**Minutes V1.0**

**210th CEOS SECRETARIAT MEETING**

Thursday 10th March 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, Flora Kerblat, Stephen Ward, Matthew Steventon

**ESA SIT Chair:** Simonetta Cheli

**EUMETSAT:** Paul Counet, Robert Husband

**GEO:** Osamu Ochiai

**JAXA:** Chu Ishida, Shizu Yabe, Masatoshi Kamei, Naoko Matsuo, Yukio Haruyama, Koji Akiyama

**NOAA:** Kerry Sawyer

**SEO:** Brian Killough

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

**WGClimate:** Pascal Lecomte

**WGCV:** Albrecht von Bargen

**WGDisasters:** Stéphane Chalifoux

**WGISS:** Mirko Albani

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 CEOS entities present at CEOS SEC-210.*

1. **Review of Agenda**
2. **Review of Actions**
3. **Working Group Reports**

**WGDisasters (Stéphane Chalifoux, Chair)**

Stéphane reported that secretariat support for WGDisasters has been settled through to the 31st of March 2016. Long-term support is still being discussed.

The 5th meeting of WGDisasters concluded today; meeting minutes will be distributed shortly. The meeting was well attended, with representatives from the World Bank, UNOOSA, and Copernicus EMS among the participants.

**WGClimate (Pascal Lecomte, Chair)**

WGClimate-6 was held in Paris from the 7th to 9th of March, with 25 participants from CEOS and CGMS joining the meeting. All objectives were met, including the endorsement of the 4-year WGClimate Work Plan, Inventory Questionnaire Guidelines and Gap Analysis Guidelines.

A new Vice-Chair (from CEOS) is due to be nominated at WGClimate-7. Pascal will be following up with SEC and the rest of the CEOS community in due course.

**WGISS (Mirko Albani, Co-Chair)**

Mirko represented the Working Group on behalf of Andy Mitchell, who is currently in transit to WGISS-41. Mirko noted the WGISS-41 meeting in Canberra and referred SEC to the written report for further details.

**WGCapD (Jane Olwoch, Chair)**

WGCapD was not represented on the call. A written report was received on March 22.

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| **210-01** | WGCapD Chair/Co-Chair to send CEOS SEC a brief written report of the WG’s status and activities.  | **March 18th 2016** |

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

Albrecht noted the WGCV-40 meeting being held next week in Canberra, Australia. The agenda is currently being refined and strong attendance is expected. The key outcomes will be reported at SEC-211.

1. **CEO Report**

**2016 Asia Pacific Remote Sensing Symposium/Declaration on Space and Climate**

Jonathon Ross (CEO, GA) noted the 2016 Asia Pacific Remote Sensing Symposium, which will be held in New Delhi, India, from the 4th to 7th of April 2016. CEOS Principals have been invited to a dinner meeting during which a declaration on space and climate is expected to be discussed. The declaration will focus on how space agencies will contribute to implementing and following up the agreements decided at COP21. CEOS will be invited to comment on the draft after it is released.

**GEO 2017-2019 Work Programme – New Activities**

On the 20th of February, GEO SEC (on behalf of the GEO Programme Board) issued a call for proposals for “new community activities, GEO Initiatives and GEO Flagships”. The CEO team circulated the call to CEOS SEC for consideration, however no new proposals have been received to date. Jonathon reminded CEOS SEC that nominations are due to GEO SEC by the 14th of April, and he requested that any additions be raised with the CEO team as soon as possible.

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| **210-02** | CEOS SEC to inform the CEO team of any final proposals for new community activities, GEO Initiatives and GEO Flagships for inclusion in the GEO 2017-2019 Work Programme. | **ASAP** |

**CEOS 2016-2018 Work Plan/COVERAGE**

The CEO noted that version 1.0 of the CEOS 2016-2018 Work Plan has not yet been circulated, pending clarification of the status of the COVERAGE initiative and whether or not it is considered a current CEOS-supported activity, noting:

1. It had not been formally proposed for either the 2015-2017 or 2016-2018 CEOS Work Plans;
2. There had been no update on status or future plans at a SIT or Plenary meeting.

The CEO noted that NASA’s Contact had requested SEC consideration of the issue and the best way forward.

The SEC agreed that:

1. COVERAGE would not be included in the 2016-2018 CEOS Work Plan, and would not be considered as a current CEOS-supported activity;
2. The COVERAGE team would be invited by the SIT Chair to attend the SIT Technical Workshop and provide an update. This would provide an opportunity for the team to engage with other agencies, and build the team; and,
3. Pending (2), the COVERAGE team may wish to propose it for inclusion in the 2017-2019 CEOS Work Plan.

