**Minutes V1.0**

**255th CEOS SECRETARIAT MEETING**

Thursday 3 October 2019

Chaired by VAST-VNSC

**Participants**

**CEO:** Steven Hosford

**COM:**  Astrid-Christina Koch

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** Doug Cripe

**ISRO:** Raj Kumar

**JAXA:** Osamu Ochiai, Yukio Haruyama

**NASA:** Christine Bognar

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

**SIT Vice Chair Team:** Jonathon Ross, Andreia Siqueira, Flora Kerblat

**SEO:** Brian Killough

**VAST-VNSC:** Pham Anh Tuan (Chair), Linh Phan, Matthew Steventon

**WGCapD:** Nancy Searby

**WGClimate:** –

**WGCV:**  Akihiko Kuze

**WGDisasters:** Simona Zoffoli, David Borges

**WGISS:** Mirko Albani

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

Pham Anh Tuan (VAST-VNSC, CEOS Chair) welcomed everyone to CEOS SEC-255. No changes were made to the agenda.

1. **Action Status**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) noted that most open actions will be covered during the course of the meeting, but called for updates on two specific actions:

**254-01: Space Symposium Attendance**

Christine Bognar (NASA) confirmed that Sandra Cauffman (NASA) will not attend the Space Symposium. Ivan Petiteville (ESA) confirmed that Josef Aschbacher (ESA) will attend the Space Symposium. This action is now complete.

**254-03: Planning for the Absence of a CEO**

The CSIRO/GA SIT Vice Chair Team was asked to report on their recent efforts to identify a CEO. Jonathon Ross (GA, SIT Vice Chair Team) reported that the SIT Vice Chair Team discussed the CEO position with UKSA staff in Fairbanks. A personal willingness was identified, however a formal nomination from the agency is yet to be received following a letter from the SIT Vice Chair to the UKSA CEOS Principal.

Kerry Sawyer (NOAA, SIT Chair Team) noted that SANSA has indicated interest in nominating for the CEO position, however not until the 2021 timeframe.

Steven Hosford (ESA/CNES, CEO) suggested that the incoming CEOS Chair and SIT Chair teams progress the contingency plan for the CEO functions – in particular those related to CEOS Work Plan maintenance – ahead of CEOS Plenary.

Jonathon noted that the SIT Vice Chair Team has given this consideration, but coordination by the CEOS Chair Team will be key, given that the Chair will be most impacted and is the direct reporting line for the CEO. He reiterated that no matter what contingency plan is worked out, there will be a large impact on CEOS capacity, as not all functions can be covered in an *ad hoc* manner – this is a dedicated role for a reason.

1. **2019 CEOS Plenary Update**

Linh Phan (VAST-VNSC, CEOS Chair Team) reported:

* Ninety people are expected to join the 33rd CEOS Plenary.
* Due to increased demand for side meetings, additional rooms are being opened on October 14.

Steve Volz (NOAA, SIT Chair) noted the need to tighten the language used in the agenda around items being for decision/discussion/endorsement/information/consideration as some of these terms are new and have never been introduced to CEOS Plenaries. Additionally, it is not clear how an item “for information” or “discussion” is different than an item “for consideration”. Kerry Sawyer (NOAA, SIT Chair Team) will send some suggested edits to the agenda to reflect consistent language.

1. **NASA Letter of Nomination for 2021 CEOS Chair**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) welcomed any comments regarding the NASA letter of nomination for the 2021 CEOS Chair position. Ivan Petiteville (ESA), Steve Volz (NOAA) and Osamu Ochiai (JAXA) all supported and thanked NASA for the nomination. Christine Bognar (NASA) thanked all agencies for their messages of support since the letter was circulated during the SIT Technical Workshop.

1. **CEO Report**

Steven Hosford (ESA/CNES, CEO) reported:

* Emails announcing the availability of the deliverables.ceos.org site and providing login credentials were sent on the 11th and 12th of September. To date, many updates have been made. The development of the CEOS Work Plan Progress Report is ongoing and should be delivered on Monday 7th at the latest.
* The annual CEOS statement to GEO will be prepared in advance of CEOS Plenary and made available on the website. As per the process employed at previous CEOS Plenaries, Principals will be asked to read offline and make comments by email up until the end of CEOS Plenary, at which point the statement will be finalised.
* **CEOS Membership Expression of Interest:** An initial approach to CEOS has been made by Kazakhstan Gharysh Sapary, however no official request for CEOS to consider them as a new member has been received.
* A letter has been received from Mr Vladimir Ryabinin, Executive Secretary of the Intergovernmental Oceanographic Commission (IOC) of UNESCO soliciting input from CEOS on the UN Decade of Ocean Science for Sustainable Development (2021-2030). CEOS leadership should consider how to respond to this request. One option may be to seek a focal point in the Ocean VCs.

