**Minutes V1.0**

**234th CEOS SECRETARIAT MEETING**

Thursday 22nd February 2018

Chaired by COM

**Participants**

**CEO:** Steven Hosford

**COM:** Astrid-Christina Koch, Mark Dowell, Mauro

Facchini, Matt Steventon, George Dyke

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** Akiko Noda

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

**NASA:** Christine Bognar, Kurt Thome, Brad Doorn

**SIT Chair Team:** Kerry Sawyer, Steve Volz

**SEO:** *Absent due to travel - Brian Killough*

**SIT Vice-Chair Team:** Alex Held, Jonathon Ross

**USGS:** Eric Wood

**VAST:** Pham Anh Tuan, Linh Phan

**WGCapD:** Nancy Searby

**WGClimate:** Jörg Schulz

**WGCV:**  Kurt Thome

**WGDisasters:** Simona Zoffoli

**WGISS:** –

1. **Welcome and Introductions, Review of Agenda, Action Status**

Mauro Facchini (COM, CEOS Chair Team) welcomed everyone to CEOS SEC-234 and asked for any action updates to be shared.

Christine Bognar (NASA) reported that SEC action **233-07** can be closed. Christine checked on the status of the AC-VC GHG white paper with David Crisp (NASA), and shared the following notes via email earlier this week:

* The writing team for the AC-VC GHG white paper plans to have a complete draft ready for external review before SIT-33.
* The current draft (a work in progress) was sent to Mark Dowell (COM, CEOS Chair Team).
* The CEOS AC-VC team submitted individual reviews and two joint reviews of the GHG Guidebook.
* David Crisp was in Tokyo last week for the 2nd Expert Meeting on the GHG Guidebook, where comments, corrections, and suggestions for the white paper were discussed.

Mark Dowell noted that he is in contact with authors, and he can confirm that their target is still before SIT-33. Mark thanked David and all other team members involved in the writing process.

Kerry Sawyer (NOAA, SIT Chair Team) noted the upcoming SIT Chair and AC-VC tag-up teleconference. Mark suggested that the SIT Chair Team remind AC-VC that there is a 25 June citation deadline for the revision of the IPCC guidelines. Steve Volz (NOAA, SIT Chair) noted that the later chapters of the document still need considerable work, in particular, chapter 7. It was also noted that the writing team is still looking for authors for these chapters. Completing these chapters will be a fairly big task in the next 6 weeks, and some pressure needs to be put on the writing team.

1. **CEO Report**

Steven Hosford (ESA/CNES, CEO) reported:

* CEOS Work Plan: Development of the CEOS Work Plan 2018-2020 is ongoing. The schedule has slipped somewhat as some inputs are still yet to be submitted from several WGs and VCs. A first draft to CEOS entities and leadership for comment will be available in early March, pending inputs received promptly from WGCV and WGClimate. Following review, virtual endorsement would be scheduled for late March.
* Freshwater from Space Workshop: Development of the agenda and an initial participant list for the Freshwater from Space Workshop has progressed slowly since the last SEC teleconference. A draft will be available before March 1.
* Report from the CEOS-GEO Bilateral Meeting: The annual CEOS-GEO Bilateral Meeting took place over 1.5 days at WMO from January 29. Rather than focusing purely on the strategic level, as had been the format adopted in the last two years, the meeting took the form of a working session and a more strategically focused session. This provided the opportunity for a more involved, detailed discussion with GEO SEC staff. It was widely agreed that this detailed discussion between CEOS leadership and GEO SEC was useful and necessary on an annual basis. The issue of a second dialogue this year with GEO SEC (given the leadership changes in GEO SEC) was floated although no decision was taken on this point. Some highlights and outcomes from the discussion were:
	+ Brief outline of the new GEOSS platform (infrastructure formerly known as GEOSS Common Infrastructure – GCI) was provided including building blocks allowing for integration of tailored data search capacities. This allows for a much more “community based” portal approach.
	+ Discussion of respective roles of the GEO PB, GEO SEC and CEOS. It was agreed that GEO SEC plays a facilitating role as a “Programme Advisor” (similar to the programme manager role in space agencies, but with no budget control). This role involves interacting with user communities and working in early stages of project development (but no project management or hands-on approach during the project itself).
	+ Involvement of CEOS in the 3rd GEOSS Data Providers Workshop, which will bring together data providers and data users in ESRIN in early May. Several opportunities were identified for CEOS to contribute or drive the discussions, including in the area of “user metrics” where the GEOSS platform already has some capacities implemented (e.g., the “GEOSS likes” function).
	+ The GEO Communications Team and Strategy has been renewed and has developed a network of communicators working in the EO domain. CEOS is invited to inform space agency communications departments of this network and encourage them to join.
	+ On private sector engagement, it is clear that GEOSS must reference private sector data sources for it to be relevant, so it must be flexible in its ability to cover a wide variety of data policies/licenses. CEOS does not currently engage in the same way with the private sector, however the handover from public to private is an increasingly important question for CEOS agencies, particularly in the context of future data architectures. CEOS hopes to make some progress on this at the SIT-33 Future Data Architectures Big Data Workshop.
* Action **233-04** completed on schedule.
* WGCV and WGClimate confirmed that their CEOS Work Plan inputs will be provided in the next 7 days.

