**Minutes V1.0**

**226th CEOS SECRETARIAT MEETING**

Thursday 27th July 2017

7AM US East, 1PM Europe, 8PM Tokyo, 9PM Sydney

Chaired by USGS

**Participants**

**CEO:** Jonathon Ross

**CNES:** Steven Hosford

**COM:** Astrid-Christina Koch

**ESA:** –

**EUMETSAT:** Robert Husband

**GEO Secretariat:** Akiko Noda

**JAXA:** Osamu Ochiai, Yukio Haruyama, Koji Akiyama

**NASA:** Christine Bognar

**NOAA/SIT Vice-Chair Team:** Steve Volz, Kerry Sawyer

**SEO:** Brian Killough

**USGS:** Frank Kelly, Steve Labahn, Eric Wood, Matthew Steventon,

Stephen Ward

**VAST/VNSC:** Pham Anh Tuan

**WGCapD:** Phila Sibandze

**WGClimate:** –

**WGCV:**  Kurt Thome

**WGDisasters:** Stéphane Chalifoux

**WGISS:** –

*The collection of written reports received ahead of the teleconference are attached in Appendix A. They present a thorough overview of the status and activities of the CEOS entities present at CEOS SEC-226.*

1. **Welcome and Introductions**

Frank Kelly (USGS, CEOS Chair) welcomed everyone to CEOS SEC-226.

1. **Review of Agenda**

Frank Kelly (USGS, CEOS Chair) asked for feedback on the agenda/additional agenda items. Nothing was raised.

1. **Action Status**

Frank Kelly (USGS, CEOS Chair) noted that the updated SEC action record was included with the meeting agenda. No actions were reviewed.

1. **Working Group Reports**

**WGDisasters (Stéphane Chalifoux, CSA, Chair)**

Stéphane reported the following points from the WGDisasters written report:

* The CEOS Chair, SIT Chair, CEO, and Stéphane have received a nomination letter to serve as WGDisasters Vice-Chair (and Chair following) from David Green/NASA.
* The Disaster Risk Management (DRM) pilot initiatives on floods, seismic hazards and volcanoes will request the approval of their final reports at CEOS Plenary.
  + These three thematic pilots are nearing completion and are compiling their final reports.
  + The seismic and volcano pilots will present plans for the development of new activities.
  + The flood pilot is not planning any further activity, but intends to contribute to the new multi-hazard GEO-DARMA, where possible.
  + A fourth thematic pilot on landslides began last year, and it is expected to run for three years total.
* The 8th CEOS WGDisasters meeting in Buenos Aires is part of the Disaster Risk Reduction (DRR) Across the Americas Summit. The venue will give visibility to CEOS disasters activities and will strengthen relations with key users in the Americas. WGDisasters invites all interested to join them at the meeting.

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| 226-01 | *Stéphane Chalifoux to share the agenda and logistics information for WGDisasters-8.* | August 4 |

**WGClimate**

No WGClimate report was received, and Pascal Lecomte (ESA, WGClimate Chair) was not on the line.

Astrid-Christina Koch (COM) reported on the draft statement to SBSTA, which was shared with CEOS SEC ahead of the teleconference. ESA has sent comments, and other agencies are encouraged to do so as well. Kerry Sawyer (NOAA, SIT Vice-Chair Team) asked when comments are due to the Statement, and after some discussion, it was agreed that comments are due no later than COB next Monday the 31st of July (US East). After this, Astrid will send a pre-final version for any final comments (24-hour turnaround) before submitting the statement to the internal COM review process.

Osamu Ochiai (JAXA) noted that JAXA will make suggestions regarding the IPCC engagement process. Christine confirmed NASA and Kerry confirmed NOAA will also provide comments before COB Monday.

**WGISS**

There were no WGISS representatives online. Andy Mitchell (NASA) provided an apology to the CEOS Chair in advance of the call. Andy directed CEOS SEC to his written report for an update on WGISS activities.

**WGCapD (Phila Sibandze, SANSA, Chair)**

Phila reported the following points from the WGCapD written report:

* The One Health workshop was held in Montreal, Canada, on 21 June 2017.
* The WGCapD webpage is being reorganized to better reflect recent projects.
* The webinar series conducted by ISRO concluded on the 17th of June. There were 252 participants from 53 countries.
* WGCapD will be represented at the UN/Austria Symposium in Graz, 3-7 September.

