**Minutes V1.0**

**215th CEOS SECRETARIAT MEETING**

Tuesday 13th September 2016

17:00 Local

(12:00 US East, 16:00 UTC, 18:00 Europe, 02:00 (+1 day) Australia East)

Chaired by CSIRO

**Participants**

**CEO Team:** Jonathon Ross, Marie-Josée Bourassa (online)

**CSIRO:** Alex Held, Caroline Bruce

**ESA:** Stephen Briggs, Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO:** Osamu Ochiai

**JAXA:** Yoshinori Yoshimura, Shizu Yabe

**NASA:** Christine Bognar, Brad Doorn, Vardis Tsontos, Jorge Vazquez

**NOAA:** Stephen Volz, Kerry Sawyer

**USGS:** Frank Kelly, Steve Labahn, Jenn Lacey

**SEO:** Brian Killough

**WGCapD:** Jane Olwoch

**WGCV:** Albrecht Von Bargen, Kurt Thome

**WGClimate:** Pascal Lecomte, Ken Holmlund

**WGDisasters:** Stéphane Chalifoux

**WGISS:** Andrew Mitchell

1. **Welcome and Introductions**

Alex Held (CSIRO, CEOS Chair representative) welcomed everyone to the meeting*.*

1. **Review of Agenda**

Alex reviewed the agenda, including the AOB items, and the agenda was agreed.

1. **Review of Action Items Related to SIT Technical Workshop**

Alex briefly reviewed the action item status, noting that the record will be updated in the minutes of the meeting (see Annex I). He thanked a number of people for following up their actions in the lead up to SEC-215. He reminded SEC that action 208-07 is due at the SEC-216 call, and asks for *“ESA/EUMETSAT to identify an African/European agency for the 2018 CEOS Chair position.”* This topic will be discussed further on Thursday during the SIT Technical Workshop. Alex also hopes to raise the following action during the course of the SIT Technical Workshop: *“CEOS Chair team (supported by CEOS SEC) to work with Chu Ishida to identify a suitable candidate to take over as lead of the WSIST, should it be extended at the 2016 CEOS Plenary.”*

Regarding action 214-11: *“Kerry Sawyer to re-send the call for CEOS participation in the OCEANS’16 MTS/IEEE panel session. SEC members to circulate the announcement within their agencies to try and find a CEOS representative”*, Alex confirmed that Paul DiGiacomo will attend, and this action is therefore closed.

1. **Walk-through of SIT Technical Workshop Agenda**

Stephen Briggs (ESA, SIT Chair) reviewed the agenda of the SIT Technical Workshop. The opening morning will be focused on the continuation of the themes from SIT-31, including the current and incoming CEOS Chair priorities, future partnerships for CEOS, Data Cube, Analysis Ready Data, LSI-VC’s requirements and capability work, and the CEOS Information Systems survey.

The two ad hoc teams established in response to CSIRO’s CEOS Chair priorities for 2016 (on Future Data Access and Analysis Architectures and Non-meteorological Applications for Next Generation Geostationary Satellites) will report their preliminary recommendations for consideration and discussion. This will be followed by a session on GEO to close the first day. Stephen anticipated a productive discussion on the latest activities of GEO, including in relation to the UN Sustainable Development Goals (SDGs).

Workshop participants will also hear reports pertaining to other areas in which CEOS activities are supporting GEO objectives (e.g., GFOI, GEOGLAM, disasters), including water – with Chu Ishida (JAXA, WSIST Lead) calling in to lead the discussions remotely. Brad Doorn (NASA) will report on GEOGLOWS – a GEO initiative in the early stage to better integrate disparate water activities.

Jean-Louis Fellous (SIT Chair Team) will summarise the VC-WG Day outcomes and actions, and Mark Dowell (EC) will summarise the discussions from the carbon side meeting. Simon Eggleston (GCOS) will report on their latest news, and we will hear about some new activities: the COVERAGE initiative (NASA), which seeks to achieve better ocean coverage by the VCs; and developments related to the UN Global Geodetic Reference Frame (also by NASA).

The meeting will close with a review of actions and decisions resulting from the SIT Technical Workshop, including short-term actions that need to be completed in preparation for the CEOS Plenary.

1. **Upcoming Meeting and Events Calendar**

Jonathon Ross (GA, CEO) called for SEC inputs on the CEOS calendar, noting that the 2017 calendar appears to be missing some events.