Mark Dowell (COM, CEOS Chair Team) encouraged everyone to provide outstanding inputs for the CEOS Work Plan as soon as possible.

1. **SIT Chair Report**

Kerry Sawyer (NOAA, SIT Chair Team) reported:

* Action **233-06** can be closed. The SIT Chair Team has coordinated with Akiko Noda (GEO SEC) and a UNOOSA & SDG presentation will be given by GEO SEC at SIT-33.
* Registration for SIT-33 is open at: <http://ceos.org/meetings/sit-33/>
* The draft SIT-33 agenda will go out to the CEOS SEC mailing list this afternoon. Coordination with presenters will be done in the near future. To confirm a role or raise any issues, please get in contact with the SIT Chair Team.
* Hotel information can be found in the [meeting logistics package](http://ceos.org/document_management/Meetings/SIT/SIT-33/2018%20SIT-33%20Meeting%20Logistics.pdf).
* The European Commission’s FDA Big Data Workshop will be held the day after. Martin Ditter (COM) is organising the meeting. A draft of the agenda was shared via email earlier this week, and CEOS SEC is asked to respond to requests for participation. The COM CEOS Chair Team will be in contact to confirm participation and will put a registration form online.

Christine Bognar confirmed that NASA has accepted the invitation to present. They are conferring with the presenter to determine if the presentation will be made in person or remotely. Jonathon Ross confirmed that GA and CSIRO are willing to present.

* Three new GEO PB subgroups have been added to the two existing subgroups. The new subgroups are: Sendai Framework, Work Programme Monitoring, and Sustainable Earth Observations. CEOS has proposed membership on all three subgroups, but we need to identify individuals to participate (open to anyone from the organization/agency; not necessary to be the identified representative to the GEO Programme Board).
* CEOS expertise is requested to help develop best practices to facilitate coordination of *in situ* observations and their integration with space-based observations (the two foundational tasks will not be merged).
* The GEO PB agreed that the Land Degradation Neutrality Initiative will be accepted as a Community Activity for the latest update to the GEO Work Programme (only requires GEO Secretariat approval) with the expectation that UNCCD will work with interested and invited participants to further develop the proposal to become a GEO Initiative, which will be made at the October GEO Plenary. We ensured that the language that is in the updated proposal has softened to ensure CEOS resources have not been prematurely committed. CEOS had planned to discuss the LDN, and potential CEOS Agency contributions, at SIT-33; however, a recent email from Bill Sonntag (GEO SEC) requested these details by March 2. Kerry asked for CEOS SEC guidance on this request.

Steve Volz (NOAA, SIT Chair) suggested that agencies contribute whatever they like individually, but that CEOS should hold off on a consolidated response until after SIT-33, during which a formal reply will be discussed. Mark Dowell (COM, CEOS Chair Team) agreed, noting that this is the position already agreed by CEOS SEC back in December. Christine Bognar (NASA) also agreed, noting that it is consistent with the letter previously sent to Barbara Ryan (GEO SEC), and it is consistent with CEOS communications with GEO leading up to the letter.

