

## Terms of Reference: CEOS Chair

**Purpose:** The Committee on Earth Observation Satellites (CEOS) Chair leads the Committee on Earth Observation Satellites in its mission to ensure international coordination of civil space-based Earth observation programs and promote exchange of data to optimize societal benefit and enable decisions for securing a prosperous and sustainable future for humankind. The CEOS Chair leads the organization's governance and is also its principal representative in the international community.

**Organization:** The CEOS Chair presides over the Secretariat and the Troika, the latter consisting of the CEOS Chair, the immediate past CEOS Chair, and the incoming CEOS Chair. For purposes of succession planning and continuity of major Earth observation endeavors in relation to stakeholders, CEOS Agencies wishing to be considered for the role of Chair are asked to inform the Agency in the CEOS Chair role at least two years in advance. Every effort should be made to rotate the CEOS Chair responsibility among major geographic regions (the Americas, Europe/Africa, Asia/Pacific) to promote leadership diversity. The composition of the CEOS Chair Team, itself, is at the discretion of that Agency's CEOS Principal and will include expertise and resources to fulfill the range of activities outlined in these Terms of Reference and the *CEOS Strategic Guidance* document and *CEOS Governance and Processes* document. It is also suggested the composition of the CEOS Chair Team include appropriate international relations and technical expertise to effectively interact internally with the CEOS Working Groups and Virtual Constellations, and externally, with Ministerial-level organizations and other external stakeholders.

The CEOS Chair will be selected by the CEOS Plenary for a one-year term. The term of a previously confirmed incoming CEOS Chair nominee begins at the conclusion of the CEOS Plenary. The CEOS Chair will be a senior space agency official, from a different agency than the CEOS Strategic Implementation Team (SIT) Chair.

**Objectives:** The CEOS Chair's objectives and intended outcomes, listed below, consist of overall leadership and guidance of the organization and its activities with regard to governance, stakeholder relationships, and mission objectives and priorities as implemented by the CEOS Working Groups, Virtual Constellations, and Ad Hoc Teams.

### Strategic Guidance

- Play a central role in the strategic coordination of existing and future missions of CEOS Agencies, continuing to support the Group on Earth Observations (GEO) in the realization of the space segment of the Global Earth Observation System of Systems (GEOSS).
- Work with the SIT Chair and the Secretariat to build capacity and complementarity among CEOS Agencies, stakeholders, and partner organizations by broadening the participation in and contributions to CEOS Earth observation activities.
- Lead and coordinate, with the support of the CEOS Executive Officer (CEO), activities in support of external stakeholders. These external stakeholders may include, but are not

limited to: GEO; the United Nations Framework Convention on Climate Change (UNFCCC); the United Nations International Strategy for Disaster Reduction; the United Nations Convention on Biological Diversity; the Global Climate, Ocean, and Terrestrial Observing Systems; and the Group of Eight/Group of Twenty (G20) industrialized nations.

### Executive Management

- Organize and chair the following meetings that inform, review, and advance the implementation of CEOS activities and deliverables each year: the annual CEOS Plenary, monthly meetings of the Secretariat, and meetings of the Troika at intervals deemed appropriate. The Chair may request other meetings as needed to discuss priorities, objectives, or issues. The CEOS Chair may also invite observers or CEOS entities, as appropriate, to any meeting.
- Lead the Secretariat as the coordinating body of CEOS and the central point for executive leadership discussions and reporting on activities. The CEOS Chair will develop the Secretariat meeting agenda, provide it in advance to all participants for comment, and distribute meeting minutes in a timely manner. The CEOS Chair is also responsible for inviting representatives from additional CEOS Agencies or other relevant organizations to participate in the Secretariat meetings, as required.
- To ensure leadership continuity, work with the Secretariat to identify and actively recruit Agencies qualified to serve as future CEOS Chair candidates, at least two years in advance.
- Oversee the activities of the CEOS Executive Officer (CEO) and, if one exists, the Deputy CEOS Executive Officer (DCEO), and make best efforts among CEOS Members and Associates to ensure continuity through succession planning.
- Oversee the activities of the CEOS Working Groups. This may include, but is not limited to: regular telecons with Working Group Chairs to understand progress and issues, and support for resolving issues that require Agency interaction. The CEOS Chair may delegate this responsibility to the SIT Chair, and/or utilize the support of the SIT Chair for this activity.
- Propose Ad Hoc Teams to the CEOS Plenary for discussion and consensus decision.

### **Planning, Implementation, and Reporting:**

- Be the principal interface for all external reporting, except when delegated to the SIT Chair or CEOS Executive Officer.
- Report to the CEOS Plenary on matters requiring discussion or decision by CEOS Plenary, and arrange for appropriate action to be taken, except when delegated to the SIT Chair or CEO.
- Report to external stakeholders on the progress of CEOS actions/commitments.
- Work with the CEO and the CEOS Secretariat to ensure well-prepared and coordinated CEOS representation at key stakeholder meetings.

*These Terms of Reference can be amended or modified only after consultation and agreement by the CEOS Chair and the SIT Chair. The amendment process should include a review of other CEOS guiding documents that will be affected by the amendment or modification to ensure that all of the guiding documents are consistent and mutually supporting. Such amendment or modification shall require review and approval by the CEOS Plenary.*