**WGCV (Kurt Thome, NASA, Chair)**

Kurt reported the following points from the WGCV written report:

* RadCalNet continues to keep pace for a November 2017 opening of the RadCalNet website to the public. Terms of Reference for a RadCalNet admissions panel are under development.
* WGCV is preparing comments on the MRI Framework around validating merged surface reflectance products and how best to collaborate with the Landsat 8/Sentinel-2 studies that are part of MRI.
* A description of the GSICS/WGCV IVOS proposed solar irradiance spectrum is being evaluated by WGCV membership for the spectrum’s suitability for inclusion on the CEOS Cal/Val Portal.
* WGCV-43 is planned as a joint meeting with WGISS-45 in April 2018. The site remains TBD.

Steve Labahn (USGS, CEOS Chair Team) thanked WGCV for their support to the MRI initiative.

1. **CEO Report**

Jonathon Ross (GA, CEO) directed everyone to his written report for the full update, and reported the following points:

* Jonathon welcomed Akiko Noda as the new GEO Secretariat representative.
* Steven Hosford (CNES) will serve as the next CEO, and he will be posted at ESA for the duration of his term. Jonathon thanked CNES and ESA for the arrangement, and confirmed that he will be available to provide ad-hoc support to the new CEO for the first few months.
* Action 225-01 can be closed.
* The CEOS delegation to GEO-XIV Plenary was shared in the CEO’s written report, and is proposed as final. The list will be submitted in the coming days to the GEO Secretariat. Steve Volz (NOAA, SIT Vice-Chair) is not included on the list as he is serving as the US GEO Co-Chair.
* Membership of Korea’s National Institute of Environmental Research (NIER): Following discussions at the previous SEC meeting, NIER have been asked to confirm they are a government agency. They have stated they are a government agency with no private sector ownership or control. The next step is for them to submit a letter outlining the relevant details, with a discussion to then take place at SEC-227. Kerry Sawyer (NOAA, SIT Vice-Chair Team) noted a discrepancy on NIER’s website regarding their “quasi-governmental” status.
* A new Deputy CEO is still sought.

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| 226-02 | *Jonathon Ross to correct Astrid-Christina Koch’s email address in the CEOS delegation to GEO-XIV Plenary before submitting the list.* | ASAP |
| 226-03 | *Jonathon Ross to meet with Astrid-Christina Koch and Mauro Facchini to discuss the specifics around the preparation required for GEO Plenary from the CEOS Chair Team.* | SEC-227 |
| 226-04 | *Jonathon Ross and Steven Hosford to confirm when the CEO handover will take place.* | SEC-227 |

1. **SIT Chair Report**

Stephen Ward (SIT Chair Team) reported on behalf of the ESA SIT Chair Team:

* The SIT Chair Team is working on the preparations for the SIT Technical Workshop and its side meetings (11-14 September 2017). Side meetings planned so far are: GEOGLAM, International Financial Institutions (IFIs), SDGs, and Engagement with UNFCCC and IPCC. 48 people are registered to date. Participants are invited to register online on the CEOS website and to rapidly book their accommodations, as it might be difficult to find a hotel room in September. Registration is compulsory for security reasons and the allocation of wireless internet credentials.
* The SIT Chair represented CEOS as Observer to the 40th GEO Executive Committee meeting (11-12 July in Geneva, Switzerland). The preparation of the GEO Plenary, including the four special sessions on engagement with the commercial sector, public sector users, national programmes, and International Financial Institutions; together with the implementation of the Engagement Strategy were among the topics discussed. It is expected that the new GEO Secretariat Director will be appointed at the 2017 GEO Plenary, following interviews in September.
* The GEO Programme Board meeting will be held 30-31 August 2017. The CEO will likely represent CEOS alone.

Christine Bognar (NASA) asked if the white paper for the IFI session at SIT Technical Workshop will be circulated ahead of the meeting. Stephen reported that George Dyke (SIT Chair Team) has initiated a draft, but Stephen Coulson (ESA) will be responsible for its completion. The paper will be sent as soon as possible, but it will likely be later than initially anticipated.

It was noted that comments on the draft SIT Technical Workshop agenda are due tomorrow, July 28th. Stephen recalled the letter sent by Frank Kelly (USGS, CEOS Chair) and Stephen Briggs (ESA, SIT Chair) requesting support with the planning for the SIT Technical Workshop and CEOS Plenary, and asked that agency representatives follow up a response from their colleagues where necessary. Stephen reminded everyone that the SIT Technical Workshop should be used to prepare for the subsequent CEOS Plenary, and the agendas for each need to be structured accordingly.

