**Minutes V1.0**

**256th CEOS SECRETARIAT MEETING**

Monday 14 October 2019

Chaired by VAST-VNSC

**Participants**

**CEO:** Steven Hosford

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

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** –

**ISRO:** PG Diwakar

**JAXA:** Tsugito Nagano

**NASA:** Sandra Cauffman, Christine Bognar

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

**SIT Vice Chair Team:** Alex Held, Adam Lewis, Trevor Dhu, Andreia Siqueira, Flora

Kerblat, Emmi Mikedakis

**SEO:** –

**VAST-VNSC:** Pham Anh Tuan (Chair), Linh Phan, Lam Dao Nguyen, Matthew Steventon, Stephen Ward

**WGCapD:** Prakash Chauhan

**WGClimate:** Jörg Schulz

**WGCV:**  Cindy Ong

**WGDisasters:** Simona Zoffoli, David Green

**WGISS:** Rob Woodcock

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

Pham Anh Tuan (VAST-VNSC, CEOS Chair) welcomed everyone to CEOS SEC-256 and Ha Noi. No changes were made to the agenda.

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

Matt Steventon (CEOS Chair Team) led a review of the actions. The following updates were reported.

**254-02:** *SIT Chair to prepare materials for CEOS Plenary to support resolution of the CEO vacancy*.

Kerry Sawyer (NOAA, SIT Chair Team) recalled SIT Technical Workshop Action #17 and noted that the CEO has taken responsibility for preparing these inputs for Plenary. Kerry confirmed that charts have been prepared for Plenary agenda item 1.5.

**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).*

Steven Hosford (ESA/CNES, CEO) reported that there has been no progress since he first shared the letter from the IOC of UNESCO. He asked whether the SEC had inputs and would like to discuss this during SEC-256. It was agreed to defer discussion to SEC-258.

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| **256-01** | CEOS Chair Team to re-forward the letter received from the Intergovernmental Oceanographic Commission (IOC) of UNESCO and ensure an opportunity for discussion is included on the SEC-258 agenda. | **25 October** |

**CEOS-32-15:** *SIT Chair to develop agenda items for discussion at SIT-34, proposal at SIT TW, and recommendation(s) for decision at CEOS Plenary 33 on: various CEOS governance, processes, and organizational issues.*

Kerry Sawyer (NOAA, SIT Chair Team) reported that the SIT Chair Team has prepared materials for Plenary discussion. This action is complete.

**SIT Technical Workshop Actions**

Kerry Sawyer (NOAA, SIT Chair Team) reported that all actions are on track and many will be addressed at Plenary.

1. **Walkthrough of the 33rd CEOS Plenary Agenda**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) reviewed the Plenary agenda. Notable points were:

* The Vice President of VAST will give a welcome speech in Session 1.
* Various media representatives will be present during Session 1. There were no objections.
* Item 1.5 on the CEOS Executive Officer vacancy will be covered jointly by Steven Hosford (ESA/CNES, CEO) and the 2020 CEOS Chair Team (ISRO).
* Lam Dao Nguyen (VAST-VNSC, CEOS Chair Team) will present Item 1.6 on the 2019 CEOS Chair Initiative.
* Due to other commitments, Pham Anh Tuan will not be present for some sessions. In his absence, Vu Anh Tuan (Vice Director General, VNSC) will serve as Chair.
* Item 7.1 was updated to reflect that a decision is required regarding NASA’s nomination for 2021 CEOS Chair. The CEO item under 7.1 will be a summary of the conclusions from Item 1.5.

1. **Letter from WMO: OSCAR/Space Database and WMO-CEOS Collaboration**

Kerry Sawyer (NOAA, SIT Chair Team) noted that a letter has been received from WMO, shortly after CEOS guidance on the draft letter was sent to WMO. There are slight differences to the suggestions sent by CEOS. The main intent of the letter is to identify points of contact from 12 CEOS Agencies (identified in attachment to the email) to help fill gaps in their OSCAR/Space database.

It was agreed that the letter be forwarded by the incoming SIT Chair Team to the identified agencies for information and consideration only, and to respond to WMO noting the action taken.

As previously noted at SEC-255, the request for updates 2-4 times per year is too burdensome and unrealistic from a CEOS perspective, however, should agencies wish to engage directly with WMO they have the option.

Astrid-Christina Koch (COM) thanked ESA for their MIM Database maintenance effort, noting that it is a very valuable resource.

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| **256-02** | Incoming SIT Chair Team to forward the letter from WMO requesting CEOS Agency contributions to the OSCAR/Space Database to the agencies identified by WMO (for information and consideration only) and to respond to WMO confirming the action taken. | **8 November** |

1. **Upcoming Meetings and Events Calendar**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) reviewed the CEOS calendar. Notable points were:

* Alex Held (CSIRO, SIT Vice Chair) confirmed that SIT-35 will be held in Hobart, Australia, March 24-26.
* PG Diwakar (ISRO) will announce the 2020 CEOS Plenary dates and location during Item 7.5 of the 2019 Plenary.
* It was noted that the WGISS and WGCV meetings in Sochi, Russia, September 2020, will be held jointly.

1. **AOB**

**CEOS Executive Officer Vacancy**

Adam Lewis (GA, SIT Vice Chair) reported that he has had discussions with UKSA regarding the CEO role, but they are currently unable to nominate anyone for the position. NOAA reported the same for SANSA.

Steve Volz (NOAA, SIT Chair) announced that Kerry Sawyer (NOAA, SIT Chair Team) is available to serve as CEO in 2020, starting January 1st through to the 2020 CEOS Plenary, as an interim solution. Kerry will be able to provide mentoring to any Deputy CEO (DCEO) identified in the meantime.

Trevor Dhu (GA, SIT Vice Chair Team) asked whether a geographic rotation of the CEO role might encourage more nominations, given the clearer responsibility. NOAA supports the geographic rotation idea, suggesting that it might help CEOS establish a stronger queue (4 years or more) of DCEO and CEO candidates, increasing mentoring opportunities. Ivan Petiteville (ESA) suggested that, if agreed, CEOS should not be strict on this rotation, given the difficulty experienced in trying to identify any CEO candidates. Steve Volz clarified that the rotation is intended as a way to get agencies thinking early about filling the CEO role, rather than serve as a restriction.

Christine Bognar (NASA) noted that the financial side must be considered in addition to the talent pool. She suggested CEOS consider options for removing the financial burden for smaller agencies, recalling the ideas raised at SIT Technical Workshop.

1. **Next Meeting and Adjourn**

Pham Anh Tuan (VAST-VNSC, CEOS Chair) thanked everyone for attending and for their support throughout his CEOS Chair term.

CEOS SEC-257 will be held after Plenary in the Pacific Ballroom, chaired by ISRO. The meeting was adjourned.