Jonathon Ross (GA, SIT Vice-Chair Team) noted Bill Sonntag’s use of the word ‘commit’. The word might have been used informally (i.e., without implying a strict committal of resources). Jonathon suggested that GEO SEC might wish to follow up the use of the word ‘commit’ with Bill, as it has implications. Jonathon also suggested that any CEOS response to GEO be positive, noting that CEOS is actively coordinating a response.

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| **234-01** | CEOS Chair Team to respond to GEO SEC regarding the identification of CEOS commitments to the Land Degradation Neutrality Community Activity, noting that a response will only be sent following the discussion at SIT-33. | **SEC-235** |

* A VC/WG Day is planned for the SIT Technical Workshop in September. Its form is a point of discussion during the ongoing VC/WG teleconferences (outcomes will be shared with CEOS SEC in due course).
* The GEO Symposium, 9th GEO Programme Board, and Paris Climate Agreement Workshop will all be held in the week of June 11 in Geneva.
* Former SIT Chair Team representatives (Ivan Petiteville, Osamu Ochiai, Christine Bognar) are encouraged to respond to relevant parts of the SIT Chair Team’s VC/WG questionnaire.
1. **GEO SEC Report**

Akiko Noda (GEO SEC) reported:

* Actions **233-04** and **233-05** can be closed. Akiko confirmed that GEO SEC are going to report on their UNOOSA and SDG connections at SIT-33. Douglas Cripe (GEO SEC) attended the UNOOSA Global Space Partnership for the SDGs Workshop.
* The Work Programme Monitoring subgroup (developing user metrics, investigating commercial sector engagement, KPI refinement, etc.) and the Sustainable Earth Observation subgroup (define integration of *in situ* and satellite observation to support high priority policy engagements, coordination of *in situ* observation, etc.) were also established by the GEO PB. CEOS will participate in both subgroups. Terms of reference will be developed by the next PB meeting.
* The PB agreed to hold the GEO Symposium from 11-12 June in Geneva, back-to-back with the Paris Agreement workshop and 9th PB meeting. The GEO Secretariat will send a ‘save the date’ shortly.

Jonathon Ross (GA, SIT Vice-Chair Team) confirmed that Alex Held (CSIRO, SIT Vice-Chair) will represent CEOS at the upcoming GEO ExCOM meeting. Kerry Sawyer (NOAA, SIT Chair Team) reported that supporting papers/materials for this meeting will be released soon.

1. **Working Group Reports**

**WGDisasters**

Simona Zoffoli (ASI, WGDisasters Chair) reported:

* GEO Geohazard Supersites and Natural Laboratory initiative (GSNL): WGDisasters is continuing its support of the GEO GSNL initiative, providing EO data and evaluating proposals. A bi-annual report from the Iceland Supersite has been received, and evaluation is ongoing.
* Disaster Risk Management (DRM) pilots and demonstrators: Discussion is ongoing on future demonstrators aimed to take successful elements of the pilots and broaden their application to new users in new geographic areas, or to consolidate applications with existing users and seek long-term sustainability through new funding relationships.
* GEO-DARMA: Discussions are moving forward in Asia and Africa. The first project proposals are expected in these regions for presentation to CEOS next spring. First drafts have been circulated to the Data Coordination Team to prepare for discussions at the next WGDisasters meeting.

**WGClimate**

Jörg Schulz (EUMETSAT, WGClimate Chair) reported:

* WGClimate’s CEOS Work Plan updates will be submitted today.
* Jörg will also publish the WGClimate meeting agenda (end of March, Geneva). A joint meeting with the World Climate Research Programme (WCRP) will cover how space agencies can be involved in WCRP activities.
* The ECV Inventory gap analysis is progressing slower than expected. WGClimate is utilising the CEOS MIM and WMO OSCAR databases in an automated fashion to produce tables that map all relevant missions and measurements to ECV products and records. These results have been shared with CDR coordinators.

