**Minutes V1.1**

**240th CEOS SECRETARIAT MEETING**

Wednesday 12th September 2018

Chaired by COM

**Participants**

**CEO:** Steven Hosford

**COM:** Astrid-Christina Koch, Michael Berger, Mark Dowell,
 George Dyke, Stephen Ward

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** –

**JAXA:** Osamu Ochiai, Toshi Kamei

**NASA:** Christine Bognar, Andy Mitchell

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

Alberto DeGarmo

**SEO:** Brian Killough

**SIT Vice-Chair Team:** Jonathon Ross

**USGS:** Jenn Lacey, Steve Labahn

**VAST:** Vu Anh Tuan

**WGCapD:** Nancy Searby

**WGClimate:** Jörg Schulz

**WGCV:**  Kurt Thome

**WGDisasters:** –

**WGISS:** Mirko Albani

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

Astrid-Christina Koch (COM, CEOS Chair Team) welcomed everyone to CEOS SEC-240, and Mark Dowell (COM, CEOS Chair Team) reviewed the agenda. George Dyke (COM, CEOS Chair Team) briefly updated the status on a few actions:

* **237-01:** *Pascal Lecomte (ESA) and CEOS SEC to confirm that Pascal alone will represent CEOS on the GEO-C Steering Committee.* **COMPLETE**
	+ Kerry reported that this action is similar to SIT Action 33-13. Per discussions with Pascal, Pascal is not able to represent CEOS on the GEO-C Steering Committee and other options were explored. Jörg Schulz agreed to serve as the Principal representative, closing SEC 237-01.
* **238-06:** *WGClimate Chair to write a first draft of the CEOS Statement for SBSTA 47.*
	+ Jörg noted that the draft awaits the completion of the AC-VC paper, but should be circulated in a few weeks. Mark expects a draft ahead of CEOS Plenary.
* **238-09:** *JAXA team to confirm the audience for the Second Order Draft of the 2019 IPCC TFI Guidelines Revision, and to confirm that CEOS input to this stage of the review is possible.* **COMPLETE**
	+ Osamu Ochiai (JAXA) will report on this to SIT Technical Workshop.
1. **Walkthrough of the SIT Technical Workshop Agenda**

Kerry Sawyer (NOAA, SIT Chair Team) reported on the sessions planned for the SIT Technical Workshop. She noted that plenty of discussion time has been built into the agenda.

Steve Volz (NOAA, SIT Chair) noted that item 8.3 will be a chance to review the topics that should be brought to Plenary for decision.

1. **Upcoming Meetings and Events Calendar**

Steven Hosford (ESA/CNES, CEO) reported on future events including: the CEOS and GEO Plenaries; Freshwater from Space Workshop, 13-15 November; COP 24 in Poland; SIT-34, week of April 1 in Miami, Florida, USA; and SIT Technical Workshop 2019, week of September 9 in Honolulu, Hawaii, USA.

1. **GEO Topics**

**GEO Programme Board Report**

Kerry Sawyer (NOAA, SIT Chair Team) reported on last week’s 10th GEO Programme Board meeting, noting that:

* This was the first with Gilberto Câmara as GEO Secretariat Director.
* There was a discussion on the proposal to rename Regional GEOs from Regional GEOSSes (Africa, America, Asia-Oceania, Europe), and the PB agreed there is a need to better define their regional coordination role and governance structure within GEO. A proposal will go forward to ExCom-45 and GEO Plenary.
* Gilberto elaborated on his plans for a ‘results oriented’ GEOSS, including the creation of an Expert Advisory Group to the GEO Secretariat Director to help with this vision.
* Preparations have begun for the next GEO Work Programme 2020-2022. Kerry stressed that this is an opportunity for CEOS to identify activities that we would like to see included in the GEO Work Programme and also allows CEOS to refocus our support to existing Flagships, Initiatives, and Community Activities.
* Mark Dowell (COM, CEOS Chair Team) asked if there was any follow-up from the June climate meeting, and Kerry noted that André Obrégon gave an update and stated they are working towards a second workshop in 2019. Plans for a 2019 workshop will be raised at the next Programme Board meeting. Osamu Ochiai (JAXA) noted that there are discussions around how GEO could support this activity. Kerry reported that André is leaving the GEO Secretariat and Mark asked if André will be replaced in his role. Steve Volz (NOAA, SIT Chair) noted it wasn’t clear whether he would be or not, based on GEO Secretariat reorganisation. Ivan Petiteville (ESA) noted that the group has been asked to proceed with the implementation of the climate workshop recommendations.
* Mark Dowell (COM, CEOS Chair Team) suggested that Kerry prepare a draft list of critical points from discussions at the Programme Board that CEOS would like from GEO.