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| **210-03** | SIT Chair team to invite the COVERAGE team to present at SIT Technical Workshop. | **SIT Technical Workshop 2016** |

**Mailing List Enhancements**

Following feedback on the existing mailing list structure, some lessons learned from the recent Work Plan update process, and the need to include the Leads of the two Chair initiative ad hoc teams in SEC meetings, some improvements have been made to the CEOS mailing lists. The CEO team provided a brief summary in their written report:

* **ceos-sec:** used to communicate with all those who attend and report to SEC meetings, including Working Group Chairs and ad hoc team Leads/Co-Leads. The intended purpose of the list is the sharing of information and coordination of SEC meetings.
* **ceos-sec-members:** addresses CEOS leadership, including the Chair, Troika, SIT Chair, CEO, SEO and other permanent Secretariat members. This mailing list is intended to facilitate the coordination of the leadership’s position on issues.
* **ceos-experts:** addresses identified domain experts, and will primarily be used alongside ceos-wgs and ceos-constellations, particularly for messages relating to Work Plan input, requests for status updates, etc.
* **ceos-adhoc:** there has been no change to the purpose of this mailing list, but it has been updated now that Co-Leads for the Chair initiative ad hoc teams have been identified.

Alex Held (CSIRO) reported that the CEOS Chair has reached out to the following people to confirm their willingness to serve as CEOS Thematic Experts:

* Polar: Yves Crevier, CSA (confirmed)
* Oceans: Paul di Giacomo, NOAA (confirmed)
* Carbon: Mark Dowell, EC/JRC (unconfirmed)
* Biodiversity: Martin Wegmann, DLR (confirmed); Allison Leidner, NASA (unconfirmed)

**United Nations Sustainable Development Goals (SDG)**

Marie-Josée Bourassa (DCEO, CSA) reported that CEOS remains engaged with the international community (through GEO) to try and promote the use of EO data for monitoring the SDG’s. A side meeting at this week’s 47th Session of the United Nations Statistical Commission covered the use of EO for SDG monitoring, and included a presentation from the Australian Bureau of Statistics that promoted the utility of the Data Cube approach, which was well received. More details and session recording are available here: <http://unstats.un.org/unsd/statcom/47th-session/side-events/20160307-1M-geospatial-information-and-earth-observations/>

An SDG side meeting will be held at SIT-31. All are invited to join and discuss how to continue to promote the use of EO data for SDG monitoring. More information and a revised agenda will be circulated shortly.

Alex Held (CSIRO) attended a meeting hosted by the World Bank, called for by the United Nations Convention to Combat Desertification (UNCCD), around indicator 15.3 (land degradation). Alex noted that while EO contributions to indicators and targets have been difficult to identify, it is encouraging to see attempts to develop specific metrics that are measurable using remote sensing. Alex will provide more background and updates at SIT-31.

**2016 CEOS-GEO Coordination Meeting**

16 actions were recorded during the recent CEOS-GEO Coordination Meeting, and these are listed in the CEO team’s written report.

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| **210-04** | SEC to review the CEOS-GEO Coordination Meeting actions identified in the CEO’s SEC-210 written report and follow up as necessary. | **SEC 211** |
| **210-05** | CEO team to update the ‘Introduction to CEOS’ presentation to reflect the CEOS 2016-2018 Work Plan. | **SEC 211** |

1. **GEO SEC Report**

Osamu Ochiai (GEO SEC) noted that a GEO Executive Committee meeting and the 2nd GEO-UN roundtable were held this week in Geneva. Stephen Briggs (SIT Chair, ESA) attended both on behalf of CEOS, and his account will be given in the SIT Chair Report.

15 agencies and international organisations joined the GEO-UN roundtable to discuss collaboration opportunities. Stuart Marsh moderated the meeting, during which five potential collaboration areas were identified: EO and statistical data, training and capacity building for EO activities, the Ramsar convention (strongly dependent on GEO’s wetland initiatives), big data processing and time series, and solution of the ‘last mile’ problem for end users.

ExCOM discussed GEO’s engagement strategy (e.g. with the UN, as well as the commercial sector). Osamu reported that the strategies need to be refined, and the legal status of GEO also requires clarification. These will be resolved before the next ExCOM meeting.

Osamu noted that the 2016 G7 Summit will take place in Japan, and the Science and Technology Ministers’ Meeting will be held in Tsukuba City from May 15th to 17th. GEO SEC is preparing inputs for the Science and Technology Ministers’ communiqué – focusing on oceans/Blue Planet and the GEOSS data infrastructure.

