**Minutes V1.0**

**209th CEOS SECRETARIAT MEETING**

Thursday 4th February 2016

7AM US East, 1PM Europe, 9PM Tokyo, 11PM Sydney

Chaired by CSIRO

**Participants**

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

**CSIRO:** David Williams (Chair), Alex Held, Caroline Bruce, Flora Kerblat, Stephen Ward, George Dyke, Matthew Steventon

**ESA SIT Chair:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO:** Osamu Ochiai

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

**NASA:** Christine Bognar, Kurt Thome

**NOAA:** Kerry Sawyer

**SEO:** Brian Killough

**USGS:** Eric Wood, Steve Labahn, Tom Cecere

**WGCapD:** Jane Olwoch

**WGClimate:** Pascal Lecomte

**WGCV:** Albrecht von Bargen

**WGDisasters:** Stéphane Chalifoux

**WGISS:** Andy Mitchell

1. **Welcome and Introductions**

David Williams (CEOS Chair, CSIRO) welcomed everyone to the meeting and noted that verbal reporting should be limited to topics that require discussion and/or decision by CEOS SEC, and this will be reflected in the following minutes.

*The collection of written reports received ahead of the teleconference are attached in Appendix A and present a thorough review of the status and activities of the numerous CEOS entities present at CEOS SEC-209.*

1. **Review of Agenda**
2. **Review of Actions**

Jonathon Ross (CEO, GA) reported that action 208-04 can be closed. It was clarified that the omissions that lead to action 208-04 were the result of a desire by SBSTA to avoid pre-empting the discussions at COP-21 (which followed SBSTA-43). It is anticipated that CEOS’ relationship with, and reporting to SBSTA will continue in the future.

Pascal Lecomte (WGClimate Chair, ESA) noted that action 208-04 was recorded as there was no reference to CEOS reporting at the next SBSTA meeting in the record of SBSTA-43. He confirmed that he will be present at SBSTA-44 and he expects that the standard reporting action for CEOS will be reinstated at this occasion.

1. **Working Group Reports**

**WGDisasters (Stéphane Chalifoux, Chair)**

Stéphane reported that the arrangements for WGDisasters Secretariat support have not been finalised, however this is being discussed by CSA leadership. Temporary secretariat support has been secured until March 31st, ensuring that there is sufficient capacity for the fifth WGDisasters meeting to be held in Bonn, Germany, from March 8th to 10th. Stéphane extended an invitation to CEOS SEC to join the WGDisasters meeting in Bonn. He closed by noting that the Landslide Pilot will be ready to present their progress at SIT-31.

**WGClimate (Pascal Lecomte, Chair)**

Pascal noted that letters have been sent to GCOS regarding CEOS Plenary actions 29-1 and 29-2, and he will continue to follow up with the GCOS Secretariat. Pascal invited CEOS SEC to join the next WGClimate meeting, which will be held in Paris, France (hosted by CNES) from the 7th to 9th of March, and he noted that the latest agenda has been sent to the SEC mailing list.

**Discussion**

* Albrecht von Bargen (WGCV Chair, DLR) confirmed that he will attend the Paris meeting on behalf of WGCV.

**WGISS (Andy Mitchell, Chair)**

Andy reported that there are no WGISS matters that require discussion or decision by CEOS SEC and he referred everyone to the WGISS written report for a status update.

**WGCapD (Jane Olwoch, Chair)**

Jane thanked Stéphane Chalifoux (WGDisasters Chair) for inviting WGCapD to attend the upcoming WGDisasters-5 meeting to discuss future opportunities for collaboration. She directed SEC to her written report for an update on WGCapD activities and reported that there are no topics requiring discussion and/or decision during this teleconference.

**WGCV (Albrecht von Bargen, Chair)**

Albrecht reported that there are no issues to be reported during the current teleconference. He noted that the WGCV-40 meeting is due to be held in Canberra, Australia, alongside WGISS-41 during the week of the 14th of March. Albrecht thanked CSIRO for taking the time to hold a very useful CEOS Chair/WGCV catch-up teleconference last week, which resulted in a number of actions related to preparation for WGCV-40.

**Discussion**

* Tom Cecere (USGS) asked where the LPV sub-group meeting will be taking place. Albrecht confirmed that it will be held some time during the ESA Living Planet Symposium in Prague, Czech Republic, from the 9th to the 13th of May.