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| **255-01** | CEOS leadership to consider how to respond to the letter received from the Intergovernmental Oceanographic Commission (IOC) of UNESCO soliciting input from CEOS on the UN Decade of Ocean Science for Sustainable Development (2021-2030). | **October 14** |

1. **SIT Chair Report**

Kerry Sawyer (NOAA, SIT Chair Team) reported:

* **CEOS Representation on the GEO Programme Board (ref: 254-04):** The nomination package was submitted on September 26. Two names were put forward: Andreia Siqueira (GA, as the principal representative) and Jonathon Ross (GA, as the alternate). CSIRO also nominated Amy Parker as the alternate on September 30. Following a short discussion, it was agreed that the nomination package will not be modified and resubmitted to include Amy from the outset (as the due date has passed and the review process has begun), but rather she will be brought in as an additional alternate representative at a later date.
* **2019 SIT Technical Workshop Key Outcomes and Immediate Attention Items:** Draft minutes and actions have been released to CEOS SEC, VCs, WGs, AHTs, Experts, and SIT Technical Workshop attendees on Wednesday, October 2, with a request for review and updates by October 23. Actions SIT-TW-2019-03, -06, -11, -12, -13, -15, -16 have all been closed. Kerry noted that SIT-TW-2019-14 was reported as closed in the SIT Chair written report but that was premature as the SIT Chair Team did not coordinate with the SIT Vice Chair Team, as the action was written. Steve Volz apologized to the SIT Vice Chair for this process foul.
* The WGST and OVCMST final assessment reports, AC-VC *Air Quality Constellation Validation Needs and Recommendations for Implementation* document, and the *Approach for Coastal Observations and Applications Study Team (COAST)* document have all been uploaded to the CEOS Plenary website. The COAST document required a minor revision and has since been updated online.
* **WMO Request Letter to CEOS (ref: SIT-TW-2019-02):** The SIT Chair Team has been aiding the drafting of this letter, with inputs from numerous CEOS people, to help WMO refine their request to CEOS. Kerry noted that the current letter only calls on CEOS Agencies to identify points of contact for WMO but doesn’t ask for any other commitments. Ivan Petiteville (ESA) made the distinction that this is simply the request letter to CEOS (albeit with suggestions from CEOS), rather than the response itself. Christine Bognar (NASA) supported ESA’s position (communicated via email) that the information gathered via the annual MIM survey can be shared with WMO (NOTE: the MIM database has been shared with WMO annually so there is no request on CEOS leadership on if this is possible), but the expectation that CEOS Agencies additionally respond directly to WMO multiple times a year is unrealistic and unduly burdensome. This will be raised in the response to WMO to ensure their expectations are managed. It was agreed that the SIT Chair respond to WMO with the curated suggestions and noting that WMO can submit a request letter to CEOS, but a response cannot be guaranteed in any certain timeframe.
1. **GEO SEC Report**

Doug Cripe (GEO Secretariat) reported on GEO Week 2019:

* There are a few CEOS-contributed/organised side events for GEO Week 2019: *Land for the Future: The need for actionable information*, *Big EO: Big Data*, *Downscaling GEO: Delivering impact at national and local levels*, and *Delivering on the Sustainable Development Goals (SDGs)*.
* Initial results from the GEO-Amazon AWS Credits Programme will be presented by representatives of the project teams on Monday morning.
* Most of the GEO Plenary and Ministerial documents for decision were released last week. The Canberra Declaration is still being finalised by the Ministerial Working Group.

The GEO Data and Knowledge Week 2020 will be held in Beijing, China, February 17-22.

1. **SEO Report**

Brian Killough (NASA, SEO) reported:

* The CEOS exhibition booth for the GEO Plenary is accepted and paid. The SEO is seeking content for the booth and has been in contact with WGDisasters. Other content is welcome.
* Brian and a number of other CEOS people are attending the Pecora-21/ISRSE-38 Conference in Baltimore, MD, USA, October 7-11. He is chairing a session on Analysis Ready Data (ARD) and the Open Data Cube (ODC). He is also presenting a paper on the CEOS SEO and two papers on Data Cube activities.
* **CEOS-32-08:** Propose this action be closed. Adam Lewis (GA) is leading the Digital Earth Africa project and is the point of contact for all operations including decisions on datasets. The SEO continues to work with Albrecht Schmidt (ESA) regarding Sentinel ARD solutions to support this project and other Data Cube projects around the world.
1. **Working Group Reports**

**WGDisasters**

Simona Zoffoli (ASI, WGDisasters Chair) noted the following points for SEC attention:

* The 12th CEOS WGDisasters meeting took place in Reykjavik, Iceland, September 24-26, jointly hosted by the University of Iceland and the Iceland Meteorological Office. The meeting had broad CEOS Member representation (25 attendees in person and 3-4 participants by teleconference). A full meeting summary is included in the written report. Simona noted a couple of key points:
	+ Agreed to formulate a high-level strategy document to frame the value of WGDisasters activities, with the goal to present it for discussion at SIT-35.
	+ There was a fruitful discussion on a new potential initiative (flood project related to the GEO-LEO-SAR initiative).
* It is requested that the CEOS Plenary agenda recognise the request for endorsement of the CNES nomination for the WGDisasters Vice Chair position.

