEOS Agencies be prepared to respond to the Mission Requirements Document for OST Constellation when it comes available 1 December 2008.	Future Action on CEOS Agencies
<b>SIT 21-10</b>	Involved Agencies to help resolve the approach and secure funding for OSTM/Jason-2 follow-on in time to provide continuity of the Jason-quality data stream.	Ongoing: Status should be address in connection with discussion of OST Constellation Progress Report under Agenda Item 10
<b>SIT 21-11</b>	Proposed Ocean Colour Radiometry (OCR) Constellation to proceed with preparing the full proposal within next 90 days.	Completed: SIT Chair forwarded report to CEOS Agencies on September 8
<b>SIT 21-12</b>	Proposed Ocean Surface Vector Winds (OSVW) Constellation to proceed with preparing the full proposal within next 90 days.	Completed: SIT Chair forwarded report to CEOS Agencies on September 8
<b>SIT 21-13</b>	CEOS Agencies to let SIT Chair know by 9 May if they can provide an ocean and/or terrestrial coordinator for climate actions.	Ongoing: Kevin Gallo, NOAA, has volunteered to be the terrestrial coordinator for climate actions. Still need volunteer to be ocean coordinator for climate actions.
<b>SIT 21-14</b>	CEOS Task Force on Commercial Sector to pursue proposed way forward and coordinate closely with CEOS Chair to develop International Astronautical Congress (IAC) event/reception.	Ongoing: Task Team has worked details and is in process of publicizing outreach event/discussion/reception for 15:00-17:00 on October 1 at IAC/Glasgow

## Summary of CEOS 21st Plenary SIT-related Action Items

as of 17 September 2008

Number	Action	Milestones/Update
21-2	SIT Chair and CEOS Exec Officer to confirm volunteers for SBA coordinator roles and to establish their function in the CEOS IP update and management in 2008.	Completed in December 2007
21-3	CEOS contact persons for all GEO WP tasks encouraged to regularly report progress through their Task Leaders in 2008 with tracking of this process by the CEO.	Ongoing: Reporting requirements to GEO are every 4 months. CEO will address in connection with his report under Agenda Item 6
21-4	CEOS Agencies which have not yet designated a climate actions focal point to provide the contact information to the CEOS Executive Officer and Climate SBA coordinator Mitch Goldberg (NOAA).	Ongoing: CEO and Climate SBA Coordinator addressed at SIT-21 with Agencies who hadn't yet designated climate focal point.
21-6	SIT Chair (supported by CEOS SBA Coordinators) to oversee and promote implementation of the CEOS IP priority actions (across all SBAs and cross-cutting) defined for 2008 [the draft priority actions are annexed to Plenary minutes].	Ongoing: CEO, with involvement of SIT Chair is updating CEOS IP to incorporate results of the CEOS-GEO Work Table and SIT-21 Tour de Table, together with results reported at SIT-22. CEO will address under Agenda Item 23
21-7	In relation to Action 21-6, SIT Chair (supported by SBA Coordinators and GEOSEC) to first refine and revise the 2008 priority actions as part of an early analysis of the gaps and inconsistencies in the IP V1.0 to plan its update and improvements in 2008.	Completed with December 2007 "Remapping Meeting," February 2008 SIT Workshop, and SIT-21 Tour de Table
21-8	SIT Chair, in liaison with GEOSEC, to develop the refined list of GEOSS space segment implementation priorities – as the basis for a <i>Tour de Table</i> at SIT-21.	Ongoing: - Category 1/2/3/4 actions have been identified and status of these actions is being tracked through CEOS-GEO Actions Table, CEO monthly telecon and SIT Chair contacts with CEOS Principals. Status will be reported under Agenda Items 5, 6 and 11
21-9	CEOS Executive Officer to liaise with GEOSEC to ensure formal feedback on the envisaged CEOS IP V2.0 ahead of 22nd CEOS Plenary.	Ongoing: CEOS and GEO Secretariat are in close contact and will liaise to ensure formal feedback in advance of CEOS Plenary; CEO will address under Agenda Item 23
21-10	GEOSEC to convey request of OST Constellation team to GEO Co-Chair from China for engagement of the China State Oceanic Administration in the Constellation efforts.	Ongoing: GEO Secretariat, SIT Chair, CEOS Chair, OST Constellation Co-Leads and several CEOS Agencies involved in efforts to seek engagement of China SOA in OST Constellation efforts
21-11	SIT Chair to engage CEOS Principals to help address the implementation actions identified by the 4 Pilot Constellations.	Ongoing: SIT Chair has instituted regular tag-ups and is engaged in regular follow-up interactions in addressing implementation actions with Constellation Co-Leads
21-12	SIT Chair, supported by Pilot leads, the CEO, the SEO, and GEOSEC, to undertake a review of the Constellations framework and supporting documentation in time for discussion at SIT-21. This should include: consideration of whether further studies should be invited and on what topics; and consensus on the role for the SEO.	Ongoing: Constellations framework and process discussed at SIT-21 with subsequent iteration; comments requested by SIT Chair on draft process paper worked over summer with ESA; as agreed at SIT-21, Ocean Color Radiometer and Ocean Surface Vector Wind proponents invited to submit proposals for SIT consideration; will be addressed under Agenda Items 9, 12 and 13
21-13	CEOS Executive Officer to investigate the possibility of establishing a simple on-line information system which could assist in monitoring and managing GEO WP tasks.	Ongoing: CEO and SEO have addressed with demonstration of the proposed CEOS Information System/discussion of options to be addressed under Agenda Item 19
21-14	CEOS Executive Officer to liaise with SIT Chair, WG Chairs and GEOSEC to identify priority WG initiatives on which GEOSEC might assist with appeals for resources.	Ongoing: CEOS Working Groups are working closely with GEO Secretariat and GEO Committees; WG Chairs and CEO will report in connection with Agenda Items 6 and 7
21-16	In response to WGCV request, CEOS and SIT Chairs to explore mechanisms for improved coordination on benchmark measurement missions (climate action A-5).	Ongoing: WGCV Chair is in contact with CLARREO POC
21-17	In connection with transition of IGOS Themes to GEO, CEOS Agencies urged to continue their support of IGOS Theme Team Leads and members within their organization to enable IGOS Theme contributions to continue within GEO.	Ongoing: CEOS and CEOS Agencies committed to ongoing support of affiliated IGOS Theme Team Leads and team members at 2007 GEO Plenary, at May 2008 final IGOS Partners Meeting and in connection with integration of IGOS Themes into GEO Communities of Practice.
21-20	SIT Chair to develop the proposals on commercial sector engagement including a response (from CEOS Chair in the near future) to the letters from Alliance for Earth Observations and EARSC – starting with quick circulation of draft TORs for the small task force proposed.	Completed: CEOS Chair responded to Letter from Alliance for Earth Observations/EARSC; Ongoing planning of BNSC-led Task Force for CEOS/Commercial Sector of an outreach program/discussion/reception on 1 October at IAC/Glasgow
21-24	SIT Chair to consider distributing regular email updates on GEOSS Space Segment implementation progress so that the entire CEOS community is engaged throughout the year.	Ongoing: SIT Chair is providing regular updates, either as stand-alone messages or communications relating to SIT Meetings or specific issues