1. **GEO SEC Report**

Osamu Ochiai (GEO Secretariat) reported that Akiko Noda will be the GEO representative to CEOS from August. Osamu will remain on the monthly CEOS SEC calls representing JAXA.

Akiko introduced herself. She is the new GEO SEC secondee from JAXA. She previously worked in ALOS-2 mission management. Frank Kelly (USGS, CEOS Chair) thanked Akiko for her support to CEOS.

Please refer to the GEO SEC written report for a full update.

Pham Anh Tuan (VNSC/VAST) noted that VNSC/VAST and GEO SEC are cooperating to organise the GEOSS Asia-Pacific Symposium (18-20 September in Hanoi, Vietnam).

Frank, Christine Bognar (NASA), and Astrid-Christina Koch (COM) thanked Osamu for his service as the GEO representative to CEOS.

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

Brian Killough (NASA, SEO) reported the following:

* The SEO team is currently attending the 2017 IGARSS Conference in Fort Worth, Texas (July 23-28). The SEO hosted an Open Data Cube (ODC) workshop on July 23 (4 hours) and the CEOS exhibition booth has a focus on Data Cube activities. The workshop had 30 attendees (50 expected). Brian noted that some lessons were learned for next time, in particular: more hands-on time will be scheduled in the future, and a small fee will be charged to discourage no-shows. The SEO has prepared a tutorial package that can be run locally and online (Amazon Cloud) and can be used for future training. A complete post-workshop report will be completed to address lessons learned and to generate training materials that can be put on the ODC website in the future.
* Brian reported that ODC was mentioned by Barbara Ryan (GEO Secretariat Director) in her IGARSS opening address.
* Brian visited The World Bank on July 18 to discuss plans for a Data Cube to support a water management project in Peru. This project is also supported by ESA through their *EO for Sustainable Development* initiative. The World Bank agreed to determine the specific application needs for the Peru project (e.g., end products for decision-making) and to identify a specific location in Peru of high interest to develop a demo Cube for testing.
* Brian met with Dalia Kirschbaum (NASA GSFC) to discuss her landslide algorithm and testing with the Data Cube. They agreed to pursue some validation testing with data from Colombia. In addition, they discussed the need to determine global user interest in a landslide product, from the Data Cube, for hazard risk identification or post-event landslide extent, and a future paper to summarize landslide tools for decision-making.
* The SEO team is actively engaged in the Open Data Cube initiative. There are currently 3 operational country-level data cubes (Australia, Colombia, Switzerland), 4 in development (Vietnam, USA, Uganda, Taiwan), and 21 more under review or expressing interest. These country interactions have demonstrated a high interest in the Data Cube.

Kerry Sawyer (NOAA, SIT Vice-Chair Team) asked about the process for the initiation of a new Data Cube and how countries were selected, noting that there are over 20 proposed Data Cubes. Brian noted that they are usually *ad-hoc* and related to other ongoing efforts such as GFOI, GEOGLAM, etc. The SEO provides support to groups that show interest. Brian will share the *‘Road to 20’* document with Kerry for information. Kerry cautioned selection of some countries based on sensitivities with CEOS Member Agencies and it was noted this would require further discussion.

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| 226-05 | *Brian Killough to share the ‘Road to 20’ Data Cube document with Kerry Sawyer.* | SEC-227 |

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

**SDCG for GFOI**

Stephen Ward (SDCG Secretariat) reported:

* SDCG continues to watch the evolution of GFOI Phase 2 to ensure CEOS’ investment is protected. The focus of Phase 2 is country support.
* An invitation is being prepared by the GFOI Leads for ESA to become a Co-Lead of GFOI based on their significant resource contribution, in particular to sustaining funding for the GFOI R&D Coordination Component.
* A coordination meeting on deforestation early warning is being planned for the afternoon of Monday September 4, the day prior to the start of SDCG-12. Details remain TBA.
* SDCG is preparing for the joint meetings with LSI-VC and GEOGLAM, and will hold SDCG-12 on Tuesday September 5, as well as over two half-day sessions in the afternoon of Wednesday 6th and the morning of Thursday 7th.
* The details of GFOI Plenary 2018 are still being coordinated and remain to be confirmed, but the latest is that the meeting will be held in early March, hosted by Colombia.
* The interim funding provided by NASA and CSIRO will come to an end at CEOS Plenary, meaning that Symbios will cease to be the SDCG Secretariat. Stephen expressed thanks to NASA and CSIRO for the 2017 funding.

