

Draft Agenda V00.1

2nd CEOS DATA APPLICATIONS REPORT EDITORIAL MEETING

Friday 23rd January 2015
6AM US East, 0PM Europe, 8PM Tokyo, 10PM Sydney

Chaired by JAXA

Teleconference GoToMeeting instructions - join by visiting:
<https://global.gotomeeting.com/join/238837981>

Use your microphone and speakers (VoIP) - a headset is recommended.

Or, call in using your telephone: Australia: +61 2 8355 1034; Austria: +43 (0) 7 2088 3707; Belgium: +32 (0) 28 08 9460; Canada: +1 (647) 497-9372; Denmark: +45 (0) 89 88 03 61; Finland: +358 (0) 942 45 0382; France: +33 (0) 182 880 269; Germany: +49 (0) 692 5736 7207; Ireland: +353 (0) 19 030 053; Italy: +39 0 694 80 31 28; Netherlands: +31 (0) 208 080 212; New Zealand: +64 (0) 4 974 7243; Norway: +47 23 96 01 18; Spain: +34 932 20 0506; Sweden: +46 (0) 840 839 467; Switzerland: +41 (0) 435 0824 78; United Kingdom: +44 (0) 330 221 0097; United States: +1 (626) 521-0013;
Access Code/Meeting ID: 238-837-981

Management of line noise: *Note that if the line is noisy during the call, all callers will be muted by the call organisers. Internet callers will be able to unmute using the software interface. Phone callers will be able to unmute using *6. All callers are asked to mute their lines if they are not speaking.*

Discussion Topics:

Topic	UTC
1. Welcome and Introductions (JAXA) - Editorial Committee Member	11:00
2. Table of Contents for section. 3 (JAXA) - Brief Review of Abstracts Status - Discussions - Review the template and guidance for full report	11:00
3. Table of Contents for DAR (JAXA) - Structure of contents - Discussion for writing contributors for section. 2	11:30
4. Schedule (JAXA) - 3 rd Editorial Committee will take place side meeting @ next SIT , to select articles for summary brochure from full reports.	11:45
5. AOB - Collection reference reports for data applications	11:50

Data Applications Report Editorial Members

2015/1/23

#	Name	Organisation	CEOS Affiliation	E-mail	Title (optional)	Job Title (optional)
1	Paul Briand	Canadian Space Agency (CSA)		Paul.Briand@asc-csa.gc.ca		
2	Marie-Josée Bourassa	Canadian Space Agency (CSA)	CEO	Marie-Josée.Bourassa@asc-csa.gc.ca		
3	Brent Smith	National Oceanic and Atmospheric Administration (NOAA)	SEC	brent.smith@noaa.gov		
4	Joost Carpay	Netherlands Space Office (NSO)		j.carpay@spaceoffice.nl		ESA Coordinator
5	Andre (Alex) Held	Landscape Observation and Simulation Group, The Commonwealth Scientific and Industrial Research Organisation (CSIRO)		Alex.Held@csiro.au	Dr.	Group Leader
6	Cécile Vignolles Ye	Earth Observation Applications, Centre National d'Etudes Spatiales (CNES)		Cecile.Vignolles@cnes.fr		
7	Michael Nyenhuis	German Aerospace Center (DLR)		Michael.Nyenhuis@dlr.de	Dr.	
8	Chu Ishida	Japan Aerospace Exploration Agency (JAXA)	Chair Team	ishida.chu@jaxa.jp		
9	Kim Holloway	NASA Langley Research Center (LaRC)	SEO	kim.e.holloway@gmail.com		
10	Ivan PETITEVILLE	European Space Agency (ESA)		ivan.petiteville@gmail.com		
11	Beth Greenaway	UK SPACE AGENCY (UKSA)		beth.greenaway@ukspaceagency.bis.gsi.gov.uk		
12	Lawrence Friedl	NASA Headquarters		LFriedl@nasa.gov		
13	Jonathon Ross	Geoscience Australia (GA)	DCEO	Jonathon.Ross@ga.gov.au		
14	Simona Zoffoli	Italian Space Agency (ASI)		simona.zoffoli@asi.it		
15	Kerry Sawyer	National Oceanic and Atmospheric Administration (NOAA)		kerry.sawyer@noaa.gov		
16						
17						
18						

Summary of submitted abstracts

JAXA received total 43 abstracts and reviewed all by three criteria.

