**Minutes V1.0**

**268th CEOS SECRETARIAT MEETING**

Thursday 20 August 2020

Chaired by ISRO

**Participants**

**CEO:** Kerry Sawyer

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** Doug Cripe

**ISRO:** Raj Kumar (Chair), Nitant Dube, Matthew Steventon

**JAXA:** Osamu Ochiai, Yukio Haruyama, Koji Akiyama

**NASA:** Karen St. Germain, Sandra Cauffman, Christine Bognar

**NOAA:** Chuck Wooldridge

**SIT Chair Team:** Alex Held, Adam Lewis, Jonathon Ross, Flora Kerblat, Andreia

Siqueira, Stephen Ward

**SEO:** Brian Killough

**VAST-VNSC:** Linh Phan

**WGCapD:** Nancy Searby, Lauren Childs-Gleason, Pham Thi Mai Thy

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

**WGCV:**  Cindy Ong

**WGDisasters:** David Green, Pierric Ferrier

**WGISS:** –

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

Raj Kumar (ISRO, CEOS Chair Team) welcomed everyone to the call.

1. **Working Group Reports**

**WGDisasters**

David Green (NASA, WGDisasters Chair) noted the following:

* Preparations for SIT Technical Workshop include an update of the WGDisasters DRM Strategy document.
* UN-GGIM WG-Disasters collaboration continues, through exploration of how the GGIM Strategic Framework on Geospatial Information and Services for Disasters may inform CEOS WGDisasters activities at national levels as well as design and implementation of scenario-based exercises on different hazards.
* The Generic Recovery Observatory Demonstrator Team continues to meet regularly. The Team has developed a Demonstrator proposal for review at SIT Technical Workshop.
* The GEO/LEO/SAR Flood Pilot Team continues to meet regularly. The Team has developed a Pilot proposal for review at SIT Technical Workshop.
* The Flood Pilot Team is working closely with COAST and WGISS leadership to identify integration opportunities and shared geographical focus areas.
* The CEOS SIT Chair Team has requested that WGDisasters consider a new Wildfire Pilot effort. An exploratory meeting was held on 24 June to bring together interested parties and discuss feasibility. A draft Pilot proposal has been shared with the WGDisasters Chair/Vice Chair for review. Wildfire Pilot scoping will be a dedicated agenda topic during WGDisasters-14.
* WGDisasters-14 will be a virtual meeting, held 1100-1400 UTC during 1-3 September.

**WGClimate**

Jörg Schulz (EUMETSAT, WGClimate Chair) reported:

* ECV Inventory #3 was published on July 30, 2020, on the WGClimate web page (<https://climatemonitoring.info/ecvinventory>). CEOS SEC Action **238-07** is completed.
* The delivery of the Cycle 3 Gap Analysis and Coordinated Action Plan has moved to Autumn 2020 (due to COVID-19’s impact on EUMETSAT contractors), but should be ready for CEOS Plenary approval.
* A use case gathering tool has been integrated into the climate “Use Cases” web page (<https://climatemonitoring.info/use-cases>) and opened for submissions on July 27, 2020. It was advertised on Twitter on August 4, 2020 and GEO forwarded the announcement to their mailing list on July 30, 2020. All submissions are welcome.
* The Greenhouse Gas (GHG) Task Team provided an update of the GHG Roadmap document (v2.4) for the CGMS-48 Plenary on August 25 and 26. This version includes extra details around engagement with UNFCCC and their *ad hoc* group on the global stocktakes.
* WGClimate-13 is still planned to take place between the SIT Technical Workshop and the CEOS Plenary as a virtual meeting (two four-hour sessions).

**WGISS**

Robert Woodcock (CSIRO, WGISS Chair) could not attend. A written report and apology was received following the meeting. The report is included in the v1.2 compilation.

**WGCapD**

Nancy Searby (NASA, WGCapD Chair) reported:

* WGCapD is coordinating with the CEOS Systems Engineering Office (SEO) to enhance the CEOS training calendar with additional features and functionality, including social media sharing options. Also redesigned the homepage to provide a more structured appearance for users.
* Planning for the August 2020 monthly Space Capacity Development Advisory Board (SCDAB) meeting, which will focus on evaluating options for convening the board by the end of 2020.
* Continuing coordination with the GEO Working Group on Capacity Development (WG CD) and AmeriGEO activities.
* Holding the second round of four quarterly regional calls as follows: Europe on September 22, 2020; Asia-Oceania on September 23, 2020; Africa on September 25, 2020; and Americas on September 29, 2020. These are focused on capacity development activities in the regions; other suggestions are welcome.
* Exploring dates in March 2021 for the WGCap-10 annual meeting (to take place in advance of SIT-36).
* CB-18-06: opening the multilingual MOOC for advanced practitioners/experts on radar backscatter has been delayed from July due to the pandemic, and is now expected to open in the September/October timeframe.

