**Minutes V1.0**

**242nd CEOS SECRETARIAT MEETING**

Tuesday 16th October 2018

Chaired by COM

**Participants**

**CEO:** Steven Hosford

**COM:** Mauro Facchini (Chair)**,** Astrid-Christina Koch, Michael Berger,

Mark Dowell, Stephen Ward, Matt Steventon

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** –

**ISRO:** Raj Kumar

**JAXA:** Naoto Matsuura, Hitoshi Tsuruma, Osamu Ochiai, Toshi Kamei

**NASA:** Mike Freilich, Christine Bognar

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

**SEO:** Brian Killough

**SIT Vice Chair Team:** Alex Held, Jonathon Ross, Jennifer Zhu, Andreia Siqueira

**USGS:** Jenn Lacey

**VAST-VNSC:** Pham Anh Tuan, Linh Phan, Sean Lam

**WGCapD:** Prakash Chauhan, Nancy Searby

**WGClimate:** Jörg Schulz

**WGCV:**  Kurt Thome, Cindy Ong

**WGDisasters:** David Green

**WGISS:** Mirko Albani

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

Mauro Facchini (COM, CEOS Chair Team) welcomed everyone to CEOS SEC-242 and reviewed the agenda.

Mark Dowell (COM, CEOS Chair Team) reported that the UAESA will in fact likely be joining the Plenary to request CEOS Member status.

The letters requesting support from GEOGLAM and the UN Convention on Biological Diversity (CBD) will be covered under AOB.

Naoto Matsuura and Hitoshi Tsuruma (JAXA) introduced themselves as new JAXA CEOS representatives.

1. **Review of Actions Related to Plenary**

Matt Steventon (CEOS Chair Team) noted two open actions regarding the DCEO/CEO role:

*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.*

*241-01: Pham Anh Tuan (VAST-VNSC) to provide a nomination for the team tasked with identifying a new DCEO/CEO.*

* Mark Dowell (COM, CEOS Chair Team) noted the CEOS Executive Officer role succession needs to be addressed urgently, as Steven Hosford’s term ends at the 2019 Plenary. Mark noted that a ‘tiger team’ has been established with the goal of identifying candidates. The team currently consists of: Jonathon Ross (GA, SIT Vice Chair Team), Osamu Ochiai (JAXA), Kerry Sawyer (NOAA, SIT Chair Team), Steven Hosford, Christine Bognar (NASA), Ivan Petiteville (ESA), and representatives from the current and future CEOS Chair teams (COM and VAST-VNSC).
* Kerry noted that David Crisp has been volunteered by NASA for the GEO-CARBON Steering Committee.

1. **Walkthrough of the 32nd CEOS Plenary Agenda**

Mark Dowell (COM, CEOS Chair Team) walked through the Plenary agenda for the benefit of SEC:

* There is a good chance that the UAESA representative will be present tomorrow to present their request for CEOS Member status.

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| **242-01** | CEOS Chair Team to update the agenda to reflect the likely attendance of UAESA and issue a v1.2 document. | **COMPLETE** |

* The opening session is on core business, followed by Climate, Carbon, GEO updates, and CEOS Agency updates;
* Day 2 covers: Data; Working Groups, Virtual Constellations and *Ad Hoc* Teams; and Closing Business as the main sessions.
* Jörg Schulz (EUMETSAT, WGClimate Chair) confirmed that the [Statement of Space Agency Contributions in Support of Each Article of the Paris Agreement](http://ceos.org/document_management/Meetings/Plenary/32/documents/2.1-DRAFT_CEOS_Statement_on_Paris_Agreement_v1_20181004.docx) could be published on the CEOS website for information, following the Plenary.
* Ivan Petiteville (ESA) stressed that the focus for item 3.5 should be on CEOS contributions to forest monitoring, rather than GFOI specifically.
* The decision point for item 3.6 is on the proposed working arrangement for CEOS on GHG observations. The proposed solution is a new WGClimate subgroup to act as the focal point for these topics, with the understanding that other activities are needed within other groups, e.g., AC-VC.
* Christine Bognar (NASA) noted that if the WGClimate terms of reference are to be updated, they need to also be presented to CGMS for endorsement. Mike Freilich (NASA) requested that the way forward for the establishment of the subgroup be very clearly captured in the proceedings of the Plenary.
* Item 4.3 will be very strictly managed. The COM CEOS Chair Team requested that everyone keep their presentations to eight minutes maximum, leaving enough time for quick comments/questions.

1. **Upcoming Meetings and Events Calendar**

Steven Hosford (ESA/CNES, CEO) reviewed the upcoming meetings and events calendar. The following discussion points were covered:

* SIT-34 will be held April 2-4 in Miami, Florida, U.S.A.
* The early 2019 CEOS-GEO bilateral is yet to be organised.
* Pham Anh Tuan (VAST-VNSC, 2019 CEOS Chair) noted that the dates for the 2019 CEOS Plenary need to be updated on the calendar (now 14-16 October 2019, in Ha Noi).

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

*Responses to Letters Requesting CEOS Support*

CEOS has received letters requesting support from GEOGLAM and the UN Convention on Biological Diversity (CBD). Discussions will be held this week regarding a more systematic approach to replying to these types of letters, given that further letters are expected to be forthcoming.

*2020-2021 SIT Chair Priorities*

Jonathon Ross (GA, SIT Vice Chair Team) noted that the SIT Vice Chair team is open to discussing the priorities for their SIT Chair term during the course of this week, and he welcomed everyone to get in touch.

*Closing Remarks*

Mauro Facchini (COM, CEOS Chair Team) thanked everyone for their support over the past year, and thanked everyone for attending and adjourned the meeting. CEOS SEC-243 will take place on October 18, directly after CEOS Plenary.