1. **CEO Report**

**CEOS 2016-2018 Work Plan**

Jonathon Ross (CEO, GA) noted that the Work Plan is currently behind schedule due to delayed inputs from numerous CEOS groups. Inputs have been submitted by all of the Working Groups, however all Virtual Constellations apart from P-VC are yet to submit any updates. The SIT Chair will be following up with the VC Leads during their catch-up teleconferences to be held over the next few weeks.

**CEOS Carbon Strategy Actions**

Jonathon reminded everyone that the 2015 SIT Technical Workshop agreed that SIT-31 will include a detailed discussion of concrete plans of action for the CEOS Carbon Strategy actions. He noted that Mark Dowell (EC) is responsible for coordinating this topic.

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| **209-01** | CEOS SEC to ensure that sufficient preparation for the SIT-31 CEOS Carbon Strategy action discussion are underway within their agency/WG/VC/etc. | **SEC 210** |

**CEOS-GEO Coordination Meeting**

Jonathon reported on the ongoing meeting between the SIT Chair, CEO Team and GEO Secretariat. Discussions have revolved around how CEOS and GEO will work together to address the United Nations Sustainable Development Goals (SDG’s), CEOS-GEO strategic issues, and potential areas of collaboration during the second decade of GEO.

**United Nations Sustainable Development Goals**

Marie-Josée Bourassa (DCEO, CSA) noted that the discussions held with GEO have focused on how CEOS might best contribute to the effort around promoting the use of EO data for the SDG’s. The next UN Statistical Committee Meeting will be held in New York during March, and a side event is being planned in collaboration with UN-GGIM. Lawrence Friedl (NASA) will be presenting some interesting examples of how remotely sensed EO data can support the SDG’s.

Marie-Josée reported that as the SDG’s evolve, the opportunities for EO data to contribute are shrinking. CEOS and GEO need to re-evaluate the situation, and the SIT-31 side discussion will be a prime opportunity to do so.

**CEOS Membership Matters**

Jonathon noted the expression of interest in CEOS membership that was received from Mohammed Bin Rashid Space Centre (UAE). The CEO Team has passed on some more information and eligibility criteria, and will wait for a response.

Kerry Sawyer (NOAA) noted that Mohammed Bin Rashid Space Centre also pledged membership to the International Charter on Space and Major Disasters, and it was found that they are in fact a public–private partnership. Kerry and the CEO Team will discuss further off-line.

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| **209-02** | Kerry Sawyer and the CEO Team to clarify the specifics around the UAE and its agencies, and report back to SEC if necessary. | **SEC 210** |

1. **First GEO Programme Board Meeting Report**

Ivan Petiteville (SIT Chair representative, ESA) reported on the first meeting of the GEO Programme Board (PB). About forty members were present, with a few more connecting remotely.

Three GEO PB co-chairs were confirmed: USA (John Matuszak, US Department of State, Bureau of Oceans and International Environmental and Scientific Affairs (OES)), China (Li Pengde, Deputy Director General, National Administration of Surveying, Mapping and Geoinformation of China; co-chair of UN-GGIM) and the European Environment Agency (Tim Haigh). The role and responsibility of the PB was clarified and the PB reviewed the current and future GEO Work Programmes to identify areas that could be improved and consolidated. As a result of this review, extra information (on budgets, partner organizations, etc.) will be sought before mid-April from individuals that have proposed initiatives. Ivan also reported that three Participating Organizations (CEOS, WMO and GOOS) were selected as Observers to the GEO ExCOM.

The next meeting of the PB will take place at the beginning of May, during the same week as the GEO Work Programme Symposium.

1. **GEO SEC Report**

Osamu Ochiai (GEO Secretariat) suggested that action 208-05 be closed. He has consulted his colleagues within GEO and they will try to avoid a conflict between SIT Technical Workshop and the 3rd GEO PB Meeting. The 3rd PB meeting is tentatively scheduled for September 7th and 8th. Osamu directed SEC to his written report for further updates.

1. **SIT Chair Report**

Ivan Petiteville (ESA) reported on behalf of the SIT Chair, noting that:

* A SIT Vice Chair candidate has come forward and the details are being discussed.
* The SIT-31 invitation has gone out along with a side meeting request form. Registrations are due by the 15th of March and can be submitted via the CEOS website: <http://ceos.org/meetings/sit-31/>
* The draft agenda for SIT-31 is being finalised. Strategic discussion will be the focus rather than reporting; around topics including key partnerships (with the United Nations, development banks, GEO, etc.), coordination of multiple thematic acquisition strategies, and climate/COP-21 outcomes, among others.
* The VC/WG teleconferences are starting next week, and they have all been scheduled except for OST-VC and OSVW-VC.