**WGCV**

Cindy Ong (CSIRO, WGCV Chair) reported:

* The first draft of a consolidated statement of contributions from WGCV for the Greenhouse Gas (GHG) tasks of WGClimate has been submitted. WGCV will now await further instructions from the GHG task leaders.
* Another site (Baotou – Sandy, China) has been accepted as part of RadCalNet.
1. **CEOS Executive Officer (CEO) Terms of Reference Update**

Raj Kumar (ISRO, CEOS Chair Team) reported:

* A meeting was held earlier this week to discuss the revision of the CEOS Executive Officer Terms of Reference.
* This revision is being undertaken primarily to enable a contractor to take on the role, but it will also address some other necessary updates. The discussions covered the description of ‘contractor’ in this context; external stakeholder meeting representation; and, conflicts of interest and how these should be identified in the paper.
* The plan for SIT Technical Workshop and the procedure for endorsement of the new Terms of Reference were also discussed. It was agreed that the SIT Technical Workshop be used as an opportunity for all CEOS Agencies to provide inputs and ask clarifying questions (with the updated document to be shared beforehand). A virtual endorsement could then go ahead after SIT Technical Workshop (or during CEOS Plenary if required). An endorsement ahead of Plenary would allow the candidate to be engaged at the meeting and to start becoming familiar with the role as soon as possible.
* The long-term continuity of CEO and Deputy CEO staffing still needs to be resolved.

Ivan Petiteville (ESA, SIT Vice Chair Team) requested to be added to the team undertaking the Terms of Reference update. He was added to the email discussion thread.

1. **CEOS Executive Officer (CEO) Report**

Kerry Sawyer (NOAA, CEOS Executive Officer) reported:

* Online CEOS Deliverables Tool: the SEO team is working to get the new information updated and ready for release. There are a few issues regarding access permissions for responsible and contributing entities that need to be resolved in consultation with the CEOS working teams.
* 2020-2022 CEOS Work Plan: The document was finalised on August 7 and is now online. Kerry thanked all of the contributors.
1. **SIT Chair Report**

Adam Lewis (GA, SIT Co-Chair) reported on SIT Technical Workshop:

* A draft Meeting Protocols and Technical Guidance document has been circulated to the CEOS community for comments.
	+ Thoughts from SEC members are encouraged prior to August 25.
	+ It proposes a more informal approach for the majority of sessions, consistent with the nature of a SIT Technical Workshop.
	+ The opening and closing sessions will be similar to SIT-35.
	+ WebEx, rather than Zoom, will be used as the backup technology. GoToMeeting will remain the primary technology.
* The SIT Chair Team has received comments on the draft SIT Technical Workshop agenda from a number of CEOS Agencies, as well as from specific working teams.
	+ Any final thoughts from SEC are sought during this meeting.
	+ The SIT Chair Team will release a ‘pre-final’ version of the SIT Technical Workshop agenda to the broader CEOS community around August 25.
	+ No proposals have been received for the ‘Ideas Stage’ session to date.
	+ The ‘pre-final’ version will be complete in terms of the structure, nature and timing of sessions with only minor changes to detailed session agendas (e.g., confirmation of speakers, ordering) expected after that point.
	+ The SIT Chair Team is aware of issues around session timing, particularly for attendees from the US/Canada West Coast and Asia/Australia/Pacific region.
* A preparation call will be held with session leads on the 27th of August for a final review of Technical Workshop preparations, and to identify any outstanding issues (e.g., availability of people).
* SEC Agencies are kindly requested to work internally to help the SIT Chair Team confirm presenters and session leads as soon as possible.