Table.1 Summary of abstracts

	Public Use	Industrial Use	Science
#1 (Total 21)	15	5	1
#2 (Total 43)	26	13	4
◇ New	11	8	3
◇ Reviewed green or updated(#1)	11	3	1
◇ No response to review comments(#1)	3	2	0
◇ Withdrawal	1	0	0

Table.2 Analysis of application field

Agriculture	Climate	Disaster	Energy	Environment	Fishery
6	7	14	7	21	6
Forest	Health	Insurance	Mapping	Weather	Other
4	4	3	9	3	

Table.3 Region of application

Global	Asia/Oceania	Africa	America	Europe	Other
2	8	4	9	4	18

<Criteria for review abstracts in 2nd round>

The color of “Comments #2” cell in DAR Matrix indicates the followings.

- Green: Mostly good and DAR secretariat can ask the authors to proceed with full report.
- Yellow: Mostly OK, but DAR secretariat might need to coordinate with authors to combine multiple abstracts, move the abstract to other section, and guide them to the right direction.
- Red: DAR secretariat needs to discuss with authors or remind them to submit the updated abstract.

<Topics to discuss>

Next process for new abstracts #2 and updated abstracts.

- Green/Yellow: Ask the authors to write full article, sending review “comments #2”.
- Red: Ask the authors to update old version of abstract and/or discuss how to proceed with.

Title of Article

(Benefits should be clearly described in the title)

Author¹ name, affiliation
Author² name, affiliation (if anybody)

We encourage input and co-authorship of articles by end-users so that the articles provide first-hand accounts of the the benefits of satellite EO.

Outcomes/Benefits

Outcomes of the applications/solutions (how they solved the social issues) and benefits including economic effect (if possible) should be described in this section. If the outcomes are not matured yet, future possibility and expectation are acceptable on behalf.

Descriptions

Overview of projects/activities should be described this section.

Challenges

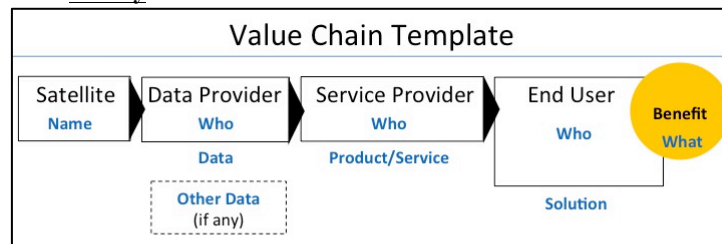
The social issues we address by satellite information/services/products should be described in this section.

Applications/Solutions

Applications/solutions which contribute to solving the social issues should be described in this section.

Value Chain (including end-users)

Data source (satellite, in-situ and others) for the applications/solutions, data provider, service provider, end user, data product, and service should be described in this section to show the flow of value chain. If multiple satellites/sensors were used, all names of satellites/sensors (short name is fine) should be listed. End-users who benefit from the applications/solutions should be **clearly** described.



Guidelines for using the template

- ✓ Replace the items written with blue ink with information you have.
- ✓ Clearly indicate who provides what (data, info, products, service), who is the end user and what their benefits are .
- ✓ Please make sure to put information on the first priority items ; end user and benefit.
- ✓ For the value chain, describe it either in a chart in PPT or in the text of the report. No need to prepare both. It is not necessary to use this template if your value chain does not fit into it.
- ✓ If you explain the value chain in the text, the secretariat will illustrate it schematically.
- ✓ Provide us with images on data, products and service, if you have any.

Contact Information

POC of the article and URLs agencies/companies should be listed here. Logos of organizations are also required.

