**Minutes V1.1**

**254th CEOS SECRETARIAT MEETING**

Tuesday 10 September 2019

Chaired by NOAA on behalf of VAST-VNSC

**Participants**

**CEO:** Steven Hosford

**COM:**  Kamil Kijanski, Mauro Facchini, Astrid-Christina Koch,

Mark Dowell

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** –

**ISRO:** Raj Kumar

**JAXA:** Osamu Ochiai, Hitoshi Tsuruma, Tsugito Nagano

**NASA:** Christine Bognar

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

**SIT Vice Chair Team:** Alex Held,Trevor Dhu, Jonathon Ross, Andreia Siqueira

**SEO:** Brian Killough

**VAST-VNSC:** George Dyke, Stephen Ward

**WGCapD:** –

**WGClimate:** Jörg Schulz, Albrecht von Bargen, David Crisp

**WGCV:**  Cindy Ong

**WGDisasters:** –

**WGISS:** Mirko Albani

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

Steve Volz (NOAA, SIT Chair) welcomed everyone to CEOS SEC-254. Astrid-Christina Koch (COM) introduced Kamil Kijanski from the European Commission.

1. **Review Status of SIT Action Items Related to SIT Technical Workshop**

Kerry Sawyer (NOAA, SIT Chair Team) reviewed the actions related to SIT Technical Workshop.

**SIT-34-01** (*updated content and information for the CEOS website*): Steven Hosford (ESA/CNES, CEO) noted this call should be kept open, and Steve Volz (NOAA, SIT Chair) suggested direct follow-up.

**SIT-34-09** (*revised Analysis Ready Data (ARD) Strategy to SIT Technical Workshop for discussion*): released and scheduled for discussion.

**SIT-34-11** (*bring forward ideas for an ad hoc coastal observing and applications team under the auspices of the GEO Blue Planet*): will be discussed Thursday during the Technical Workshop.

**SIT-34-12/13**: Virtual Constellation leadership rotation and *Ad Hoc* Team lifecycle actions will be addressed during the Technical Workshop.

1. **Walkthrough of SIT Technical Workshop Agenda**

Steve Volz (NOAA, SIT Chair) reviewed the Technical Workshop agenda by Session blocks.

The intention for the Study Team presentations and discussion during Technical Workshop is not to come to a final resolution, but rather to present relevant issues and ensure that all topics are put on the table for discussion. The intention for the time between Technical Workshop and Plenary is to refine the discussion and decisions to take to Plenary. Mark Dowell (COM) asked who is expected to present the outcomes to Plenary, and Steve is happy to discuss, and either handle the presentation himself, or have others do it depending on agenda time available.

Mark Dowell asked if the order of items 4.2 and 4.3 of the Technical Workshop could be reversed. This was agreed.

Paula Bontempi (NASA) will present item 5.2. Remko Scharroo (EUMETSAT) will present on OST-VC remotely.

1. **Upcoming Meetings and Events Calendar**

Steven Hosford (ESA/CNES, CEO) reviewed the list of upcoming meetings (calendar attached to the SEC-254 agenda).

* COP 25 is taking place in early December in Chile.
* The date of SIT-35 may be changing due to a clash with the [Space Symposium](https://www.spacesymposium.org), and an alternate date is being investigated. It would be helpful to know if Sandra Cauffman (NASA) will attend the Symposium. Christine Bognar (NASA) will confirm. Ivan Petiteville (ESA) will confirm if Josef Aschbacher (ESA) will attend the Symposium.
* SIT Technical Workshop 2020 is being planned for the week of 7 September in Zagreb, Croatia.