1. **SIT Chair Report**

Simonetta Cheli (ESA) reported on behalf of Stephen Briggs (SIT Chair, ESA), noting that:

* 15 agencies attended the 2nd GEO-UN roundtable (including ICRC, ESPI and IOM). Presentations on possible common interests and summaries of agencies’ roles were given in the morning, with afternoon sessions covering the presentation of three examples of ongoing partnerships (UNEP, Ramsar, WMO). The GEO ExCOM and Observers were represented (EC, AU, France, SF, plus CEOS and WMO). SDG’s were clearly an underlying interest, as well as ‘big data’ and Data Cubes.
* Day 1 of the GEO Executive Committee Meeting (2nd – 3rd February) focused on GEO’s engagement strategies. The emphasis of the engagement strategies are to be renewed with more substance and specific description of steps to be taken. Attention will be given to specific issues and examples for specific areas. There is no consensus on the way forward for private sector engagement, but a resolution will be sought before the next ExCOM meeting. A small task force has been established to address the issue (consisting of representatives from USA, Australia, France and likely also CEOS). The views of CEOS were appreciated as constructive and helpful. A discussion on GEO’s legal status was inconclusive, with more analysis required.
* A Programme Board (PB) discussion was held on day 2 of the GEO Executive Committee Meeting, during which it was apparent that the ExCOM are relying heavily on the PB to manage the activities of GEO (including resource management, user identification, confirming the role of GEOSS, gap assessments etc.) There is clearly a strong mandate for the PB to go forward.

Stephen Ward (SIT Chair team) noted that the 3rd announcement for SIT-31 was circulated along with registration instructions on the 23rd of February. Side meetings will be held on Monday the 18th of April, with the main SIT-31 meeting to take place on Tuesday and Wednesday. The GEOGLAM ad hoc Working Group will hold a full-day meeting on the Thursday following SIT-31. All registrations are required by the 15th of March, and all CEOS Principals are encouraged to attend to help shape the next 2 years of SIT.

Simonetta noted that NOAA has confirmed its offer to serve as SIT Vice-Chair and subsequently 2018-2019 Chair. In accordance with accepted procedures, a Plenary session (lead by the CEOS Chair) has been arranged for the start of SIT-31 to confirm the arrangement. Simonetta thanked NOAA for taking on the role.

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| **210-06** | SEC to provide final feedback on the draft SIT-31 agenda, ahead of its broad circulation to the CEOS community early next week. SIT Chair team to ensure the CEO’s comments (sent via email) have been taken into account. | **COB Friday March 11th** |

All SIT Chair teleconferences with the Virtual Constellations and Working Groups were held as planned. The information gathered during the meetings will serve as an input to SIT-31. A synthesis report will be presented by the SIT Chair team, with specific issues requiring SIT discussion and/or action to then be presented by the respective Leads.

SIT Technical Workshop will take place during the week of September 12th at St Anne’s College, Oxford. Attendees will be requested to register early for accommodation to meet the terms and conditions set by the venue.

GOOS representatives requested a brief session at SIT-31 and Stephen Briggs has confirmed that a short presentation has been accommodated in the latest agenda.

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

Brian Killough (SEO, NASA) briefly noted the upcoming WGCapD meeting, which will be held at NASA Langley, Hampton, Virginia from March 30th – April 1st. He directed SEC to the meeting website/Kim Holloway for more details. Around 25 people are expected to attend.

Brian and the SEO team will meet with GA/CSIRO for two full days following the WGISS-41/WGCV-40 meetings in Canberra to discuss Data Cube development. Brian added that there are lots of Data Cube activities ongoing, and he will provide some updates at SIT-31.

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

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

Stephen reported that the recent GFOI Plenary and Open Forum was very effective and well received. The new Lead from FAO is positive and keen to collaborate, and the GFOI Office is now also situated within FAO – staffed by Tom Harvey.

The LSI-VC-1 meeting was co-located with the GFOI Plenary, and SDCG took the opportunity to hold an initial meeting with LSI-VC, which was overall positive. Questions remain as to how LSI might evolve in relation to GFOI and GEOGLAM (among other initiatives) and where capacity is to be found for new activities.

Australian funding for the SDCG Secretariat has been extended through to CEOS Plenary 2016. Beyond that time the SDCG SEC and SDCG agencies are exploring solutions. There is a determination to maintain the capacity that has been instrumental in SDCG progress. Continuity of funding until after CEOS Plenary ensures SDCG SEC attendance at SDCG-10 (7th – 9th September 2016, Reading, UK) as well as a briefing to UK Government agencies/GNU (Germany, Norway, UK) donor bloc representatives in London on the 6th of September.

