**Minutes V1.0**

**245th CEOS SECRETARIAT MEETING**

Thursday 13th December 2018

Chaired by VAST-VNSC

**Participants**

**CEO:** Steven Hosford

**COM:**  Astrid-Christina Koch

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** –

**ISRO:** –

**JAXA:** Yukio Haruyama

**NASA:** Christine Bognar

**SIT Chair Team:** Kerry Sawyer, Albert DeGarmo

**SEO:** Brian Killough

**SIT Vice Chair Team:** –

**USGS:** Jenn Lacey

**VAST-VNSC:** Pham Anh Tuan (Chair), Vu Anh Tuan, Linh Phan, Mai Thu,

Matt Steventon, Luke Smith

**WGCapD:** Nancy Searby

**WGClimate:** –

**WGCV:**  Kuze Akihiko

**WGDisasters:** –

**WGISS:** Mirko Albani

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

Pham Anh Tuan (VAST-VNSC, CEOS Chair) welcomed everyone to CEOS SEC-245, asked for any additions to the agenda, and asked if there were any action updates. He noted that all relevant actions will be covered during the course of the meeting.

1. **CEO Report**

Steven Hosford (ESA/CNES, CEO) reported:

* A teleconference of the CEO Search team took place on November 30. Unfortunately, it was not attended by the team members from the incoming CEOS SIT Chair (GA/CSIRO) or CEOS Chair (ISRO) teams, which will be the two most impacted by the lack of a CEO. A number of actions were taken by the current CEO including contacting potential candidates and writing and distributing the CEO job description to solicit interest in the position.
* No further information is available on the *Freshwater from Space* workshop since SEC-244. A short meeting report will be distributed by the end of 2018. The next steps are under definition with the workshop leads.
* Development of the CEOS Work Plan 2019-2021 has been underway since the beginning of November. Some feedback has been received, and additional feedback is anticipated from the Working Groups before December 21. Several VCs (AC-VC, OST-VC, OSVW-VC, OCR-VC) and themes (Blue Planet, Biodiversity, SDGs) have yet to respond with inputs. A schedule for updating the ceos-deliverables.org website needs to be discussed with the SEO. In the meantime, the Work Plan will be developed based on the inputs provided in the Excel sheets.
* Preparation for the January CEOS-GEO bilateral meeting is underway. A draft agenda will be distributed to CEOS SEC by the beginning of next week.
* Three “process charts” have been developed to communicate to all the process for updating the CEOS mailing lists, information on representatives of CEOS Members/Associates, and the CEOS meeting calendar. The CEO asked that all please take note of these.
* Regarding CEOS Plenary Action 32-01, the CEO has drafted a letter to all CEOS Principals and points of contact which highlights the need to keep CEOS informed of any status changes within their organisations, and to inform the CEO of their current information and status. This letter was sent to Linh Phan (VAST-VNSC, CEOS Chair Team) for Pham Anh Tuan (VAST-VNSC, CEOS Chair) to sign, and the CEO will organise distribution on his behalf once this is complete.

Pham Anh Tuan (VAST-VNSC, CEOS Chair) confirmed receipt of the letter.

Kerry Sawyer (NOAA, SIT Chair Team) and Astrid-Christina Koch (COM) thanked Steven for formalising the procedures for updating the CEOS mailing lists, calendar, and website information. Kerry also emphasized how important it is to have the mailing lists updated as soon after leadership changes take effect (e.g., shortly after Plenary) to ensure those agencies that have rotated into and out of leadership positions are informed of status with respect to participation in SEC telecons.