Guidelines

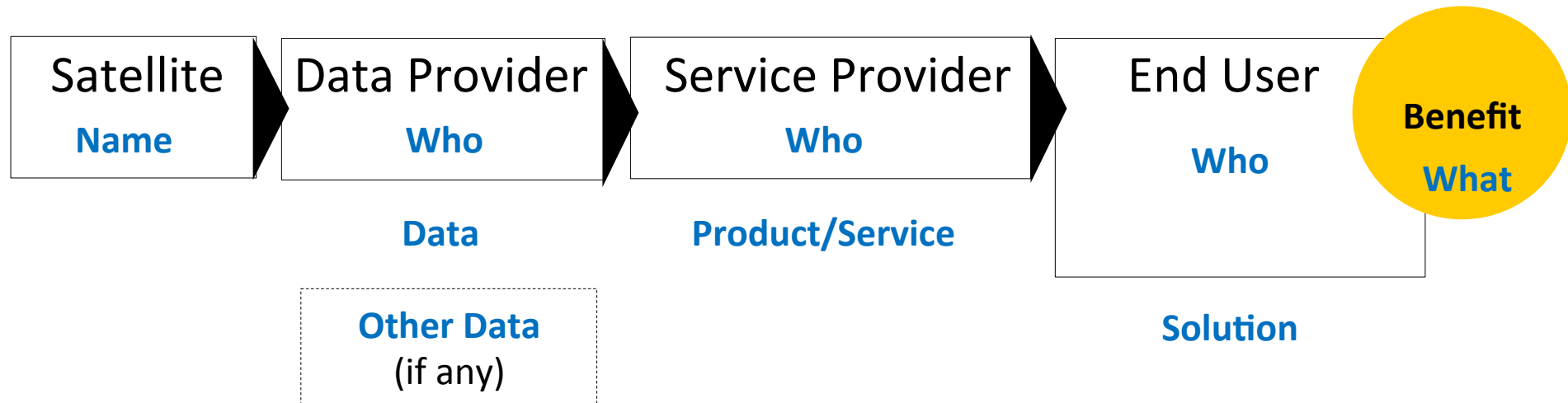
- Articles should be approximately 1,400 words(Size of font is 10.5) and within 2 pages in length and supplied with doc file using the defined template (this file).
- Figures and tables should be within total two.
- References should be supplied as endnotesⁱ (using MS word function).

Illustrations

- A photograph symbolizing the social issues, describing the applications or benefits should be supplied.
- A chart can be used if they add further and genuine meaning (e.g. chart describing economic effect) to the text.
- The photograph/chart should be captioned and credited. Authors should ensure that all copyright permissions are obtained.
- The photograph/chart should be pasted to the doc file as well as separate original image file (or excel file for chart) with high-resolution over 200dpi.