**WGISS**

The WGISS Chair and Vice-Chair were unable to attend the meeting. They sent their apologies to the CEOS Chair Team. A written report was submitted.

**WGCapD**

Nancy Searby (NASA, WGCapD Vice-Chair) reported:

* The *Training: Methods & Best Practices* document was sent out by the COM 2018 CEOS Chair Team for review by February 16, 2018.
* WGCapD appreciates the support from the CEOS Chair Team in inviting several agencies to join WGCapD as members. WGCapD received positive replies from CNES, SANSA, and UKSA; a decline from JAXA; and no response to date from GISTDA and VAST.
* WGCapD welcomes virtual as well as in-person participation for the upcoming meeting (<http://ceos.org/meetings/wgcapd-7/>). Astrid-Christina Koch (COM, CEOS Chair Team) is unable to participate.

**WGCV**

Kurt Thome (NASA, WGCV Chair) reported:

* The second team teleconference was well attended and productive. Discussions concentrated on the agenda for the joint WGISS/WGCV meeting planned for April, methods to address the cloud mask task group, and subgroup and agency reports.
* Geoscience Australia reported during the February 1 teleconference on their plans for a continental scale validation effort for surface reflectance. The topic has been added to the agenda for the April WGCV-43 meeting.
* A reformat of the Cal/Val portal used by many of the WGCV subgroups is underway.
* The WGCV Secretariat is working with the SEO to update WGCV’s information on the CEOS website with links to WGCV results such as the Atmospheric Correction Intercomparison Exercise (ACIX) report and the GSICS/CEOS Reference Solar Spectrum.
* The success of the ACIX effort is being used as a template to make progress on a similar effort for cloud masking. The basis of a cloud mask intercomparison exercise will be one of the discussion points at the LPV subgroup meeting on March 2.
* The final version of the ACIX report is not yet released on the website, but should be available after the LPV meeting next week. Mark Dowell (COM, CEOS Chair Team) suggested this be added on the meeting website and CEOS front page.
1. **SEO Report**

George Dyke reported on behalf of Brian Killough (NASA, SEO):

* The Global Partnership for Sustainable Development Data (GPSDD) plans to announce the new African Regional Data Cube at the Data for Development Festival in Bristol, U.K. on March 21-23. The SEO has been following this activity, and will attend this meeting and meet with UK Catapult and UK Rhea on Open Data Cube topics.
* The Open Data Cube community just completed its 2nd conference in Canberra last week, with good progress on a number of technical fronts with several tasks focused on rapid Data Cube deployment. There was a strong focus on ARD, and this is a topic that the ODC community will likely highlight with CEOS in the lead-up to SIT-33.
* On January 31, 2018, Brian Killough was the invited guest speaker at the University of Geneva in Switzerland, and presented to approximately 100 people on the latest trends in global satellite data use and the vision of the Open Data Cube initiative.

Astrid-Christina Koch (COM, CEOS Chair Team) reported that action **233-03** can be closed. DIAS contact points have been shared with Brian to follow up.

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

**SDCG/GFOI**

Alex Held (CSIRO, SIT Vice-Chair) reported:

* Per SEC action **231-06**, the SDCG Co-Chairs are working on a paper on SDCG resourcing to present at SIT-33.
* GFOI Plenary Planning: Preparations are underway including for SDCG-13. Participation from the usual SDCG agencies is light for SDCG-13, with USGS, CNES, CSA, and ASI all absent relative to SDCG-12.
* A side meeting on Open Data Cube, including Vietnam (VNSC), Taiwan (in support of Honduras), and Colombia will be hosted by IDEAM in the margins of GFOI Plenary, with the intention of sharing experiences and lessons learned.

Osamu Ochiai (JAXA, CEOS Lead for GFOI) reported:

* He has asked the GFOI Leads what they expect of CEOS for GFOI Phase 2, and will push for GFOI Plenary to make a statement on both future plans and past successes. The CEOS Lead will then bring this statement back to the SIT-33 meeting in April, and in turn ask CEOS senior leadership to confirm their intentions for GFOI Phase 2.