**CEOS Preparations for GEO-XV Plenary**

Steven Hosford (ESA/CNES, CEO) reported on CEOS preparations for GEO-XV Plenary:

* The delegation list was sent at the end of July, and there will be four delegates (Dr. Pham Anh Tuan from VNSC, Kerry Sawyer, Steven Hosford, and Brian Killough).
* A list of key CEOS talking points will be prepared once the GEO-XV documents are released. We expect no verbal statement but a written statement is likely, as has been allowed at previous GEO Plenaries. Coordination of these materials may be completed prior to CEOS Plenary, depending on GEO deadlines, however, there will be a presentation at CEOS Plenary on CEOS contributions to GEO Plenary.
* Brian noted the CEOS exhibition booth he is planning, and he welcomed inputs for content. He noted the total cost is $US 6500 (due October 1), and he would welcome contributions. The booth cost is about half, and the other half is accessories (e.g., TV stand, etc.).
* Jonathon Ross (GA, SIT Vice Chair Team) noted that the preparations for the 2019 GEO Ministerial should start at the 2018 GEO Plenary. The GEO Plenary and Ministerial are planned for the week of 4 November. Topics will likely include GEOSS implementation, and how to build the GEOSS Platform as a core element.
* Steve Volz noted that part of Gilberto’s approach is to leverage funds from the commercial sector to do a lot of data infrastructure work, and so how CEOS engages with this process should be considered – even though this approach remains to be authorised for execution by GEO leadership.
1. **AOB**

**Status of CEOS Leadership Positions**

Mark Dowell (COM, CEOS Chair Team) referred to the summary table (below) on CEOS leadership continuity, noting there are some areas of concern. A discussion followed on some specific roles.

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| **Position** | **2018** | **2019** | **2020** | **2021** |
| **CEOS Chair** | COM (Philippe B.) | VAST (P. A. Tuan) | ISRO (TBC?) | TBD |
| **SIT Chair****SIT Vice-Chair** | NOAA (Steve V.)CSIRO (A. Held) | NOAA (Steve V.)CSIRO (A. Held) | CSIRO (A. Held)TBD | CSIRO (A. Held)TBD |
| **CEO****DCEO** | ESA/CNES (Steven H.)– | ESA/CNES (Steven H.)TBD | TBDTBD | TBDTBD |
| **WGCapD Chair****WGCapD Vice-Chair** | ISRO (P. Chauhan)NASA (N. Searby) | ISRO (P. Chauhan)NASA (N. Searby) | NASA (N. Searby)TBD | NASA (N. Searby)TBD |
| **WGCV Chair****WGCV Vice-Chair** | NASA (Kurtis T.)CSIRO (Cindy O.) | CSIRO (Cindy O.)TBD | CSIRO (Cindy O.)TBD | TBDTBD |
| **WGClimate Chair****WGClimate Vice-Chair** | EUMETSAT (Jörg S.)USGS (John D.) | EUMETSAT (Jörg S.)USGS (John D.) | USGS (John D.)TBD | USGS (John D.)TBD |
| **WGDisasters Chair****WGDisasters Vice-Chair** | ASI (Simona Z.)NASA (David G.) | ASI (Simona Z.)NASA (David G.) | NASA (David G.)TBD | NASA (David G.)TBD |
| **WGISS Chair****WGISS Vice-Chair** | ESA (Mirko A.)CSIRO (R. Woodcock) | ESA (Mirko A.)CSIRO (R. Woodcock) | CSIRO (R. Woodcock)TBD | CSIRO (R. Woodcock)TBD |

WGClimate Vice Chair: Jenn Lacey (USGS) noted that the plan was for John Dwyer (USGS) to be the Vice Chair, and then Chair, but John will not be able to serve the full term. He has committed to serve his Vice Chair term (2018-2019), but will then step down. Jörg noted that WGClimate are working on a resolution – to be presented at CEOS Plenary. Mark Dowell noted the convention for the Chair / Vice Chair role to rotate between operational meteorology and research agencies.

