**DRAFT Minutes V0.1**

 **239th CEOS SECRETARIAT MEETING**

Thursday 26th July 2018

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

Chaired by COM

**Participants**

**CEO:** Steven Hosford

**COM:** Astrid-Christina Koch, Mark Dowell, Matt Steventon

**CSIRO:** Flora Kerblat

**ESA:** –

**EUMETSAT:** Robert Husband

**GEO SEC:** Akiko Noda

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

**NASA:** Michael Freilich, Christine Bognar

**SIT Chair Team:** Kerry Sawyer

**SEO:** Brian Killough

**SIT Vice-Chair Team:** Jonathon Ross, Jennifer Zhu

**USGS:** –

**VAST:** Mai Thu, Nguyen Truong Thanh

**WGCapD:** Senthil Kumar**,** Nancy Searby

**WGClimate:** –

**WGCV:**  Kurt Thome

**WGDisasters:** Simona Zoffoli

**WGISS:** Mirko Albani

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

Astrid-Christina Koch welcomed everyone to CEOS SEC-239 and made a call for additional agenda items; none were raised.

1. **Action Status**

Astrid-Christina Koch asked for updates on CEOS SEC actions **238-05, 238-08**, and **238-09**. The following responses were noted:

* **238-05** is complete. Gilberto Câmara will attend CEOS Plenary, but not SIT Technical Workshop. Steve Volz will follow up regarding Gilberto’s possible participation in the SIT Technical Workshop. There will be no implications regarding CEOS Principal attendance at the SIT Technical Workshop (i.e., no CEOS-GEO strategic discussions are expected).
* Senthil Kumar reported that **238-08** is part of WGCapD’s 2018-2020 CEOS Work Plan tasks. WGCapD will collaborate with the SDG-AHT, to provide capacity building support related to the SDGs. A counterpart on the SDG-AHT side is desired as a liaison for/with WGCapD. This is also the case for the FDA-AHT. Matt Steventon asked for clarification on what is required of the CEOS Chair Team, and Senthil confirmed that initiation of email communications between the SDG-AHT and FDA-AHT Leads with the WGCapD Chair and Co-Chair would be sufficient.
* Osamu Ochiai will provide an update to SEC regarding **238-09** via email.
1. **CEO Report**

Steven Hosford reported:

* The CEOS delegation to GEO Plenary must be finalised by July 31. Kerry Sawyer, Steven Hosford, Pham Anh Tuan and Brian Killough have confirmed their intention to be a part of the CEOS delegation. The European Commission might also nominate delegates; however, they might instead attend as part of the European Commission delegation. Steven reported that VNSC have confirmed that Pham Anh Tuan will lead the delegation to both GEO Plenary and COP-24.
* The UAE Space Agency, and Korea’s NIER have both submitted letters to express interest in becoming CEOS Members at this year’s CEOS Plenary. Steven has confirmed with the regional secretariats that both agencies meet the requirements to become CEOS Members. Both are operating missions now or in the very near future. Christine Bognar suggested the CEOS Plenary agenda indicate the category of membership (Member or Associate) that Principals will be asked to consider. The Secretariat determined by consensus that each of these agencies will be invited to send a representative to the CEOS Plenary to make a presentation on their agency’s space program and discuss their request for CEOS membership.

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| **239-01** | Steven Hosford to confirm the categories of CEOS membership being requested by NIER and the UAE Space Agency. | **SEC-240** |

* The Global Terrestrial Observing System (GTOS) no longer exists as an entity and their CEOS Associate status will be proposed for removal at the 2018 CEOS Plenary. Mark Dowell suggested reaching out at Plenary to other CEOS Associates to encourage them to fill the gaps left by GTOS.

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| **239-02** | Steven Hosford to request a formal letter from FAO regarding the discontinuation of GTOS. | **SEC-240** |

* The *Freshwater from Space Workshop* will be held from the 13th to the 15th of November, at the IHE Delft Institute for Water Education in the Netherlands. A series of teleconferences will be held to prepare for this workshop.
* Steven recalled his July 5 email regarding the proposal that agencies advertise the CEO position within their agency. He hasn’t received any feedback on this via email, and he asked CEOS SEC for feedback on the call. Kerry Sawyer noted that NOAA, as a federal government agency, are unable to open such a role internally. No further comments were received, so the proposal was set aside at this time. The search for the next CEO will proceed as usual (seek to identify a person within the CEOS community).
* A CEOS representative has been requested for a panel discussion at the mid-term symposium of ISPRS at IARS (ISRO) in India on the 21st and 22nd of November. Steven asked if VAST/VNSC, which by then will be CEOS Chair, would be available to represent CEOS at the symposium. Mai Thu suggested emailing Pham Anh Tuan directly for a decision. Kerry reported that the SIT Chair Team will not be available to participate in the meeting; the current CEOS Chair Team (European Commission) will also be unavailable.

