**CEOS Communications**

**SIT-38 Side Meeting Agenda**

**15:30-17:00, 28 March 2023**

|  | **Topic** | **Time** |
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| 1. | Welcome and Introduction*Dave Borges (SEO)** What is CEOS Communications?
 | *5 mins*15:30-15:35 |
| 2. | Review of 2022 Activity*Libby Rose (SEO Comms Team)** News posts and views
* Social media engagement
 | *10 mins*15:35-15:45 |
| 3. | Plans for 2023*Libby Rose (SEO Comms Team)** SIT-38 Video
* Global Stocktake focus
* *“In case you missed it”* quarterly bulletin
 | * Faces of CEOS
* CEOS History
* WGCV CalVal Portal Videos
* SDGs
 | *15 mins*15:45-16:00 |
| 4.  | CEOS Newsletter Report*JAXA TBC** 2022 activity
* 2023 plans
 |  | *10 mins**16:00-16:10* |
| 5. | Discussion: Target Audience*Dave Borges (SEO)** Comms Team needs clarification on who the content should be targeted towards
 | *20 mins*16:10-16:30 |
| 6.  | Plans for SIT-38*Dave Borges (SEO)** Asking Agencies to nominate comms specialists to the CEOS Comms Team
* Consider updating the CEOS Communications Strategy
 | *15 mins*16:30-16:45 |
| 7. | AOB* Regularity of Comms Team meetings
* Reporting to Working Groups
 | *10 mins*16:45-16:55 |