WGCapD: Steven Hosford (ESA/CNES, CEO) noted that Senthil Kumar (ISRO, WGCapD Chair) has retired, and has been replaced by Prakash Chauhan (ISRO). It appears this is a simple switch between individuals, and ISRO will complete its term as WGCapD Chair.

2020 ISRO CEOS Chair:Steven noted there has also been a change in the ISRO SAC Director, and therefore the CEOS Principal. There is a more general concern about ensuring ISRO engagement (e.g., 2018 Plenary registration).

Mark will share the current Plenary registration list, and ask regional CEOS SEC representatives to encourage registrations from members.

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| **SEC-240-01** | CEOS Chair Team to circulate the most recent CEOS Plenary registration list for information and follow-up by CEOS SEC regional representatives to encourage registrations from members. | **ASAP** |

Nancy Searby (NASA, WGCapD Vice Chair) suggested we need a senior response to ISRO’s recent reorganisation email, and Steve Volz (NOAA, SIT Chair) confirmed NOAA will do this as SIT Chair.

Nancy noted that confirmation of INPE’s WGCapD representative (replacement for Hilcea Ferreira) also needs to be followed up.

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| **SEC-240-02** | CEOS Chair Team to follow-up with INPE to confirm the replacement for Hilcea Ferreira in WGCapD. | **ASAP** |

DCEO/CEO: There is a need to focus on the continuity of this role, as Steven Hosford’s term ends at CEOS Plenary 2019. Steven noted the importance of a handover period before the end of his term, and welcomed ideas or nominations. Mark suggested creating a ‘Tiger Team’ (e.g., four people) to try and recruit/staff the DCEO/CEO role, with representatives from the US, Europe, and JAXA. This suggestion was agreed by all.

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| **SEC-240-03** | CEOS Chair Team to convene a ‘Tiger Team’ to coordinate the recruitment of a new DCEO/CEO – with representatives from the US, Europe, JAXA, and the SIT Vice Chair Team. | **ASAP** |

**32nd CEOS Plenary Preparation**

Astrid-Christina Koch (COM, CEOS Chair Team) encouraged all potential attendees to register and sign up for accommodation as soon as possible.

The draft agenda has been circulated to CEOS SEC. There is a focus on climate and carbon, the GEO-LEO way forward, and the FDA way forward. Agency updates are encouraged, using the provided guidance.

**33rd CEOS Plenary**

Vũ Anh Tuân (VAST, 2019 CEOS Chair Team) noted that the CEOS Plenary 2019 dates are now firm and planned for 16-18 October 2019. He invited CEOS SEC feedback on the CEOS Chair priorities paper circulated.

**Incoming Request from GEOGLAM**

Mark Dowell noted the recent letter from GEOGLAM to CEOS providing an update on recent GEOGLAM activities. The purpose of the letter was to provide a GEOGLAM commitment, as CEOS considers how to organise and streamline its support via the CEOS-GEOGLAM AHWG, a joint effort with LSI-VC, or another support model.

**CEOS Response to the Request for Representation at the ISPRS IPAC Meeting**

After SEC-240, Steven Hosford reported via email that action **239-03** can be closed, noting that ESA has agreed to his participation on behalf of CEOS.

**New CEOS Membership Requests**

Mark Dowell (COM, CEOS Chair Team) reported:

* It wasn’t clear whether NIER was asking for full or Associate CEOS membership. A request was sent to KMA and KARI to confirm they are OK with full membership, and they confirmed, so the assumption is NIER is applying for full membership.
* The Chair Team / CEO will look into CEOS members that are lapsing (e.g., GTOS, IGBP).
* It was noted that there are reports ROSKOSMOS is no longer the Russian space agency, but has become a state corporation. It was noted that CNSA is also now a company.

**Digital Earth Africa – Phase-1 Steering Committee**

Brian Killough (NASA, SEO) provided a written report prior the meeting:

* A new initiative, ‘*Digital Earth Africa’,* has been proposed by Geoscience Australia and GEO. This new initiative plans to develop a Data Cube for all of Africa, and explore institutional arrangements toward that goal. They have requested CEOS representation on the Phase-1 Steering Committee and specifically asked that Brian Killough (NASA, SEO) be that representative due to recent experience with the successful Africa Regional Data Cube (ARDC) prototype. With the approval of CEOS leadership, Brian Killough would like to serve that role.
1. **Next Meeting and Adjourn**

Mark Dowell (COM, CEOS Chair Team) thanked everyone for attending and adjourned the meeting. CEOS SEC-241 will take place on October 4th.