ⁱ References should be supplied as endnotes

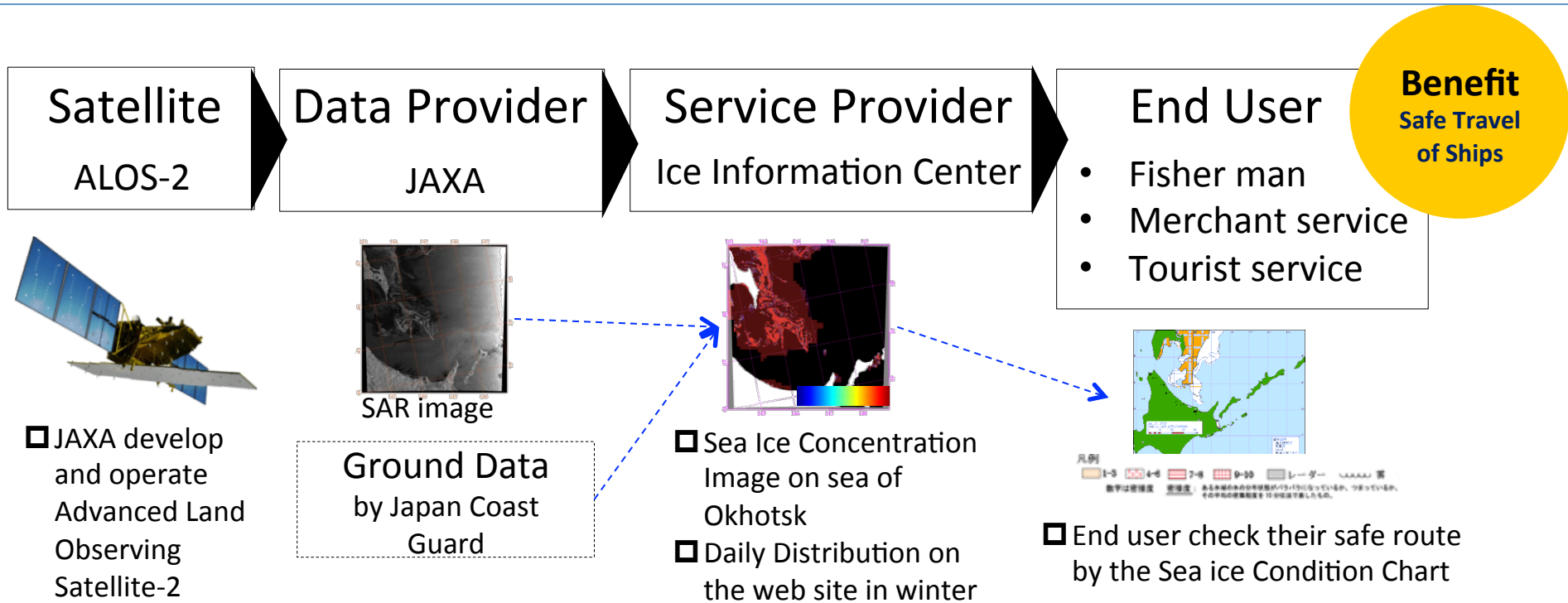
Value Chain Template



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Value Chain Example



CEOS Special Report on Data Applications
Table of Contents (Draft)

as of 23rd Jan 20145

Chapter	Contents (Abstract Titles)		Author
1	Introduction		
	1.1	CEOS Chair Foreword	JAXA Shizuo Yamamoto
	1.2	SIT Chair Statement	CNES Pascale Ultré-Guérrar
	1.3	Publication Overview or Message from International Agency	TBD
2	Satellite Earth Observations		
	2.1	The history/size/scale of the endeavor	
	2.2	Deliverables for the last decade	
	2.3	Evolution in capabilities: # of countries, satellites, measurements, accuracy, spatial and temporal resolution, analysis tools, smartphones, GPS, data analysis and transfer	
	2.4	Data policy impact: international examples, inc Landsat, Copernicus	
	2.5	Coordination frameworks: CEOS, GEO, WMO..	
	2.6	Future possibility by new technology and service (ex; small satellite, citizens' observation)	
3	EO Applications		
	3.1	Public use: "Supporting an informed and secure society"	
	3.2	Industrial use: "Stimulating new services and employment"	
	3.3	Science and research: "Providing unique and sustained insights into the Earth system"	
	3.4	Analysis of applications	
4	Appendixes		
		CEOS Members and Associate Members	