**CEOS *Ad-Hoc* Working Group on GEOGLAM**

Brian Killough (NASA) represented Brad Doorn and Selma Cherchali (CEOS *Ad-Hoc* Working Group on GEOGLAM Co-Leads). He referred CEOS SEC to the written report for their update.

**CEOS *Ad-Hoc* Team on Sustainable Development Goals (SDG-AHT)**

Eric Wood (USGS, SDG-AHT Co-Lead) reported on behalf of the SDG-AHT Leads:

* The AHT is currently responding to their actions from SIT-32.
* A compendium of CEOS agency SDG activities is being prepared for CEOS Plenary.
* An online survey (<https://ceosdotorg.wufoo.com/forms/q1vc4x9z0pbm8zy/>) has been created and circulated to the SDG-AHT. Eric asked that anyone interested in filling out the survey on behalf of their agency please contact the SDG-AHT Leads.
* An SDG side meeting is planned for SIT Technical Workshop.
* The AHT are working to prepare an Implementation Plan in time for CEOS Plenary. A preliminary version and report will be presented at SIT Technical Workshop.

1. **CEOS Chair Initiatives**

**Future Data Access & Analysis Architectures *Ad-Hoc* Team (FDA-AHT)**

Steve Labahn (USGS, FDA-AHT Co-Lead) reported that there are no issues to be raised. The team is progressing the five items listed at SIT-32, and are breaking each of them down into sub-tasks, adding responsibilities, next steps, and considering the resourcing implications. The strategy and recommendations are on-track for presentation at SIT Technical Workshop and CEOS Plenary.

**Moderate Resolution Sensor Interoperability Initiative (MRI)**

Eric Wood (USGS, CEOS Chair Team) reported on behalf of Gene Fosnight (USGS, MRI Lead):

* The most recent draft of the MRI Framework document was distributed on July 19 for review by the MRI team.
* The release of the final draft for wider review was delayed until August 14 to permit inclusion of the Harmonized Landsat Sentinel (HLS) case study summary.

1. **CEOS Plenary Preparation**

Frank Kelly (USGS, CEOS Chair) noted the following in relation to CEOS Plenary:

* Please get in touch ASAP if an invitation letter is needed for visa purposes.
* The meeting information guide is in the final stages of preparation, and will be posted on the meeting website soon.
* The latest draft agenda (v0.7) is on the website now, and feedback is encouraged. Frank noted the emphasis on linking the SIT Technical Workshop and CEOS Plenary agendas, and again asked everyone to follow up responses from colleagues on the letter sent out by himself and the SIT Chair.

1. **AOB**

**Open CEOS Leadership Positions**

Kerry Sawyer (NOAA, SIT Vice-Chair Team) noted that some positions marked as ‘TBD’ in the table distributed with the agenda have been filled, but are not yet formalised. She suggested an update to the table. Astrid-Christina Koch (COM) suggested that a ‘pending’ tag could be used to signify these cases.

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| 226-06 | *CEOS Chair Team to update the CEOS leadership positions table, including reference to pending nominations.* | SEC-227 |

1. **Next Meeting and Adjourn**

Frank Kelly (USGS, CEOS Chair) adjourned the meeting. He thanked everyone for attending and reported that CEOS SEC-227 will take place on September 12, 2017 (at CEOS SIT Technical Workshop).

1. **Appendix – Written Reports**

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

* Working Group on Disasters (WGDisasters)
* 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 (CEO)
* Strategic Implementation Team Chair (SIT Chair)
* GEO Secretariat (GEO SEC)
* CEOS Systems Engineering Office (SEO)
* Space Data Coordination Group for the Global Forest Observations Initiative (SDCG-GFOI)
* CEOS *Ad-Hoc* Working Group on GEOGLAM (CEOS-GEOGLAM)
* CEOS *Ad-Hoc* Team on Sustainable Development Goals (SDG-AHT)
* Future Data Access & Analysis Architectures *Ad-Hoc* Team (FDA-AHT)
* Moderate Resolution Sensor Interoperability Initiative (MRI)