1. **SIT Chair Report**

Kerry Sawyer (NOAA, SIT Chair Team) reported on behalf of Steve Volz (NOAA, SIT Chair) who sent regrets:

* On CEOS Plenary Action 32-03, the draft letter to CNES is in progress and the draft will be shared shortly. Will work with WGClimate Chair to ensure language in letter is in line with that discussed during Plenary.
* At the upcoming CEOS-GEO bilateral meeting in Geneva, the SIT Chair will spend one and a half days with the GEOSEC Director and staff, and in addition, spend a dedicated half day with the CEOS attendees (Steven Hosford, Alex Held, Brian Killough, Ivan Petiteville, and Kerry Sawyer) to prepare for the discussion.
* Kerry Sawyer (NOAA, SIT Chair Team) highlighted a comment from Gilberto Câmara (GEO SEC Director) that featured in the recent CEOS Newsletter regarding moving beyond the Virtual Constellations, and she thinks the bilateral discussions will help to understand this message.
* SEC Action **243-01** can be closed. A response was sent to GEOGLAM representatives on December 3 with CEOS SEC copied, and the letter to UN Convention on Biological Diversity (CBD) representatives was sent on December 4 (which can be forwarded to SEC for information if desired). A response to the letter was received from Gary Geller (NASA), one of the two biodiversity experts involved, noting it will be useful in converging and articulating CEOS and agency needs in developing biodiversity variables.
* SIT-34 has been confirmed for April 3-4 with side meetings on April 2, and the location will be a hotel in Miami, likely Coconut Grove. A registration fee of approximately $105 USD will be required for all participants. Site visits will be arranged to NOAA facilities in the area.
* The third round of SIT Chair tag up teleconferences with the VCs, AHTs, and WGs will be held in the latter half of February. Invitation email was sent to all entities requesting all to provide best time for tag-ups.
* Regarding CEOS Plenary Action 32-07: the interim ARD summary slide was sent on November 29, and the action can be closed.
* SIT Technical Workshop Action 2018-04 has been completed, with Rob Woodcock (CSIRO, WGISS Vice Chair) being nominated as the CEOS representative for the GEO Expert Advisory Group.
* The SIT Chair recommends closing SIT Action 33-07. This action was open “through to Plenary” but was not closed at Plenary because this is essentially a new ongoing action in accordance with letter sent to CNES. Therefore, the SIT Chair proposes that the WGClimate Chair continue to report regularly on the Space Climate Observatory, as part of their Chair responsibilities.

1. **GEO SEC Report**

Akiko Noda (GEO SEC) was not in attendance due to an emailing issue, and sent apologies and her written report after the call. The GEO SEC written report is available in the attached final version of the written reports.

1. **SEO Report**

Brian Killough (NASA, SEO) reported:

* SEC Action **244-03** has been completed. A 2019-2021 CEOS Work Plan task/deliverable for the 2019 CEOS Chair Initiative was submitted to Steven Hosford (ESA/CNES, CEO). The lead will be Vu Anh Tuan (VAST-VNSC), and it will be supported by contributions from the SEO and a number of agencies.
* The SEO team is currently attending the AGU meeting in Washington, D.C., December 10-14, and are co-chairing several sessions focused on machine learning and satellite data.
* The SEO completed several remote training sessions with Africa Regional Data Cube (ARDC) countries (Tanzania, Kenya, Ghana). The ARDC countries have become increasingly active and are using CEOS satellite data to produce decision-making products. Each training session has been followed by a feedback session to capture lessons learned and improve the training approach and the tools used to analyse the data.

1. **Working Group Reports**

**WGDisasters**

Simona Zoffoli (ASI, WGDisasters Chair) submitted a written report, but was unable to attend the call. Apologies were sent to the CEOS Chair team in advance.

**WGClimate**

Jörg Schulz (EUMETSAT, WGClimate Chair) submitted a written report, but was unable to attend the call. Apologies were sent to the CEOS Chair team in advance.

**WGISS**

Mirko Albani (ESA, WGISS Chair) noted the following points from his written report:

* A white paper on “Data Stewardship Reference Model and Measuring Earth Observation Data Usage Best Practice” will be finalised by the end of the year.
* A proposal for a GEO Data Management Principles Implementation Guidelines (DMP IG) improvement/update on the basis of the CEOS WGISS Maturity Matrix is being drafted.
* Implementation of a front-end/portal within the IDN for CEOS data discovery and access is being discussed.
* The National Remote Sensing Center of China (NRSCC) has confirmed the possibility of metadata harvesting between WGISS Connected Data Assets (CDA) and the ChinaGEOSS platform on a periodic basis.
* Good progress has been made on NOAA dataset representation in the International Directory Network (IDN), and granule search/access is being implemented.
* A simplified procedure to allow collection/granule discovery and access through FedEO and automatic registration in IDN is being used to increase the number of partners and collections represented. All FedEO data collections are being registered in the IDN; granule access to FedEO datasets registered in the IDN will be provided through FedEO. Activities started with JAXA for discovery/access through WGISS CDA and automatic registration in IDN; activities are progressing with DLR and EUMETSAT, and will be resumed with ROSCOSMOS. Granule search and access to Essential Climate Variable (ECV) and COVERAGE data collections is being implemented.
* The CEOS OpenSearch Conformance Test and Connected Data Assets Client Partner documents are now finalised and available on the WGISS website.
* WGISS has begun organising WGISS-47, to be held April 29 to May 2, in Silver Spring, Maryland, USA. It will be hosted by NOAA, with an FDA session and possibly interoperability and cloud services sessions.

**WGCapD**

Nancy Searby (NASA, WGCapD Vice Chair) reported:

* WGCapD has worked with the SDG-AHT to schedule the planned SDG Awareness Webinar for December 17, to be held at two times during the day to reach both hemispheres. A good response has been received from the various regions involved. More detailed webinars will be organised as follow-ons.
* The WGCapD team has been working with VNSC, WGISS, and the SEO to identify SAR training plans for applications in agriculture, carbon monitoring, and disaster monitoring and risk reduction – in support of the 2019 CEOS Chair Initiative. The first training session on basic SAR remote sensing and applications in agriculture and carbon monitoring is planned for mid-February in Hanoi at VNSC. The dates for a second workshop are still to be defined.
* WGCapD-8 will be held In Dehradun, India, from March 6-9, 2019.
* WGCapD and the SEO will be attending a town hall meeting this Friday at AGU to build awareness on current satellite missions, as well as specific details on the transition from MODIS to VIIRS.

Pham Anh Tuan (VAST-VNSC, CEOS Chair) confirmed his team’s support for the organisation of the February SAR workshop in Hanoi.

Astrid-Christina Koch (COM) noted she advertised the planned SDG Awareness Webinar on Copernicus’ social media, and a good response was received. She suggested spreading future webinars on social media as well to increase awareness.

**WGCV**

Akihiko Kuze (JAXA, WGCV Vice Chair) reported for WGCV:

* A teleconference was held at the end of November between WGCV subgroup leaders and CEOS Work Plan task leads to obtain a consolidated update for the CEOS Work Plan, and to inform the leaders on the CEOS GHG activity and seek comments and contributions towards it.
* The WGCV SAR subgroup held a 3-day workshop hosted by the Comisión Nacional de Actividades Espaciales (CONAE, National Commission on Space Activities) in Buenos Aires, Argentina. A full report is included in the written report.
* WGCV Plenary will be held in the week of July 15, 2019, in Perth, Western Australia.

1. **AOB**

**2019 Chair Initiative Update**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) welcomed comments on the 2019 Chair Initiative plan, which was circulated in the written report PDF. He proposed a Chair Initiative teleconference for December 19 or 20.

Kerry Sawyer (NOAA, SIT Chair Team) noted the 19th or 20th may be too close to the end of year break period, and suggested January might be a more suitable time. Brian Killough (NASA, SEO) agreed.

The teleconference date will be discussed by the CEOS Chair Team, and an alternate date will be announced via email.

**SEC-246 Chair**

* Pham Anh Tuan (VAST-VNSC, CEOS Chair) has asked Vu Anh Tuan (VAST-VNSC, CEOS Chair Team) to chair SEC-246, as it conflicts with the launch of VNSC’s MicroDragon Satellite in Japan, for which he will be travelling at the time.

**52nd CEOS Newsletter Status**

* Yukio Haruyama (JAXA/RESTEC) reported that only three articles have been received for the 52nd CEOS Newsletter. He asked for all outstanding articles to please be submitted by December 17 at the latest.

1. **Next Meeting and Adjourn**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) closed the meeting and thanked SEC for their hard work throughout 2018. He wished everyone a happy holiday break and confirmed that SEC-246 will be held on January 17, 2019.

The most recent COES Calendar is included below for reference.