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| **239-03** | Steven Hosford to email Pham Anh Tuan (VAST/VNSC) regarding VNSC’s participation in the ISPRS panel discussion on behalf of CEOS. | **SEC-240** |

* Kerry Sawyer asked if Senthil Kumar could represent CEOS as the WGCapD Chair at the Technical Commission 5 on education and outreach, and perhaps give the presentation being prepared for IAC2018. Senthil confirmed that he could stand in, however it would be better to have the VAST/VNSC CEOS Chair in attendance to promote a strong international discussion.
* The CEO and SIT Chair Team propose to merge the Principals and Contacts CEOS mailing lists for both Members and Associates, to eliminate redundancy. The importance of prompting Principals to provide input on emails was noted, and having separate lists helps achieve this awareness. Mike Freilich suggested that an appropriate subject line would suffice in ensuring the emails requiring Principal action are seen. The merging was approved and subject lines will be written with this in mind going forward.
1. **SIT Chair Report**

Kerry Sawyer reported on behalf of Steve Volz (SIT Chair):

* The GEO Executive Committee meeting was successful. During the meeting the ExCom endorsed the new GEO Secretariat Director’s plan regarding a results-oriented GEOSS. Kerry will provide a summary to CEOS SEC.
* The draft agenda for the SIT Technical Workshop has been circulated, and comments are requested by the 3rd of August. The status of CEOS Work Plan deliverables will be the main priority for reporting. The structure of the meeting is being discussed during the SIT Chair and VC/WG/AHT tag-up teleconferences taking place this week and next.

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| **239-04** | All to review the draft SIT Technical Workshop agenda and provide feedback to Kerry Sawyer. | **8 August** |

* The registration and accommodation booking deadlines for the SIT Technical Workshop are fixed. The registration deadline is the 24th of August.
* Kerry provided an update on action **237-01**: Pascal Lecomte has not yet responded, however Jörg Schulz has confirmed that the WGClimate Chair can serve as the alternate representative for CEOS on the GEO-C Steering Committee.
1. **GEO SEC Report**

Akiko Noda reported:

* The GEO Executive Committee (ExCom) meeting was held 18-19 July in Geneva. Akiko highlighted some topics and outcomes:
* The GEO Secretariat’s new Director, Gilberto Câmara, presented *‘The New Vision of a Result-Oriented GEOSS’*. This proposal was endorsed by the ExCom with some modifications. The GEO Secretariat will design the strategy document engaging the expertise of the GEO community, and working together with the Programme Board (PB) and the GEOSS Evolve team.
* The Digital Earth Africa project was introduced.
* There is a need to identify an SDG expert for the GEO Secretariat.
* GPSDD, SPREP, and UNESC were approved as GEO Participating Organizations.
* The location of the 2019 GEO Plenary and Ministerial was discussed, and the Ministerial Working Group was established.
* Each of the four regional GEOSS representatives introduced their activities and the chair of the PB subgroup reported an interim result. Further discussions will be followed by the subgroup and the final report will be delivered at the ExCom in October.
* GEO Week 2018 (Kyoto, Japan, October 29 to November 2): the deadline for submitting delegation lists is July 31, and the second call for exhibitions will close on August 1.
1. **Working Group Reports**

**WGDisasters**

Simona Zoffoli reported:

* The 22nd WGDisasters teleconference was held on 17 July in preparation of the September meeting, which will be hosted by INGV in Naples, Italy, 5-7 September, co-located with the City on Volcanoes 10 Conference.
* The volcano session will be opened to conference participants to showcase CEOS activities, present the new volcano demonstrator projects, and engage new participants and users.
* The GSNL session will also be opened to the supersite POCs present at the conference and to other researchers and users.
* A session has been dedicated to ‘interactions with other WGs’. There will be a dedicated CEOS-GEO interaction session, and James Norris (GEO Secretariat) will attend the discussion.
* WGCapD and WGISS have also been invited to present their activities and discuss cooperation with WGDisasters.
* Additional updates were provided in the written report.

**WGClimate**

After the teleconference, Kerry Sawyer contacted the CEOS Chair Team regarding the WGClimate report. It was supposed to be shared ahead of the call, but due to an email error, this did not happen. It is included in the v1.2 written report PDF attached to these minutes.