**Discussion**

* Ivan confirmed for Brian Killough (SEO, NASA) that he will serve as the logistics POC for the full-day GEOGLAM meeting being planned for the day following SIT-31.
* Kerry Sawyer (NOAA) asked whether there will be a Plenary session at SIT-31, noting that it is required if a SIT Vice Chair is to be nominated.

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| **209-03** | SIT Chair to confirm the necessity of a Plenary session at SIT-31. A Plenary session is required if a SIT Vice Chair nomination is to be announced. | **SEC 210** |

1. **Systems Engineering Office (SEO) Report**

Brian Killough (SEO, NASA) briefly noted the WGCapD meeting that will be held in Hampton, Virginia from March 30th to April 1st 2016. He directed SEC to the meeting website for more information: <http://ceos.org/meetings/wgcapd-5/>

Brian reported that there is a lot of activity around the Data Cube projects for Kenya and Colombia, including investigation of partnerships with Amazon and SERVIR. SEC was referred to the SEO’s written report for further details.

**Discussion**

* Marie-Josée thanked Brian and Kim for initiating a new CEOS website page on socioeconomic studies: <http://ceos.org/home-2/socioeconomic-studies/>

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| **209-04** | CEOS SEC to submit any relevant studies for inclusion on the CEOS website socioeconomic studies page (<http://ceos.org/home-2/socioeconomic-studies/>) to Kim Holloway and Marie-Josée Bourassa. | **SEC 210** |

1. **Brief Status Updates of Ad Hoc Initiatives**

**SDCG/GFOI (Stephen Ward, SDCG Secretariat)**

Stephen noted that the GFOI Plenary and Open Forum will be taking place during the week of February 22nd at ESA ESRIN. More information can be found on the website: <http://www.gfoi.org/2016-gfoi-plenary-and-open-forum/>

UKSA will likely host SDCG-10 in September, the week before SIT Technical Workshop. This will be an important opportunity for SDCG and GFOI, as the UK is a leading donor for forestry, highlighted by their recent pledge with Germany and Norway to support results-based finance for countries who deliver verified REDD+ emission reductions from 2015-2020.

Stephen closed by noting that Australian support for the SDCG is scheduled to cease at the end of June, however this might be extended to the end of the calendar year.

**CEOS Ad Hoc Working Group on GEOGLAM (Brian Killough, NASA; on behalf of Brad Doorn, NASA)**

Brian directed SEC to the written report and noted a few highlights:

* A GEOGLAM RAPP (Rangelands and Pasture Productivity) meeting is planned for June 9th and 10th in Pretoria, South Africa.
* The GEOGLAM Secretariat is currently working on a space data survey and archive analysis.
* A full-day GEOGLAM meeting is planned for the day following SIT-31 and the CEOS-GEOGLAM Leads will keep SEC informed.

**Water Strategy Implementation Study Team (Chu Ishida, JAXA)**

Chu reported that the WSIST is still searching for a new leader. In the mean time he will continue to serve in the role. The 2nd WSIST Water Constellation Feasibility Study (FS) teleconference was held on January 18th. The team discussed the FS document skeleton and agreed to prepare a list of expert contacts for the priority parameters.

**Discussion**

* Arnold Dekker (CSIRO) noted that there is another activity being undertaken by the WSIST in addition to the ‘Water Train’ Feasibility Study – a feasibility assessment to determine the benefits and technological difficulties of designing a hyperspectral satellite mission focused on water quality measurements. This task is being lead by Arnold, and he has sent an invitation to the CEOS mailing lists to solicit participation.

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| **209-05** | CEOS SEC to consider the call for participation in the second activity of the WSIST (in response to recommendation C.10 in the CEOS Strategy for Water Observations From Space). CEOS Chair Team to include a report on this activity in the CEOS SEC agenda from now on. | **SEC 210** |

**Non-meteorological Applications for Next Generation Geostationary Satellites and**

**Future Data Access & Analysis Architectures (David Williams, CSIRO)**

Alex Held (CSIRO) noted that both ad-hoc teams are progressing well and have confirmed members and leadership. The FDA team recently held a teleconference and the NMA team will follow shortly. Both ad-hoc teams have a report outline which will be advanced over the coming weeks, with a progress report due at SIT-31.

Caroline Bruce (CSIRO) noted that both ad-hoc teams have submitted CEOS newsletter articles and now have dedicated CEOS website pages.