**WGClimate**

Jörg Schulz (EUMETSAT, WGClimate Chair) and Albrecht von Bargen (DLR, WGClimate Vice Chair) were both unable to attend due to a German national holiday. Apologies were sent in advance and a written report was submitted.

**WGISS**

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

* JAXA has nominated Makoto Natsuisaka for the next WGISS Vice Chair position. This will need to be confirmed at CEOS Plenary.
* The main focus for WGISS at the moment is the preparation of the upcoming WGISS-48 meeting. Follow-up sessions on STAC technology, ARD tools, Data Cubes and state-of-the-art Big Data technologies like machine learning, artificial intelligence and blockchain are being organised.
* **SDG-AHT:** A set of tools and CEOS Agencies’ datasets relevant for SDG Indicators will be identified by the SDG-AHT and provided to WGISS to investigate their accessibility through WGISS systems. Specific joint activities are addressed in the CEOS SDG Work Plan 2020-2021.
* **GEO:** Input has been provided to the GEO Secretariat on potential WGISS contributions to the new GEO Work Programme 2020-2022. Contributions are mainly focused on data management principles, WGISS Connected Data Assets for CEOS Agency data access, and Future Data Architectures.

**WGCV**

Akihiko Kuze (JAXA, WGCV Vice Chair) reported:

* All WGCV subgroup leads are working towards submitting updates for their CEOS Work Plan items in preparation for CEOS Plenary. In addition, the WGCV Chair has also provided brief updates and estimated timelines to the CEO.
* The new cal/val portal is planned for release in late October/early November.
* WGCV-46 has now been moved to the week of the 30th of March 2020, following the decision to move SIT-35 to the week of March 23.

**WGCapD**

Nancy Searby (NASA, WGCapD Vice Chair) noted the following points from the written report:

* The CEOS Training Calendar has been released by NASA and the CEOS SEO. The calendar is now available for feedback and comments: <https://training.ceos.org/>
* NASA, GISTDA, and ISRO are supporting an international training course called *Regional Science Training On Remote Sensing of Land-Use/Cover Change, Climate and Coastal Zone Impact Studies*, which is now scheduled for December 17-19 in Phuket, Thailand.
* The MOOC: *Echoes in Space – Introduction to Radar Remote Sensing* that was developed by EO College went online on September 16.
* The second VNSC-DLR training on the use of SAR for land subsidence (ref: CB-32) has been completed in Hanoi, Vietnam.
* The CEOS WGCapD Webinar Series: *Geospatial Technology for Wildfire Management* will start from October 1. The series will have five webinars, and each will be available in two different time zones.

Nancy thanked VAST-VNSC for nominating Dr Pham Thi Mai Thy as the next Vice Chair of WGCapD and she noted that this nomination will be up for CEOS Plenary endorsement in Hanoi.

1. **AOB**

**CEOS Membership Confirmation**

Steve Volz (NOAA, SIT Chair) raised this topic to ask a question regarding CEOS membership eligibility and note the requirement for CEOS members to inform CEOS leadership of any changes in status. This came to light due to a registration for CEOS Plenary (for a CEOS Principal) from a commercial entity, which is a subsidiary of a CEOS Member (CAST). CEOS SEC was asked to consider whether such a situation presents an issue. Steven Hosford (ESA/CNES, CEO) noted that the lines between governmental and commercial are often blurred in many agencies and policing such occurrences would likely be difficult.

**ISRO 2020 CEOS Chair Priorities**

Raj Kumar (ISRO, 2020 CEOS Chair) referred to the [presentation given at SIT Technical Workshop](http://ceos.org/document_management/Meetings/SIT-Technical-Workshop/2019-SIT-Tech-Workshop/Presentations/CEOS_SITTW2019_8.4_Kumar_Incoming_Chair_v2.pptx). He noted that ISRO is in discussions with WGDisasters on the geo-processing toolkit and the European Commission on renewable energy assessments from space. Analysis Ready Data will be central to both the Data Cube and SDG topics. Inland water quality might also be weaved into some of the priorities after interest was flagged by CSIRO. Capacity building would be incorporated into all priorities. Overall, ISRO is happy with the response from the CEOS community. A further presentation and a side meeting are planned for CEOS Plenary.

**SIT-35 Planning and Date Shift**

Jonathon Ross (GA, SIT Vice Chair Team) and Flora Kerblat (CSIRO, SIT Vice Chair Team) confirmed that SIT-35 has been shifted to March 24-26 to avoid a conflict with the Space Symposium.

1. **Next Meeting and Adjourn**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) thanked everyone for attending.

Jonathon Ross (GA, SIT Vice Chair Team) reported that he will not be in Hanoi due to preparations for GEO Week in Canberra.  He then thanked Dr. Tuan for his leadership as the 2019 CEOS Chair.

CEOS SEC-256 will be held in Hanoi on October 14 at 09:00 in the Hai Phong room. The meeting was adjourned.