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| **254-01** | Christine Bognar and Ivan Petiteville to confirm Sandra Cauffman and Josef Aschbacher’s plans to attend the Space Symposium. | **ASAP** |

1. **Vacant CEO and DCEO Positions**

Steve Volz (NOAA, SIT Chair) reported, noting that Steven Hosford’s CEO term ends at CEOS Plenary with no replacement identified:

* Without the CEO, the following key tasks will be missed: annual CEOS Work Plan update; SEC meeting links and reporting on the CEOS Work Plan; coordination across CEOS VCs and other groups; amongst others.
* Ivan Petiteville (ESA) noted interest from SANSA in taking on the CEO role, but that would not be this year – perhaps in the future. SANSA don’t currently have a candidate for CEO, but perhaps a DCEO role could work for them.
* ESA staff have served as CEO three times, and the agency will be SIT Chair 2022-2023.
* Trevor Dhu (GA) stressed the importance of the CEO in supporting coordination across the VCs, WGs, and AHTs. He also noted there may be a future opportunity with UKSA showing initial interest, but this again would be in the future. This would need to be discussed at a higher level in UKSA.
* Astrid-Christina Koch (COM) raised the prospect of identifying individual CEO tasks which could be taken up by, for example, the SIT Chair Team. She also raised the prospect of funding a contract to fulfil specific aspects of the role.
* Steven Hosford (ESA/CNES, CEO) noted there are challenges with breaking up and delegating the individual CEO tasks. There is a significant block of work between the end of the year and February/March on the CEOS Work Plan, and it is hard to divide this task. Jonathon Ross (GA) noted that splitting the role (e.g., making the CEOS Work Plan update a project) may ameliorate the issue, but does not address the ‘glue’ that the CEO provides across the organisation.
* Kerry Sawyer (NOAA, SIT Chair Team) noted the new GEO Work Programme will have substantial changes that will need to be integrated with the CEOS Work Plan.
* Christine Bognar (NASA) suggested preparing for the Plenary a list and timeline of what needs to be done for Principals to see what functions and deliverables are affected by the CEO vacancy and to consider how their agency might contribute. Kerry noted there was a suggestion to do a ‘life without the CEO’ presentation highlighting what will not happen.
* Mark Dowell (COM) noted that more effort could be spent developing a narrative around the role of the CEO. The role is an opportunity to be engaged in CEOS in a very deep way. Steven Hosford noted that this role would likely be attractive within any given agency.
* Kerry suggested developing an agency rotation for providing CEOs to allow for forward planning.
* Christine said the level of resource commitment is a challenge for CEOS Agencies that might otherwise have candidates for the role, which has required a full-time person thus far. One approach might be for all CEOS Agencies to contribute an agreed upon amount of funds into a reserve fund to mitigate the burden on the agencies that propose a nominee every two years. She noted the SEO as a model to consider, i.e., an office that would function for the CEOS collective once the funding burden issue is resolved.
* Jonathon Ross noted the unique staff development opportunity presented by the CEO role, and this is something we may be able to tap into.
* Steve Volz revisited the suggestion from Astrid about contracting the role. Mauro Facchini (COM) said that it would then have to be limited to exclude strategic issues. Work Plan tasks could be more procedural. This could be a transitional solution.
* Trevor noted that finding resources will be a challenge for agencies regardless of whether it is a staff member, or a contract. If the challenge is about finding the right person, a contractor may be a solution.
* For many agencies, they have the right people, but those people are tapped for other agency roles which are higher priority.
* In addition, for a number of agencies staffing is capped, but financial resources may be available.
* Kerry stressed that to do the role successfully requires a full-time commitment.
* Steve Volz noted that a contractor would likely represent a step down in authority relative to an agency person.
* Steven Hosford feels the travel burden has been reduced as it is possible to follow many activities remotely and via teleconferences.
* Raj Kumar (ISRO) noted it would be difficult for ISRO to take on the CEO role. However, they may be able to engage Principals in encouraging nominations.