Schedule

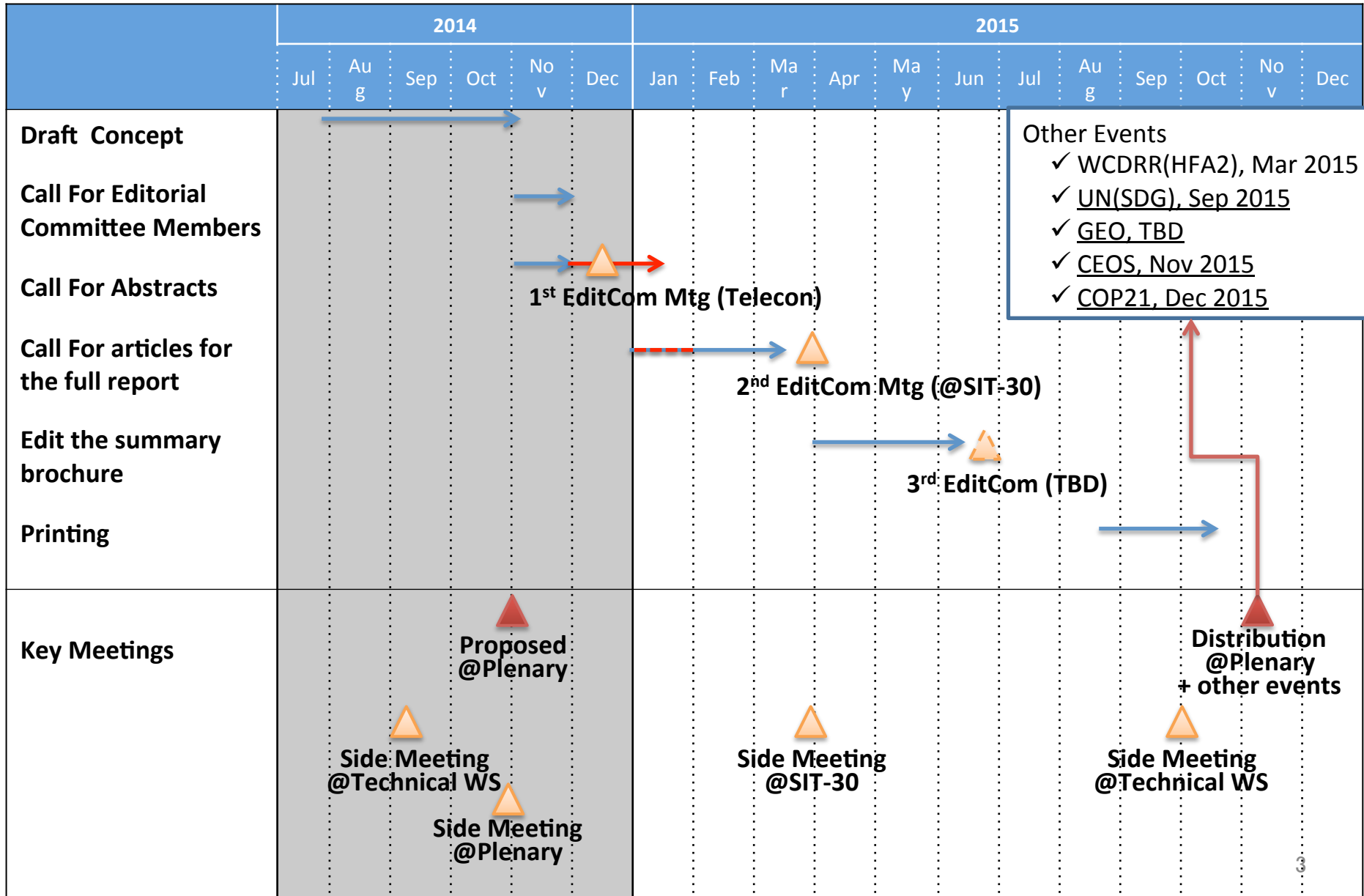
Date		Task
Chapter 3(Applications)		
Jan 26-28	Edit Comm	Review comments for abstracts
Feb 2	JAXA	Call for articles of the full report
Feb 2- Mar 6	Author	Write the article
Mar 6	Author	Due date for submitting the article
Mar 6 - 13	JAXA	Follow up to collect articles
Mar 13	JAXA	Send all articles to the Editorial Committee
Mar 13 - 30	Edit Comm	Review all articles
Mar 30	Edit Comm	Discuss for articles at the SIT side meeting.
Apr-Jun	JAXA	Edit selecting articles for summary broucher
July	Edit Comm	Review the summary broucher

Schedule

Date		Task
Chapter2(Earth Observations)		
Feb	JAXA	Collect reference document and papers
Mar-May	Author	Write the article
June	Edit Comm	Review the article

- July-August: Merge all articles of all chapters to one file and design the summary brochure.
- September-October: Printing

Schedule



Sharing reference documents and papers for Data Application Reports (DAR) on the New CEOS Document Management System

1. Purpose

- Refer to write articles in the section 2 of DAR.
- Share the information of applications by each agency and promote the utilization of satellite EO data

2. Scope of collecting documents and papers

- Contents: Applications
- Language: English
- Term: Past 3 years
- Targeted reader: Policy maker and the public. Not scientist and researcher.

3. Schedule

- Feb 3, JAXA will ask to upload published documents and papers by each agencies to the new CEOS document management system to CEOS SEC.
- Feb 27, Due date for uploading

New CEOS Document Management System

Dear Secretariat Members,

As you may already know, CEOS has a new Document Management System (DMS) that gives us all the capability to securely share files with each other. I have created an account for each of you. Your user name is the first initial of your first name followed by your last name (all lower-case). As an example, my user name is:

kholloway

You should receive an automatically-generated email containing your password within 24 hours of this email. If you do not, please contact me for your password.

To access the DMS:

1. Log in to the CEOS website (see LOGIN link in upper right corner) with your user name and password.
2. Select "Documents" from the "Resources" drop-down menu.
3. You are now accessing the DMS.

The "document_management" directory shown on the left is for your access and use.

NOTE: Please do not make changes in any of the existing folders unless you have been given express permission to do so by the owner of that folder (ask me if you aren't sure). You may create new folders for your own CEOS activities as needed.

Please do not hesitate to contact me with questions or to receive assistance.

Best Regards,

Kim