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| **215-01** | SEC to provide the CEO with inputs for the CEOS calendar, in particular for 2017 events. | **SEC-216** |

1. **AOB**

**CEOS Contribution to the Asia-Oceania GEOSS Initiative**

Alex Held explained that China is keen to develop closer ties to GEO and wants to see the establishment of an Asia-Oceania GEOSS initiative. The GEO Programme Board (PB) has approved the initiative, meaning that it will go forward. Whether CEOS should provide support is a topic for further discussion by the CEOS Secretariat. Jonathon Ross believes the introductory letter has been circulated widely. It was suggested that CEOS consider involvement as an observer.

Osamu Ochiai (GEOSEC) confirmed that having CEOS as an observer would be useful as commitments are discussed and confirmed. Kerry Sawyer (NOAA) queried whether committing to this activity would require us to also track the other regional initiatives in order to be even-handed and Alex agreed this should be considered. Stephen Briggs noted that CEOS support to regional initiatives is slightly illogical and not consistent with past practice.

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| **215-02** | CEOS Chair to discuss further with CEOS SEC the possibility of a CEOS observer for the GEO Asia-Oceania Initiative prior to sending a response letter. | **SEC 216** |

**CEOS Ocean Variables Enabling Research and Applications for GEO (COVERAGE) Proposed Initiative Paper**

Vardis Tsontos (NASA/JPL) briefly introduced the COVERAGE initiative that was to be presented during Day 2 of the 2016 CEOS SIT Technical Workshop (Topic #29). He explained that COVERAGE aims to provide more unified, seamless access to data from the 4 CEOS ocean Virtual Constellations (sea surface temperature, ocean surface vector wind, ocean colour radiometry, ocean surface topography) in support of GEO-Blue Planet. It also seeks to address the integration of various types of satellite data, as well as *in situ* data sets. Feedback from CEOS on the COVERAGE initiative was encouraged, including suggestions on priority areas of thematic focus, potential data sets for inclusion, and recommendations to progress the initiative collaboratively with CEOS agencies and VCs.

**CEOS Preparations for GEO-XIII**

Jonathon noted that information on GEO-XIII Plenary has been late to arrive, requiring CEOS to be more agile in its response/preparations. He added that last year’s GEO Plenary was widely regarded as over-scripted and without productive and spontaneous interactions for quality debate. In response, there will be no session for Member/Participating Organisation statements, and there will be special panel sessions on the status of GEOSS implementation (featuring CEOS input) and new contributions to GEO. Key topics expected at GEO-XIII Plenary are:

* GEO engagement strategy,
* commercial sector engagement; and,
* UN SDGs.

The CEOS delegation to the GEO-XIII Plenary, to be led by Frank Kelly (USGS, 2017 CEOS Chair), will consist of Stephen Briggs (ESA, CEOS SIT Chair), Brian Killough (CEOS SEO), Ivan Petiteville (ESA, SIT Chair Team), Jonathon Ross (GA, CEO), Marie-Josée Bourassa (CSA, DCEO), and Steve Labahn (USGS). When asked about CEOS Principals who may be part of their national delegations, Frank Kelly (incoming CEOS Chair) and Steve Volz (NOAA, CEOS SIT Vice Chair) noted that the U.S. Department of State is considering a much reduced number of delegation members in comparison to recent years. The CEOS booth at the GEO Plenary will once again be managed by the SEO.

Jonathon suggested CEOS renominate its existing candidates for Principal and Alternate to serve on the GEO Programme Board for the next 3 years. He added that CEOS should update the details of its PB representatives consistent with internal protocols, e.g., as appropriate given SIT Chair transitions, etc. The principal CEOS PB representative will be the SIT Chair – consistent with their Terms of Reference.

SEC agreed that there is no plan to nominate for the role of PB co-Chair at this time.

**CEOS Membership Matters**

Jonathon reported that the application from the Mohammed Bin Rashid Space Centre (MBRSC) of the United Arab Emirates is overdue and might instead be considered for decision at the 2017 CEOS Plenary. The update on the European Union Satellite Centre (EU SatCen), which presented its candidacy at the 2014 CEOS Plenary in Tromsø, is that it is not clear if the organization still intends to pursue CEOS membership. There has been no recent contact despite assurance they would attend SIT Technical Workshop.