Alex Held (CSIRO, SIT Co-Chair) reported on the Sustainable Development Goals *Ad Hoc* Team (SDG-AHT):

* SEC representatives are encouraged to discuss internally within their agencies the three options proposed on the continuity of the SDG-AHT: renew the AHT, find a new home in CEOS (now unlikely to be implemented by the 2020 CEOS Plenary), be ‘absorbed’ by GEO (i.e., no further CEOS coordination mechanism). This will be discussed at the next SDG call (August 25th) with the AHT members and during the SIT Technical Workshop SDG session.
1. **GEO SEC Report**

Doug Cripe (GEO Secretariat) reported:

* Nominations are open for the GEO Individual Excellence Award until the end of the month. The award seeks to recognise those that have made exceptional contributions to GEO and a commitment to the GEO vision and mission. Three awards will be made, likely during the virtual GEO Week meeting. Nominations can be submitted via the GEO website.
* The GEO Programme Board will be held September 1-3, 2020. The meeting will cover updates to the Work Plan, GEO Virtual Symposium lessons learned, and some discussions on the Programme Board subgroups that have been established. The Pacific Island Advisory Group will provide an update and there will also be a report on GEO cloud computing programs, including lessons learned and transition plans.
* GEO Week 2020 Online: a draft plan has been shared with the Executive Committee. The focus will be on efforts to implement the Canberra Declaration. The meeting will consist of videos, live panels, virtual industry sessions, a GEO highlights report, and an extraordinary Executive Committee meeting that will be open to all GEO Members (as observers).
1. **SEO Report**

Brian Killough (NASA, SEO) reported:

* The SEO will lead a briefing with Google on August 26. The SEO is partnering with GPSDD (Global Partnership for Sustainable Development Data) to use Google Cloud credits in order to demonstrate the Open Data Cube connected to Google Earth Engine datasets. The SEO has created several unique Jupyter notebook algorithms for interoperable products using Landsat 8, Sentinel-1, Sentinel-2 and ALOS, as well as other datasets (e.g., SRTM DEM, VIIRS night lights, rainfall, air temperature). The applications include water detection, cloud masking, mission coincidences, and urban extent.
* The first Digital Earth Americas Workshop was held on August 19. The event was led by the CEOS SEO, INEGI (Mexico) and CEPAL (Chile). Also included in the meeting was GEO, GPSDD and eight other countries from the region. The meeting was focused on needs in the region and how a regional Data Cube (similar to Digital Earth Africa) could support users. Despite originally being planned as a small stakeholder meeting, around 80 people attended – highlighting the strong interest.
* The annual IGARSS conference will be held virtually from September 28 to October 2. The SEO is leading a session with GA on Open Data Cube (ODC) and Analysis Ready Data (ARD). 12 papers are planned for these topic areas.
1. **2020 CEOS Plenary**

Raj Kumar (ISRO, CEOS Chair Team) reported:

* The draft agenda has been shared with CEOS SEC for feedback before it is distributed more broadly. Final SEC feedback on the first draft is requested by the end of this week. The draft meeting objectives and week at a glance have already been distributed to the whole CEOS community.
* Raj briefly reviewed the draft meeting objectives and week at a glance. The meeting will be held across three days (October 20-22).

The meeting start time has been proposed as 11:00 UTC. Raj noted that like with the SIT Technical Workshop, balancing timing inconvenience is a challenge.

**It was agreed by the SEC that the meeting start time be brought forward by one hour to 10:00 UTC to better balance the early morning/late night burden.**

Jonathon Ross (GA, SIT Chair Team) thanked the NOAA and NASA representatives for making the suggestion and agreeing to adjust the timing.

1. **AOB, Next Meeting, Adjourn**

*2022 CEOS Chair*

Raj Kumar (ISRO, CEOS Chair Team) noted that the CEOS Chair has asked the European permanent CEOS Secretariat agencies for their guidance regarding a nomination for the 2022 CEOS Chair, which based on the usual geographic rotation is expected to come from the Europe/Africa region.

Ivan Petiteville (ESA, SIT Vice Chair Team) noted that he is awaiting a response from the CEOS Principal of one European space agency and hopes to have more information to share at the SIT Technical Workshop.

*Meeting Close*

Raj Kumar (ISRO, CEOS Chair Team) thanked everyone for attending. CEOS SEC-269 will be held on September 3 and will take the form of a standard pre-SIT Technical Workshop meeting.

The plan for CEOS SEC teleconferences/meetings leading up to the 2020 Plenary is as follows (typically Thursday):

SEC-269: September 3, 2020 (CEOS SIT Technical Workshop preparation)

SEC-270: October 1, 2020

SEC-271: October 19, 2020 (alongside the 34th CEOS Plenary)

Matt Steventon (Secretariat, CEOS Chair Team) asked for feedback on the proposed October 19 date for SEC-271 (the day before CEOS Plenary, at 7am US East). The proposal was agreed.