**14th (bis) Meeting of Joint CEOS CGMS Working Group on Climate**

**14 April 2021**

**Virtual Meeting Draft Agenda Version**

The meeting starts every day at 1 pm Berlin; see appropriate scheduling under <https://www.timeanddate.de/zeitzonen/events?msg=WGClimate&iso=20210414T13&p1=37&ah=3> . All times in the agenda are minutes from the start of the meeting.

Documents listed in the Agenda will be available on the meeting web page after the meeting.

**Wednesday, 14th April 2021**

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| 00:00 – 00:15 | Welcome and Introduction (A von Bargen)Round table introduction (All) |
| 00:15 – 01:00 | COP 26 planning and CEOS contribution (UKSA, Chair team) |
| 01:00 – 01:15 | Report about SIT-36 meeting (Chair) |
| 01:15 – 01:30 | Update about “Use Cases” (W. Su, G. He, all) |
| 01:30 – 01: 45 | Report about the Joint Study Team GCOS (A. von Bargen) |
| 01:45 – 02:00 | Planning for ECV Inventory Gap Analysis Workshop (All) |
| 02:00 – 02:45 | CGMS plenary & WG meetings preparation (Chair team, all) |
| 02:45 – 03:00 | Action item updates and AOB (all) |

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| --- | --- |
| End of Meeting |  |

# Technology

## Tools

* The conference tool of DLR is Skype for Business. A link will be provided. All presenters will have the opportunity of having the “referent” mode. However, in order to have a smooth meeting, the presentations shall be sent one day earlier to the chair or his supporting colleague manuel.gutleben@dlr.de.

Skype for Business Dial-in information

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[Join Skype Meeting](https://meet.dlr.de/albrecht.von-bargen/N4JDY4H1)

Trouble Joining? [Try Skype Web App](https://meet.dlr.de/albrecht.von-bargen/N4JDY4H1?sl=1)

Join by phone

+49 2203 601 4798, 74835861#

[Find a local number](https://dialin.dlr.de?id=74835861)

Conference ID: 74835861

[Forgot your dial-in PIN?](https://dialin.dlr.de) |[Help](https://o15.officeredir.microsoft.com/r/rlidLync15?clid=1031&p1=5&p2=2009)  |[Legal](https://www.dlr.de/DE/Service/Datenschutz/datenschutz_node.html)

Use the Conference ID above to join using alternative access

Join via web browser:
<https://confpool.vc.dlr.de/webapp/home?conference=join-sfb@dlr.de>

Join via a video conference system (SIP/H.323): join-sfb@dlr.de

Issues with audio or video?: <https://docs.pexip.com/clients/using_webapp.htm>

Test your settings: <https://confpool.vc.dlr.de/webapp/#/?conference=test_call>

[!OC([1033])!]

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*If an attendance with one of the tools is not possible by any reason, please let us know!*

## Session Limits

The tools do not seem to have any inherent ‘session limits’, and users should not need to ‘reconnect’ during each day’s session.

However, individual users may find that their own systems (e.g. their telephone carriers) impose limits on how long they can remain on a single call. If this should occur, simply redial or reconnect. If you continue having trouble please use the technical support channels identified below.

## Technology Support

* Information provided with video tool information

## Video and Cameras

To keep bandwidth requirements low, video will **not be used**. Please **do not** share your camera.

## Audio Controls and Quality

All participants, excluding the WG Chairs, will be muted by default.

All participants should stay muted unless invited to intervene or present by the WG Chairs in accordance with the below protocols.

**We recommend using individual headsets to participate in the meeting**. This will provide you, and other participants, with the clearest voice quality and the least noise. If this is not possible, please check your phone setup to ensure minimal disruption from other attendees.

**Note**: if a speaker or presenter becomes completely unintelligible or experiences major degradation of sound quality, the WG Chair will immediately mute them, and the meeting will move on. The speaker or presenter should then seek technical assistance as above.

**Note:** if the line is noisy during the call, the WG Chair will mute all callers. Internet callers will be able to unmute using the software interface. All callers are asked to mute their lines if they are not speaking.

# Connection Details

s. above.