Tom Cecere (FDA Co-Lead, USGS) noted that the FDA team submitted a written report for SEC-209 and he referred everyone to it for further information. The main point for SEC to note is the FDA team’s understanding that the audience for the Plenary report is CEOS agencies (as well as potential CEOS agencies) with a secondary audience of external stakeholders such as GEO and the United Nations. It is essential that this is clear and accepted by all before delving too far into the report. No issues were raised by the SEC.

1. **AOB**

**CEOS Plenary 2016 (Caroline Bruce, CSIRO)**

Caroline reported that the dates for the 2016 CEOS Plenary have been finalised. CEOS Plenary will take place in Brisbane, Australia, from the 1st to the 2nd of November 2016. The Plenary will be preceded by a full-day of side and preparatory meetings on October 31st, with further opportunities available on October 30th if required.

A public ‘town hall’ meeting is being organised for one of the evenings. Agency representatives will be invited to present during a two-hour showcase to students, media, and the community. More information on this session will be distributed soon.

Further information on the 2016 CEOS Plenary and the city of Brisbane can be found on the CEOS website at: <http://ceos.org/meetings/30th-ceos-plenary/>

**CEOS Plenary 2017**

Steve Labahn (USGS) on behalf of Frank Kelly (2017 CEOS Chair, USGS) announced that USGS has made reservations for the 2017 CEOS Plenary. The meeting will take place from October 18th to 20th at the Holiday Inn Rushmore Plaza, Rapid City, South Dakota. Side meetings will be held on Wednesday October 18th, with the main Plenary to take place from Thursday 19th to Friday 20th. More details will be announced in due course.

**CEOS Newsletter No. 46**

Masatoshi Kamei (RESTEC) noted that most newsletter articles have been received and the few outstanding are currently being followed up. It is anticipated that the newsletter will be published at the beginning of March.

**Blue Planet**

Kerry Sawyer (NOAA) reported that action 207-08 can be closed. She noted that the Blue Planet task in the GEO Work Programme (GI-07) will be restructured, and until this is done it is not a good idea for CEOS to invest time identifying potential connections.

Kerry reported that she will step down as the CEOS Blue Planet expert, as Paul Di Giacomo (NOAA) has volunteered to be the CEOS representative to the Blue Planet Planning Committee.

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| **209-06** | CEOS Chair Team to ensure that Paul Di Giacomo (NOAA) is invited to join future CEOS SEC meetings and that he is added to the CEOS SEC mailing list. | **SEC 210** |
| **209-07** | Christine Bognar (NASA) to provide an update on the COVERAGE initiative. CEOS Chair Team to ensure that this is included as a topic of discussion on the SEC-210 agenda. | **SEC 210** |

Chu Ishida (JAXA) reported that he recently represented CEOS at the 2016 Partnership for Observation of the Global Oceans (POGO) Meeting. His presentation conveyed the interest of CEOS to contribute to Blue Planet (once its Work Plan is restructured) and was well received by the audience.

Jonathon Ross (CEO, GA) reported that GOOS representatives to the GEO PB have indicated that they would like to organise a special session on cooperative activities at SIT-31. Jonathon will seek further details and provide an update.

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| **209-08** | Jonathon Ross to update CEOS SEC and the SIT Chair on the SIT-31 special session proposed by the GOOS representatives to the GEO PB. | **SEC 210** |

1. **Next Meeting and Adjourn**

David Williams (CEOS Chair, CSIRO) confirmed that CEOS SEC-210 will take place on Thursday the 10th of March. David also proposed that an additional SEC teleconference take place between SIT Technical Workshop and CEOS Plenary, on Thursday the 6th of October. No objections were raised and it was agreed that this additional teleconference will proceed.

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| **209-09** | CEOS Chair Team to update the SEC teleconference schedule to include the extra call on Thursday the 6th of October. | **SEC 210** |

1. **Appendix – Written Reports**

Please see the attached document for the written reports submitted by:

* Working Group on Disasters (WGDisasters)
* CEOS/CGMS Working Group on Climate (WGClimate)
* Working Group on Information Systems and Services (WGISS)
* Working Group on Capacity Building and Data Democracy (WGCapD)
* Working Group on Calibration and Validation (WGCV)
* CEOS Executive Officer Team (CEO)
* GEO Secretariat
* Strategic Implementation Team Chair (SIT Chair)
* CEOS Systems Engineering Office (SEO)
* Space Data Coordination Group for the Global Forest Observations Initiative (SDCG)
* CEOS Ad-hoc Working Group on GEOGLAM (CEOS-GEOGLAM)
* Water Strategy Implementation Study Team (WSIST)
* Future Data Access and Analysis Architectures Ad-hoc Team (FDA-AHT)