**Minutes V1.0**

**207th CEOS SECRETARIAT MEETING**

Friday 6th November 2015

Kyoto International Conference Center

Chaired by CSIRO

**Participants:**

**CEO Team:** Jonathon Ross, Marie-Josée Bourassa

**CSIRO:** Alex Held (Chair), Arnold Dekker, Andy Steven, Adam Lewis, Caroline Bruce, Stephen Ward, Matthew Steventon

**GEO:** Osamu Ochiai

**JAXA:** Shizuo Yamamoto, Chu Ishida, Nobuyoshi Fujimoto, Masatoshi Kamei, Yukio Haruyama, Naoko Matsuo

**NASA:** Mike Freilich, Christine Bognar

**NOAA:** Steve Volz, Brent Smith, Kerry Sawyer

**SEO:** Brian Killough

**SIT Chair Team:** Stephen Briggs, Ivan Petiteville, Jean-Louis Fellous

**USGS:** Frank Kelly, Tom Cecere, Thomas Holm, Jennifer Lacey

**WGCapD:** Jane Olwoch

**WGClimate:** Pascal Lecomte

**WGCV:** Albrecht von Bargen

**WGDisasters:** Stéphane Chalifoux

**WGISS:** Andy Mitchell

1. **Welcome and Introductions**
2. **Review of Agenda**

Alex Held (CSIRO, CEOS Chair Representative) welcomed everyone to the meeting and expressed his appreciation to the CEOS community for accepting CSIRO as the Chair for 2016. He reviewed the agenda for SEC 207 and it was accepted.

1. **GEO Plenary & Ministerial Summit Preparations**

Jonathon Ross (CEO) stressed the importance of agencies reaching out to their national delegations ahead of the GEO meetings next week, and raised a reminder action in addition to the email action to be circulated by Alex Held (CEOS Chair Representative).

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| **207-01** | CEOS SEC Agencies to communicate (before November 9th) the substance of the CEOS Statements to GEO-XII and the Mexico City Ministerial Summit, as well as the broader position, endorsed by the 29th CEOS Plenary to their national delegations and to report back to CEOS Chair and CEOS SEC. | **November 9th** |

Brent Smith (NOAA) requested that the statements also be delivered to delegates, in addition to being available at the CEOS booth. It was agreed that Kerry Sawyer (NOAA) would arrange printing and distribution.

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| **207-02** | Kerry Sawyer (NOAA) to organise the on-site printing and distribution of 220 copies of the Kyoto Statement and 120 copies of the CEOS Statement to GEO Plenary. | **November 9th** |
| **207-03** | CEOS Chair to confirm the timing and logistics for an on-site CEOS delegation meeting at GEO Plenary, if necessary. | **November 9th** |

Brent Smith (NOAA) confirmed that the CEOS Statement is the only input required for GEO Ministerial, and he reported that Ministers will be visiting the on-site booths before they shut down at the end of Thursday.

As per the CEOS Plenary action: the head of the CEOS Delegation will advise CEOS Principals of the outcomes from the GEO-XII Plenary and the Mexico City Ministerial and the implications for CEOS, paying particular attention to the positions on the future CEOS-GEO relationship agreed by the 29th CEOS Plenary.

1. **UNFCCC COP-21 Preparations**

The necessary follow-up after CEOS endorsement of the *CEOS Statement to SBSTA-43* was discussed.

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| **207-04** | WGClimate Chair to request CEOS Agencies to pass on the endorsed *CEOS Statement to SBSTA-43* to their national delegations to COP-21. | **November 16th** |

Pascal Lecomte (ESA, WGClimate Chair) confirmed that ESA has a booth within the COP-21 ‘blue zone’ but is not authorised to enter the COP itself. Two posters (one focused on the Special COP-21 Edition of the Earth Observation Handbook and another more generally on CEOS support for climate will be available via USB (due to the paperless nature of the meeting). The ESA booth will present various CEOS tools and videos. ESA will also be present at the public event being held on the Champs-Élysées.

Stephen Briggs (ESA) will be attending SBSTA-43 and will also be at a GFOI side event that has been organised for Thursday afternoon by ESA, RESTEC, Cameroon and Australia.

1. **CEOS SEC Meeting Schedule for 2016**

The proposed schedule for this year’s CEOS SEC meetings was discussed. It was noted by a number of attendees that some of the dates fall on public holidays/conference dates, including Bastille Day and the ESA Living Planet Symposium.

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| **207-05** | CEOS Chair team to reconsider the SEC meeting schedule and to confirm it with CEOS SEC via email. | **November 16th** |

Stephen Briggs (ESA) noted that the ESA PBEO will take place in the week planned for the 30th CEOS Plenary (week of 24th October). Several SEC members indicated that this would be an issue for many of the expected CEOS Plenary participants.

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| **207-06** | CEOS Chair to investigate the possibility of moving CEOS Plenary 2016 to the week before/after the week of the 24th of October in order to avoid a conflict with the ESA PBEO. | **November 16th** |
| **207-07** | CEOS Chair team to poll CEOS SEC on their availability for Plenary 2016, asking them to advise whether there are conflicting major events in either the week before or the week after the week of the 24th of October. | **November 9th** |

1. **AOB**

As agreed at SEC 206, a follow up discussion took place on action SITWS-2015-12 (SIT Chair to seek a CEOS representative to serve on the planning committee for the 3rd Blue Planet Symposium).

Andy Steven (CSIRO) noted that the 3rd Blue Planet Symposium will be taking place in the USA in March/April 2017, and noted that CEOS participation is planned.

Kerry Sawyer (NOAA) will revisit this action once the GEO Transitional Work Programme is confirmed and will look in general at the potential links between Blue Planet and CEOS activities.

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| **207-08** | Kerry Sawyer (NOAA) to revisit action SITWS-2015-12 ahead of SEC 208 and to report on the potential links between Blue Planet and CEOS activities. | **SEC 208** |

CEOS SEC thanked Chu Ishida and the rest of the JAXA CEOS Chair team for their excellent work throughout 2015.