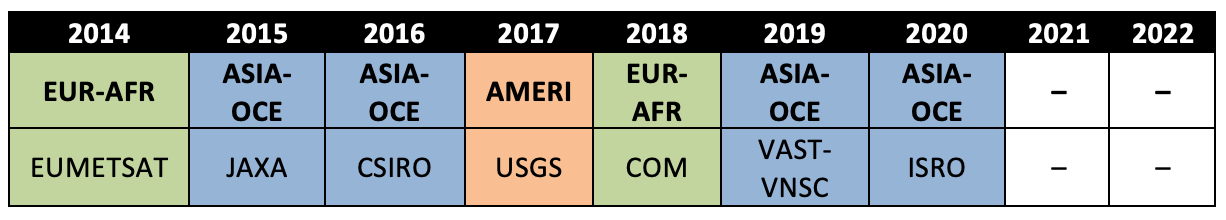
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| **254-02** | SIT Chair to prepare materials for CEOS Plenary to support resolution of the CEO vacancy. | **September 30** |
| **254-03** | SIT Chair to reach out to SANSA and UKSA Principals on the potential for them to take on the CEO role in future. | **September 30** |

**Status of CEOS Leadership Positions**

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| **Position** | **2019** | **2020** | **2021** |
| **CEOS Chair** | VAST (P. A. Tuan) | ISRO (DK Das) | TBD |
| **SIT Chair**  **SIT Vice Chair** | NOAA (S. Volz)  CSIRO (A. Held) | CSIRO (A. Held)  ESA | CSIRO (A. Held)  ESA |
| **CEO**  **DCEO** | ESA/CNES (S. Hosford)  – | TBD  TBD | TBD  TBD |
| **WGCapD Chair**  **WGCapD Vice Chair** | ISRO (P. Chauhan)  NASA (N. Searby) | NASA (N. Searby)  VAST-VNSC | NASA (N. Searby)  VAST-VNSC |
| **WGCV Chair**  **WGCV Vice Chair** | CSIRO (C. Ong)  JAXA (A. Kuze) | CSIRO (C. Ong)  JAXA (A. Kuze) | JAXA (A. Kuze)  TBD |
| **WGClimate Chair**  **WGClimate Vice Chair** | EUMETSAT (J. Schulz)  DLR (A. von Bargen) | EUMETSAT (J. Schulz)  DLR (A. von Bargen) | DLR (A. von Bargen)  TBD |
| **WGDisasters Chair**  **WGDisasters Vice Chair** | ASI (S. Zoffoli)  NASA (D. Green) | NASA (D. Green)  CNES | NASA (D. Green)  CNES |
| **WGISS Chair**  **WGISS Vice Chair** | ESA (M. Albani)  CSIRO (R. Woodcock) | CSIRO (R. Woodcock)  JAXA | CSIRO (R. Woodcock)  JAXA |

1. **CEOS Chair Rotation / 2021-2022 CEOS Chairs**

Steve Volz (NOAA, SIT Chair) noted that there is likely a good candidate agency from the Americas for the 2021 CEOS Chair role, and he hoped to be able to announce it at the Technical Workshop tomorrow. This will cover 2021 and would mean that 2022 would fall to the European/African region.



1. **Ongoing CEOS Representation in GEO**

CEOS has positions on both the GEO Programme Board and Executive Committee. Rotation means that Osamu Ochiai (JAXA) will end his Programme Board Co-Chair role soon; ESA and USA will remain. MEXT/JAXA may reapply to be represented on the Programme Board.

It was agreed that it is essential for CEOS to remain on the GEO Programme Board and should renominate. CSIRO/GA is happy to volunteer Andreia Siqueira (GA, SIT Vice Chair Team) as the Principal with Jonathon Ross (GA, SIT Vice Chair Team) as the alternate (or a CSIRO person). If a CEO is identified, he/she could be added as an alternate.

Kerry Sawyer (NOAA, SIT Chair Team) noted there are four Programme Board meetings per year, and attendance is required.