Steve Volz (NOAA, SIT Chair) suggested that it would be useful to have a position statement prepared prior to the GFOI Plenary to help manage expectations of the GFOI Leads when making requests of CEOS.

* Osamu is planning to request a GFOI side meeting for SIT-33, inviting agencies to join and provide input on the work plan for the next phase of SDCG/GFOI.

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| **234-02** | CEOS Lead for GFOI to submit a SIT-33 [side meeting request form](http://ceos.org/document_management/Meetings/SIT/SIT-33/CEOS%20SIT-33%20Side-meeting%20Request%20Form.docx) for an SDCG/GFOI session. | **March 16** |

**GEOGLAM**

Brad Doorn (NASA, CEOS-GEOGLAM *ad hoc* WG Co-Lead) reported:

* Participation of members of the CEOS-GEOGLAM *ad hoc* WG in the upcoming GEOGLAM Operational User Requirements Workshop (as presenters or session chairs): Brad, Selma Cherchali (CNES, CEOS-GEOGLAM *ad hoc* WG Co-Lead), Brian Killough (NASA, SEO), Shin-ichi Sobue (JAXA), Benjamin Koetz (ESA), and Alyssa Whitcraft (GEOGLAM Secretariat). Alex Held (CSIRO, SIT Vice-Chair) is also invited.
	+ Many people from developing and transitional economies have also been invited; DG GROW is funding participation of some from these countries. However, it appears countries have to pay themselves, then receive reimbursement – which is a hardship for many. We are trying to find an alternative route for this (e.g., another organization pays and is reimbursed). Open to any CEOS suggestions.
* Outcomes of the Emerging Technologies Workshop (between JECAM, AAFC, EOFSAC, USDA, NATCAS; 13-15 February 2018) will inform GEOGLAM’s requirements work as well; working on creating a continuity of effort between that meeting and the upcoming Operational User Requirements Workshop.

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| **234-03** | Brad Doorn to share the current attendance list for the GEOGLAM Operational User Requirements Workshop with the CEOS Chair Team. | **SEC-235** |

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

The FDA-AHT was not represented at SEC-234, and no written report was received.

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

Alex Held (CSIRO, SDG-AHT Co-Lead) and Eric Wood (USGS, SDG-AHT Co-Lead) reported:

* The CEOS Earth Observation Handbook on the SDGs has been finalised. Printed copies will be sent to all CEOS Principals. Agency contacts are asked to review the POC and mailing addresses recently sent to the CEOS mailing lists. The official release will take place at the 49th Session of the UN Statistical Commission, New York City, March 6-9. The online version is being prepared.
* The SDG-AHT continues to seek contributions from CEOS agencies on their SDG activities. Agencies are asked to share details of any new programs or projects with the SDG-AHT. “SDG updates” will be sent around soon, advertising inputs received so far from CEOS agencies.
* Kim Holloway (NASA, SEO) and Flora Kerblat (CSIRO) are working on communication materials about EO satellite data and the SDGs, and are aiming to have something ready and printed by the end of March/early April.
* A GEOGLAM RAPP/SDG/Open Data Cube (ODC) workshop will be held in Kenya, week of May 7.
1. **AOB**

***Ad Hoc* Team Reporting**

Mark Dowell (COM, CEOS Chair Team) asked CEOS SEC to consider whether the reports from the *Ad Hoc* Teams should remain on the agenda for CEOS SEC teleconferences. This will be discussed on the next call; all CEOS SEC participants are asked to come to the next meeting with some thoughts on the need for this reporting.

**50th CEOS Newsletter**

Koji Akiyama (JAXA) recalled his earlier email to the CEOS mailing lists calling for contributions to the 50th edition of the CEOS Newsletter. He reminded everyone to please review and respond to this email.

1. **Next Meeting and Adjourn**

Mark Dowell (COM, CEOS Chair Team) thanked everyone for attending and adjourned the meeting. CEOS SEC-235 will take place on March 22, 2018.