The Korea Meteorological Administration (KMA) has submitted an application for CEOS membership, and the organization meets CEOS criteria for membership. It was agreed that the CEO will issue a formal invitation for KMA to consider sending a representative to the 2016 CEOS Plenary and to make a presentation on its space program as part of its application for CEOS membership.

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| **215-03** | CEO to issue a formal invitation for the Korea Meteorological Administration to consider sending a representative to the 2016 CEOS Plenary and to make a presentation on its space program as part of its application for CEOS membership. | **30 September 2016** |

**Draft Proposed Statement to SBSTA-45**

In response to SEC action 213-01, Pascal Lecomte (ESA, WGClimate Chair) presented a summary of the draft statement to SBSTA-45. It was initially thought that it was not appropriate to submit another CEOS report this year (as CEOS made a report last year), however after further consideration a draft statement has now been prepared and sent to CEOS SEC for review. It is expected that the United States will communicate this year’s CEOS Statement to SBSTA, as USGS will be CEOS Chair at the time. Steve Labahn (USGS) confirmed that these arrangements are being discussed with the the U.S. Department of State.

1. **Action Wrap-up, Next Meeting and Adjourn**

Alex Held (CSIRO, CEOS Chair representative) thanked everyone for attending. He noted that CEOS SEC-216 will take place on Thursday the 6th of October at 7 AM US East, and adjourned the meeting.

**Annex I – Actions Record**

*Action item colour coding:*

*white = open
yellow = status updated
green = status updated to complete*

**CEOS SEC Action Items**

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| No. | Action | Due date |
| 208-07 | ESA/EUMETSAT to identify an African/European agency for the 2018 CEOS Chair position. | SEC 216*To be discussed during the SIT TW* |
| 213-01 | WGClimate Chair, Pascal Lecomte, to lead the writing of the CEOS report to SBSTA-45, and to coordinate presentation of the report (via the US delegation) with Frank Kelly (USGS), with CC to the CEO Team. | COMPLETE |
| 213-02 | SEC members to inform WGISS Chair, Andrew Mitchell, if their respective agencies plan to be represented at GSDI 15, to facilitate coordination. | CLOSED |
| 213-03 | SEC members to inform WGISS Chair, Andrew Mitchell, if they plan to attend the cloud computing session at WGISS-42, and to suggest other potential invitees.  | CLOSED |
| 213-04 | WGCapD Chair to share the report on the SAR training workshop that took place in Bogotá, Colombia. | SEC 215 |
| 213-07 | CEOS Chair team (supported by CEOS SEC) to work with Chu Ishida to identify a suitable candidate to take over as lead of the WSIST, if the 2016 CEOS Plenary decides to extend the study team for another year. | SEC 216 |
| 214-01 | WGCapD Chair to share the final report and presentation materials from the ESA Living Planet Symposium event on providing practical EO education for students and teachers. | COMPLETE |
| 214-05 | GEO Sec Representative, Osamu Ochiai, to share with CEOS the final reports of the GEO Programme Board meeting and the 37th GEO ExCOM meeting once finalised. | SEC 216*Osamu reported that the PB and ExCom minutes have not yet been finalised – he will circulate once complete* |
| 214-09 | Alex Held to share the full reports from both the GEOGLAM AC and RAPP meetings once available. | COMPLETE |
| 214-11 | Kerry Sawyer to re-send the call for CEOS participation in the OCEANS’16 MTS/IEEE panel session. SEC members to circulate the announcement within their agencies to try and find a CEOS representative. | CLOSED*Paul DiGiacomo will now attend and will represent CEOS* |
| 215-01 | SEC to provide the CEO with inputs for the CEOS calendar, in particular for 2017 events. | SEC 216 |
| 215-02 | CEOS Chair to discuss further with CEOS SEC the possibility of a CEOS observer for the GEO Asia-Oceania Initiative prior to sending a response letter. | SEC 216 |
| 215-03 | CEO to issue a formal invitation for the Korea Meteorological Administration to consider sending a representative to the 2016 CEOS Plenary and to make a presentation on its space program as part of its application for CEOS membership. | 30 September 2016 |

**29th CEOS Plenary Open Action Items**

| **No.** | **Action** | **Due Date** |
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| **29-3** | JAXA, supported by CEOS SEC, to identify candidates for leadership of the extended Water Strategy Implementation Study Team. In the interim JAXA will initiate work of the WSIST on the Water Constellation Feasibility Study endorsed by Plenary. | **December 2016** |