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| **254-04** | SIT Chair Team to draft the nomination package for GEO to identify a Principal and two alternates for the GEO Programme Board (currently SIT Chair with CEO as alternate) and to circulate for comment. | **Nominations from SEC for alternates by September 20 (due to GEO by September 27)** |
| **254-05** | GA to provide the SIT Chair Team with the information required for the GEO Programme Board nomination package. | **ASAP** |

CEOS has been a GEO ExCom Observer for three years, and the term is now reaching an end. GEO has asked CEOS to indicate if it would like to self-nominate for a one-year term. Steve Volz (NOAA, SIT Chair) feels that the return on ExCom attendance is not as high as the Programme Board meetings. Alex Held (CSIRO, SIT Vice Chair) agreed that as an Observer, there haven’t been many opportunities to contribute, however, there is some value as a national representative, and in the interactions on the sidelines. Jonathon Ross noted that the value depends on what the GEO ExCom is discussing.

Brian Killough (NASA, SEO) noted that CEOS worked for years to accomplish CEOS representation in GEO governance at the strategic level, the GEO ExCom, and it may be difficult to regain in the future if CEOS does not self-nominate. He asked if CEOS not re-nominating would send a negative message; Kerry feels it would not be seen negatively. The principle of Participating Organizations serving on ExCom will remain, and CEOS could self-nominate in the future.

Trevor Dhu (GA) noted that Alex Held (CSIRO) and Adam Lewis (GA) would be willing as SIT Chair to hold an ExCom Observer role if we did nominate. He also noted there may be a positive message from CEOS nominating. Christine Bognar (NASA) agreed, noting that it is not for CEOS to exclude itself, and supported CEOS putting its name forward.

Christine Bognar noted that CEOS does not need to censor itself out of the running for one of three positions as GEO ExCom Observer. CEOS historically considered this representation in the GEO ExCom important because of the scope and scale of its contributions to and investments in GEO deliverables. The GEO Programme Board will elect three organizations. It is free to pick three entities that do not include CEOS. That said, CEOS should present its candidacy and be among the entities considered for selection.

Kerry noted that the decision for ExCom Observers will be made by the Participating Organizations on the Programme Board. This gives CEOS an opportunity to influence the collection of Observers. She also noted that if CEOS itself is not represented, a number of CEOS Agencies are directly represented.

It was agreed that CEOS should nominate itself, and the CEOS delegation to the GEO Programme Board can discuss the nominations on the day.

1. **AOB**

**COP 25 Representation**

Jörg Schulz (EUMETSAT, WGClimate Chair) noted the need to draft and review a Space Agency Statement in the next few weeks. This will be presented at SBSTA 51, ordinarily coordinated by the CEOS Chair through their UNFCCC delegation (anyone in the delegation can make the statement, e.g., an Ambassador). This would be ISRO at the time of the meeting, and they would need to confirm whether they are able. Otherwise, Jörg can make the statement directly as an Observer. ISRO will inform WGClimate as soon as possible if they need Jörg to make the statement.

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| **254-06** | ISRO to confirm to WGClimate (Jörg Schulz) whether they can coordinate the Space Agency Statement to SBSTA 51 through their national UNFCCC delegation. | **COMPLETE** |

**ISRO 2020 CEOS Chair Priorities and Plenary Dates**

Raj Kumar (ISRO) noted that 2020 Plenary dates are being considered and will likely follow IAC 2020. 20-22 October or 28-30 October are being considered in Ahmedabad, India. GEO Plenary dates are not yet confirmed. Kerry Sawyer (NOAA, SIT Chair Team) suggested that the travel from Dubai (where IAC 2020 is located) to Ahmedabad is relatively easy, and so adjacent to IAC may be desirable.

**Status of Other CEOS Leadership Positions**

Mirko Albani (ESA, WGISS Chair) noted that JAXA has nominated Makoto Natsuisaka for the next WGISS Vice Chair position. This will need to be confirmed by Plenary.

1. **Next Meeting and Adjourn**

Steve Volz (NOAA, SIT Chair) thanked everyone for attending and noted that CEOS SEC-255 will be held on October 3. The meeting was adjourned.