**Minutes V1.0**

**243rd CEOS SECRETARIAT MEETING**

Thursday 18th October 2018

Chaired by VAST-VNSC

**Participants**

**CEO:** Steven Hosford

**COM:** Mauro Facchini,Astrid-Christina Koch, Michael Berger, Mark

Dowell

**ESA:** Ivan Petiteville

**EUMETSAT:** Paul Counet, 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, Chuck Wooldridge,Kerry Sawyer

**SEO:** Brian Killough

**SIT Vice Chair Team:** Alex Held, Jennifer Zhu

**USGS:** Steve Labahn

**VAST-VNSC:** Pham Anh Tuan (Chair), Linh Phan, Stephen Ward, Matt

Steventon

**WGCapD:** Prakash Chauhan, Nancy Searby

**WGClimate:** Jörg Schulz

**WGCV:**  Cindy Ong

**WGDisasters:** Simona Zoffoli

**WGISS:** Mirko Albani

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

Pham Anh Tuan (VAST-VNSC, 2019 CEOS Chair) welcomed everyone to CEOS SEC-243 and introduced the 2019 CEOS Chair Team.

1. **Urgent Issues Related to CEOS Plenary Action Items**

Stephen Ward (CEOS Chair Team) reported:

* There are no urgent actions arising from the Plenary.
* Kerry Sawyer (NOAA, SIT Chair Team) noted that she has sent some proposed changes to the wording of action **CEOS-32-12**.

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| **243-01** | SIT Chair to draft a response regarding the GEOGLAM and CBD letters, and to serve as the bridge between the 2018 and 2019 CEOS Chair to ensure completion of the action. | **October 30** |

1. **CEOS Secretariat Proposed Schedule for the Coming Year**

Pham Anh Tuan (VAST-VNSC, 2019 CEOS Chair) reviewed the proposed SEC teleconference schedule for the next year (7 AM US East start times):

SEC-244: November 15, 2018
SEC-245: December 13, 2018
SEC-246: January 17, 2019
SEC-247: February 21, 2019
SEC-248: March 14, 2019
SEC-249: April 1-5, 2019 (at CEOS SIT-34)
SEC-250: May 9, 2019
SEC-251: June 13, 2019
SEC-252: July 18, 2019
SEC-253: September 2019 (at the 2019 CEOS SIT Technical Workshop)
SEC-254: October 3, 2019
SEC-255: October 15, 2019 (at the 33rd CEOS Plenary)

* Kerry Sawyer (NOAA, SIT Chair Team) noted that SEC-251 will take place during a GEO Programme Board meeting. She added that there is a long gap between SEC-252 and SEC-253, and suggested a meeting be added a week before the SIT Technical Workshop.

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| **243-02** | CEOS Chair Team to consider scheduling an additional SEC meeting a week before the 2019 SIT Technical Workshop. All to provide any further feedback on the proposed SEC schedule by November 1. | **November 1** |

1. **Readiness for Near-term Key Meetings**

Pham Anh Tuan (VAST-VNSC, 2019 CEOS Chair) noted two meetings in particular and asked for any comments:

*GEO-XV Plenary*

* Kerry Sawyer (NOAA, SIT Chair Team) noted that the CEOS written statement is on the CEOS Plenary website. It has already been reviewed and is intended to be final. The statement will be submitted to the GEO Secretariat later tonight by Kerry on behalf of CEOS.
* Interventions during the GEO Plenary will be handled on the spot by Kerry, Steven Hosford (ESA/CNES, CEO), and Pham Anh Tuan.
* Brian Killough (NASA, SEO) will be at GEO Plenary staffing the CEOS booth. Alex Held (CSIRO, SIT Vice Chair) will also be attending.

*UNFCCC COP24*

* Pham Anh Tuan noted that he is unable to attend.
* Jörg Schulz (EUMETSAT, WGClimate Chair) will read the CEOS Statement to SBSTA 49.
* There will be GFOI and European Commission side events held during the week.
1. **AOB, Action Wrap-up, Next Meeting, Adjourn**

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| **243-03** | 2018 CEOS Chair Team to share the draft actions from the Plenary. | **COMPLETE** |

Kerry Sawyer (NOAA, SIT Chair Team) reminded everyone that the 2018 SIT Technical Workshop minutes and actions are still open for review.

Pham Anh Tuan (VAST-VNSC, 2019 CEOS Chair) thanked everyone for attending and adjourned the meeting. CEOS SEC-244 will take place on November 15 at 7 AM US East.