At SIT-31 the SDCG for GFOI will discuss topics related to Analysis-ready Data (ARD) and future global data flows. Discussion will be driven by the work done on the Global Data Flows Study, which has implications far beyond forest monitoring.

**CEOS Ad Hoc Working Group on GEOGLAM**

The CEOS Ad Hoc Working Group on GEOGLAM Leads were not present and no written report was received.

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| **210-07** | CEOS Ad Hoc Working Group on GEOGLAM Leads to send CEOS SEC a brief written report of the WG’s status and activities.  | **March 18th 2016** |

Alex Held (CSIRO) noted that the GEOGLAM Advisory Committee will meet again in June, at FAO headquarters.

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| **210-08** | Alex Held to circulate the report from the first GEOGLAM Advisory Committee meeting. | **SEC 211** |

A GEOGLAM RAPP (Rangelands And Pasture Productivity) meeting will be held in Pretoria, South Africa on the 20th and 21st of June.

Brian Killough (SEO, NASA) noted that the CEOS Ad Hoc Working Group on GEOGLAM will hold a side meeting on the Monday prior to SIT-31, as well as a full-day meeting following SIT-31 on Thursday.

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

The 3rd WSIST Water Constellation Feasibility Study teleconference was held on February 18th, during which the report outline, writing responsibilities, synergistic observations of priority parameters, and orbital planning were discussed. JAXA’s post-GPM study was also reported (covering precipitation radar and MWI). The next teleconference will be held in late March/early April and will be used to prepare for the SIT-31 side meeting.

**Future Data Access & Analysis Architectures (FDA) Ad Hoc Team (Tom Cecere, USGS)**

The most recent team teleconference was held on March 7th. A majority of lead authors have been identified and the team is now working to find reviewers for the various subsections of the report. The timely calibration and validation of products was recently identified as a major challenge to address in the report. The next teleconference will occur in late March and the team will have its first formal face-to-face meeting at ESA ESRIN on April 18th, just prior to SIT-31. Many members will also meet on the sides of WGISS-41/WGCV-40 next week. A mature outline of the report will be ready in time for SIT-31.

**Non-meteorological Applications (NMA) for Next Generation Geostationary Satellites Ad Hoc Team**

The NMA ad hoc team Leads were not present. A written report was submitted ahead of the call.

Paul Counet (EUMETSAT) noted that the 44th CGMS Plenary will include a joint CGMS/CEOS side event on Non-meteorological Applications for Next Generation Geostationary Satellites on Wednesday the 8th of June. More details can be found here: <http://cgms.eumetsat.int/views/agendaext.jsf>

Albrecht von Bargen (WGCV Chair, DLR) noted that an NMA side meeting will be held alongside WGCV-40.

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| **210-09** | Co-Leads of the CEOS Chair initiative ad hoc teams to:* 1. Report the participation of Leads at their SIT-31 side meeting;
	2. Identify (co-)Chair(s) for their SIT-31 side meeting (by the 30th of March at the latest); and,
	3. Circulate a draft agenda for their side meeting.
 | **30th March 2016/SEC 211** |

1. **AOB**

**2018 CEOS Chair Position**

ESA and EUMETSAT reported that there are no further updates at this stage.

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| **210-10** | Alex Held to share (with ESA, EUMETSAT and NOAA) a copy of the letter that the CEOS Chair sent to the European Commission regarding the 2018 CEOS Chair position. | **25th March 2016** |

Kerry Sawyer (NOAA) noted that Steve Volz (NOAA) will discuss the position with EC at the 32nd Space Symposium (April 11th – 14th, Colorado Springs).

Alex Held (CSIRO) reported that JAXA and CSIRO have discussed candidates for the 2019 Chair position and will report to SEC in due course.

1. **Next Meeting and Adjourn**

David Williams (CEOS Chair, CSIRO) reported that CEOS SEC-211 will tentatively take place prior to SIT-31 on Monday the 18th of April, 17:00 – 18:00 CET at ESA ESRIN (Magellan room). Alex Held will chair the session on behalf of David.

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| **210-11** | SIT Chair team to confirm the timing and location of CEOS SEC 211. | **25th March 2016** |

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)
* Strategic Implementation Team Chair (SIT Chair)
* CEOS Systems Engineering Office (SEO)
* Space Data Coordination Group for the Global Forest Observations Initiative (SDCG)
* Water Strategy Implementation Study Team (WSIST)
* Future Data Access and Analysis Architectures Ad Hoc Team (FDA-AHT)
* Non-meteorological Applications for Next Generation Geostationary Satellites Ad Hoc Team (NMA-AHT)