**WGISS**

Mirko Albani reported:

* A teleconference was held with the COVERAGE team to explore possible approaches to making some key thematic datasets discoverable and accessible through the WGISS Connected Data Assets. A procedure based on the utilisation of FedEO and registration in the IDN was sent to the COVERAGE team for further delivery to data holders. With this, WGISS has now closed the follow-up activity with the COVERAGE team.
* WGISS is planning to support the CEOS booth at the upcoming GEO Plenary by providing videos, brochures, slides and demo of CEOS data access (e.g., through the CEOS Carbon Portal). The following topics have also been proposed to Brian Killough for the CEOS booth: WGISS Connected Data Assets, Data Stewardship, and Future Data Architectures.
* The next WGISS-WGCV joint teleconference is being scheduled for the first week of September, in preparation for the SIT Technical Workshop.
* The WGISS Organisation Chart is being updated to include point of contact information for active WGISS members. It will be circulated to CEOS SEC for review/inputs and to encourage more active participation of CEOS members in WGISS.
* Updates to WGISS Connected Data Assets Activities:
* 20 additional ESA collections have been registered in the IDN and are now accessible through FedEO, providing 11 million new searchable and accessible granules.
* Activities around registering the WGClimate ECV Inventory Version 2.0 datasets in the IDN will be resumed in coordination with the WGClimate Chair through utilisation of the FedEO procedure also proposed in the frame of the COVERAGE-WGISS activity.
* The National Remote Sensing Center of China (NRSCC) Director accepted the WGISS Chair’s invitation to become an active participant in the WGISS Connected Data Assets (CDA) and to implement a connection between the CDA and ChinaGEOSS platforms.
* A CEOS OpenSearch Conformance Test document is being finalised for its release in mid-September.
* WGISS-46 will take place October 22-25, at DLR (in Oberpfaffenhofen, Germany). The agenda is being finalised, including the Joint Workshop on GEOSS-WGISS Interoperability and Future Data Architectures, which is being organised in coordination with the GEO Secretariat.

**WGCapD**

Senthil Kumar reported:

* WGCapD is working to identify SDG-AHT and FDA-AHT representatives to work with WGCapD on the joint actions identified in the CEOS Work Plan.
* A WGCapD member from NASA participated in the 9th WMO/CGMS VLab Management Group (VLMG-9) biennial meeting, presented a ‘partner’ poster, and highlighted opportunities to communicate, coordinate, and/or collaborate with NASA, CEOS, and GEO capacity building activities. Important outcomes included the sharing of the VLab calendar database, API, and approaches to the front-end calendar with WGCapD. Nancy Searby added that VLMG aims to improve operational meteorology satellite operator skills in using satellite data. The group holds a meeting every two years, and there are a number of opportunities for collaboration. VLMG are also working on a library of training materials, and have a competency framework that may be useful.
* ESA provided training to an INPE engineer, who will provide WGCapD training contributions to the training course on image processing for disaster response at the upcoming AmeriGEOSS 2018, August 6 – 10, at INPE in Sao Jose dos Campos, Brazil.
* WGCapD will present an overview of its activities at AmeriGEOSS Week, including on its regional training sessions in the Americas.

Akiko Noda reported that GEO SEC has a new capacity building officer, and she will introduce him to WGCapD via email.

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| **239-05** | Akiko Noda to introduce the new GEO SEC capacity building officer to WGCapD via email. | **3 August** |

**WGCV**

Kurt Thome reported:

* The WGCV Vice Chair, Cindy Ong, organised a training course on vicarious calibration as part of her IEEE Technical Committee activities. The course included inputs from the WGCV Chair, Kurt Thome. Cindy has contacted the WGCapD on ways to make the videos and content from the course available to the CEOS community.
* Planning continues for the August 28-31 WGCV-44 meeting at EUMETSAT. The agenda will take advantage of the presence of the WGClimate Chair, multiple VC representatives, and GSICS leads. Key topics during the meeting will include WGCV’s role within CARD4L, GHG and biomass product validation, and WGISS-WGCV joint activities.
* The RadCalNet website was opened to the public on July 24 (https://www.radcalnet.org). The RadCalNet portal now hosts several years of surface and atmosphere measurements from 4 instrumented sites: Baotou (China), Gobabeb (Namibia), La Crau (France) and Railroad Valley Play (US). These measurements are used to simulate the TOA nadir reflectance in the 400 nm to 2500 nm spectral range, every 30 minutes. The TOA reflectance data are provided at 10 nm spectral sampling intervals and within spectral channels simulated by a 20 nm FWHM triangle spectral response.
* Additional items are included in the written report.
1. **SEO Report**

Brian Killough reported:

* The SEO submitted a request for a CEOS exhibition booth at GEO Plenary. The SEO will work with the CEOS Chair and SIT Chair teams to coordinate payments for the exhibition space. Brian welcomed any further contributions.
* The SEO team is attending the IGARSS conference in Valencia, Spain on July 23-27. There were 13 papers presented in 3 sessions with a focus on the Open Data Cube (ODC). Preceding the conference, the SEO team conducted a full-day ODC training session for 20 international users.
* The SEO is hosting 5 summer students as part of NASA's DEVELOP project from June 4 to August 10. They are working on the Open Data Cube with a team from Colombia (IDEAM and the University of Andes). The project will focus on deforestation detection and a land classification workflow.
1. **SDCG/GFOI Update**

Osamu Ochiai reported:

* JAXA and the GFOI Office co-hosted a GFOI Data Component Meeting in Tokyo recently to plan the GFOI Phase 2 activities. It is apparent that GFOI is developing considerable momentum, including in attracting major forest donor governments and institutions: UK, Germany, and The World Bank. The World Bank declared itself willing to co-lead the Data Component alongside CEOS. Other major outcomes were as follows:
* Develop a registry of GFOI-compliant products (data and tools);
* Active connection between some GFOI-compliant tools with the live hosting of these tools on the SEPAL platform;
* Continue to advocate for free-and-open access to satellite data covering all of the world’s forests, including to new and existing datasets that are currently not freely available. Furthermore, seek to improve cost-effective access for developing countries to high-resolution data;
* Review existing GFOI guidance on *in situ* data collection, storage, maintenance, processing and integration with remote sensing data; and,
* Analyse country needs that are already understood, from UNFCCC Technical Assessments and FCPF reviews, etc.
* CEOS and The World Bank have offered to co-lead the Data Component initially, and others are also welcome. Participants of the Tokyo meeting will be assumed as initial members, unless stated otherwise. The GFOI Office is available to assist with facilitating component activities for at least the interim period.
* Since SDCG EXEC has already developed a new draft 3-Year Work Plan to reflect the GFOI Phase 2 activities and the evolution of CEOS interests, it needs to be updated to reconcile it with the outcomes of the GFOI Data Component Meeting in Tokyo.

Osamu also noted that resourcing the SDCG Secretariat is an ongoing challenge, and he would like to reach out to agencies to discuss their possible contributions to SDCG/GFOI Phase 2. Kerry Sawyer recalled that NOAA is planning a contribution to the SDCG Secretariat funding.

1. **AOB**

**2018 CEOS Plenary**

* Registration and side meeting requests are still open for the 2018 CEOS Plenary via the [meeting website](http://ceos.org/meetings/32nd-ceos-plenary/). One of the side meetings will be a follow up to the Big Data workshop held in April.
* The Plenary objectives paper is still being revised, but will be shared with CEOS SEC very shortly for review.
* Christine Bognar noted the expected attendance of Global Geodetic Observing System (GGOS) Chair Richard Gross at CEOS Plenary, and asked SEC whether there is interest in having a report/presentation from GGOS at the Plenary (for information only). Mark suggested that a GGOS presentation would fit well in the agency report session.

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| **239-06** | CEOS Chair Team to consider inviting Richard Gross (GGOS Chair) to give a short presentation at CEOS Plenary. | **SEC-240** |

**2019 CEOS Plenary**

* VAST/VNSC announced the tentative CEOS Plenary 2019 dates as 16-18 October 2019. The meeting will be held in Hanoi.

**Earth Observation Side Event at the UN High Level Political Forum**

Marc Paganini reported:

* Australia; with support from the CEOS SDG-AHT, GEO (EO4SDG), NASA, the UN Statistics Division, GPSDD, Canada, Switzerland, Vietnam, Namibia, and Greece; delivered a side event and workshops at the High Level Political Forum on Sustainable Development.
* The side event was held during the ministerial segment at UN HQ. It was an opportunity for countries to talk to each other about the value of Earth observation, some of the challenges (financial, etc.) that need to be overcome, and to identify collaboration opportunities. Two workshops were then held with a smaller group in an interactive format. One focussed on strategies for building a business case to fund EO capability, and the other on how to identify priority applications and use these to build support and momentum.
* Support from CEOS agencies made it possible, with materials (visuals, EO Handbooks, and team handouts, etc.) being very well received. Additional materials were also prepared for the event, which will be available for reuse. Other suitable forums to run similar events will be sought.

**Upcoming Earth Observation Workshop for the Pacific on Sustainable Development**

* Flora reported on this workshop that will be held in Brisbane, and has been postponed to 11-12 October. The objective is to bring together organisations to consider the EO data needs of Pacific Island nations.
1. **Next Meeting and Adjourn**

Astrid thanked everyone for attending and adjourned the meeting. CEOS SEC-240 will take place on September 12 at the 2018 CEOS SIT Technical Workshop.