**Changes to Governing Documents to Reflect Virtual Constellation Rotation and *Ad Hoc* Team Lifecycle – updated 9/26/19**

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| **No.** | **Actionee** | **Action** | **Due date** |
| **SIT-34-12** | **SIT Chair Team** | **Draft and distribute the proposed language for the proposed VC leadership rotation, which will identify at least 2, no more than 3 Co-Leads, with Co-Leads from any interested CEOS Member or Associate for a two-year, staggered term. Co-Leads can reapply for position.** | Circulated: 30 June 2019  For discussion: 2019 SIT Technical Workshop |
| *Rationale: Detail the proposal for VC leadership rotation.* | | |
| **SIT-34-13** | **SIT Chair Team** | **Draft and distribute the proposed language for the proposed *ad hoc* Team (AHT) initiation cycle for standing up new AHTs. The two-year initial cycle will allow for defining the objective, evaluating the merit and value of the objectives, and determining the appropriate path forward for continued support within CEOS. Language should include AHT closure process.** | Circulated: 30 June 2019  For discussion: 2019 SIT Technical Workshop |
| *Rationale: Detail the proposal for ad hoc team review.* | | |

Two CEOS governing documents require changes per SIT 34 Actions:

* The ***CEOS Governance and Processes*** document provides guidelines on the structure, operations, and processes CEOS employs to achieve its goals.
* ***Virtual Constellations Process Paper*** defines the roles, responsibilities, and plans of the Virtual Constellations

Changes are not required to the:

* The ***CEOS Terms of Reference*** (defines the mission and scope of CEOS activities).
* The ***CEOS Strategic Guidance*** document (articulates the overarching long-term [7-10 years] purpose and goals of CEOS).
* ***New Initiatives Process Paper*** (Ad Hoc Teams are referenced twice in the Process Paper but changes are not required in the paper)
* Terms of Reference – ***CEOS Chair, Strategic Implementation Team (SIT) Chair, CEOS Executive Officer (CEO), CEOS Secretariat,*** and ***Systems Engineering Office (SEO)***

The ***CEOS Governance and Processes*** document changes rev 1 2019:

**ADD to section on Working Groups:**

*Each Working Group is led by a Chair and a Vice Chair, with a two-year term for each position, served consecutively in the case of Vice Chair. Additional information on leadership requirements for the Working Groups is detailed in the Working Group Process Paper.*

**ADD to section on Virtual Constellations:**

*Each Virtual Constellation will have at least two and no more than three Co-Leads. Co-Leads shall be from any interested CEOS Member or Associate Agency and should be active, engaged, and relevant contributors to the VC. Every two years, the Co-Leads will be reviewed by the Constellation membership, with a decision to either maintain current leadership or transition to new leadership, as outlined in the CEOS Virtual Constellation Process Paper. It is recommended that only one Co-Lead change at one time.*

**MODIFIED section on Ad Hoc Teams:**

*In the event that the permanent mechanisms described in the preceding paragraphs are judged to be insufficient for CEOS to undertake a particular activity, the capability exists for the Plenary to create Ad Hoc Teams. The Plenary assigns short-term objectives to each Ad Hoc Team and to ensure adherence to the criteria and steps delineated in the New Initiatives Process Paper. Within two months of creation, the Ad Hoc Team will prepare defined objectives and appropriate path forward for meeting those objectives to include identifying needed resources. Each Ad Hoc Team will have an initial two-year term and will be required to report at the Plenary after completion of their first year on progress and expectation to meet objectives by the end of the two-year term. If the Ad Hoc Team is not able to demonstrate significant progress and agency support to accomplish the objectives within the two-year term, the Plenary may decide to disband the Ad Hoc Team after only one year. If it is clear that the objective of the Ad Hoc Team will exceed the initial two-year term, the Ad Hoc Team will either: identify an existing permanent mechanism for the activities of the Ad Hoc Team; recommend Plenary consider the creation of a new permanent mechanism; or request that Plenary grant a one-year extension of the Ad Hoc Team. It is expected that Ad Hoc Teams will be transitioned or disbanded within three years of creation. The primary reporting path for an Ad Hoc Team is either to the CEOS Chair or to the SIT Chair, as designated by the Plenary according to the purpose and function of the Ad Hoc Team.*

In addition, Annex 1 was updated to reflect *ad hoc* teams in existence from 2014-2019 and Annex 2 was updated to reflect CEOS Member and Associate Agencies have as of October 2019.

***Virtual Constellations Process Paper*** changes rev 2019:

**ADD to Section 2 - Goals:**

***Leadership Selection and Criteria***

*Each Constellation will have at least two and no more than three Co-Leads. Co-Leads shall be from any interested CEOS Member or Associate Agency and should be active, engaged, and relevant contributors to the VC. At a minimum, Co-Lead positions will be reviewed every two years by the Constellation membership to ensure appropriate Constellation leadership is maintained and to allow for interested individuals to be considered for Constellation leadership (some Constellations have a set rotation and turnover of Co-Leads detailed in existing Terms of Reference). The expectation is that any Constellation leadership changes will be staggered to ensure leadership continuity and expertise are optimized. There are no limits on how long an individual may serve as a Co-Lead as long as they are reviewed every two years and have their agency’s endorsement to continue in the role. The decision of Constellation leadership resides with the Constellation but leadership changes must be reported within two weeks to CEOS leadership (CEOS Chair, SIT Chair, SEO, and Permanent Secretariat) following any decision.*

*Co-Leads will be responsible for the implementation of Constellation’s goals, identification of agency support and commitments, and working with the CEOS SIT Chair in addressing CEOS and SIT priorities. Co-Leads should adhere to these basic requirements:*

1. *Nominated on an ad hominem basis; the existing Co-Lead’s agency is not obligated to provide a replacement Co-Lead if its respective Co-Lead rotates out. The Co-Lead can make inquiries to identify another Co-Lead but it is not required.*
2. *Endorsed every two years from their respective agencies (verbally or in writing).*
3. *Affiliated with a CEOS Member or Associate Agency.*