**Minutes V1.0**

**272nd CEOS SECRETARIAT MEETING**

Thursday 29 October 2020

Chaired by NASA

**Participants**

**CEO:** Kerry Sawyer, Marie-Claire Greening (incoming CEO)

**ESA:** Ivan Petiteville

**EUMETSAT:** Robert Husband

**GEO SEC:** Doug Cripe

**ISRO:** Raj Kumar

**JAXA:** Osamu Ochiai, Ko Hamamoto, Yukio Haruyama, Toshi Kamei

**CEOS Chair Team, NASA:** Karen St. Germain (Chair), Sandra Cauffman, Christine Bognar,
Andy Mitchell, George Dyke, Matthew Steventon

**NOAA:** Chuck Wooldridge

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

**SEO:** Brian Killough

**WGCapD:** Lauren Childs-Gleason, Yasha Moz

**WGClimate:** Albrecht von Bargen, Jeff Privette

**WGCV:**  Akihiko Kuze

**WGDisasters:** David Green, Pierric Ferrier, Dave Borges

**WGISS:** Makoto Natsuisaka

**LSI-VC:** Zoltan Szantoi

1. **Welcome**

Karen St. Germain (NASA, CEOS Chair) welcomed everyone to the call. She thanked the ISRO CEOS Chair Team for a successful CEOS Plenary – the first held completely virtually – and for making 2020 a very productive year for CEOS despite challenges posed by the pandemic.

Karen also thanked the CSIRO-GA SIT Chair Team for their leadership and congratulated them for successfully executing the first year of their priority topics. She also thanked the members of the CEOS Secretariat for keeping CEOS activities on track.

Karen indicated that this is the SEC meeting that usually takes place immediately after the Plenary. As such, this Sec meeting is not a full meeting with the usual reporting. Karen added that she will be sharing chairing duties with Sandra Cauffman throughout the year.

Christine Bognar (NASA, CEOS Chair Team) added her thanks to both, CEOS Executive Officer (CEO) Kerry Sawyer and incoming CEO Marie-Claire Greening.

1. **Urgent Issues Related to CEOS Plenary**

**Actions and Decisions**

Christine Bognar (NASA, CEOS Chair Team) noted that the draft decisions and actions from the 2020 CEOS Plenary were distributed by the ISRO 2020 CEOS Chair Team to CEOS SEC for a quick turnaround initial review, ahead of their circulation (still as a draft) to the rest of the CEOS community for review and comment.

**CEOS Analysis Ready Data (ARD) Logo**

Jonathon Ross (GA, SIT Chair Team) provided further clarifying information on the CEOS Analysis Ready Data logo that was introduced to the broader CEOS community for the first time at the 2020 CEOS Plenary. Some CEOS leadership noted that the logo had not been shared previously with CEOS leadership. It was noted that USGS has since temporarily removed the logo from their website.

Jono reported that ARD has been a priority for CEOS since approximately 2016, as captured in the existing CEOS ARD Strategy and the various endorsements associated with it. A key pillar of the activity has been the development of the CEOS Analysis Ready Data for Land (CARD4L) Framework and Product Family Specifications (PFS). There is now a robust process whereby an agency can ask to assess products against those Specifications, and a number of these are underway. The LSI-VC and SIT Chair Teams desired to have a clear, simple, visual element to communicate that this process has been followed and achieved, and this is the objective of the CEOS ARD logo. The SIT Chair Team and LSI-VC collaborated to create a logo that works for both land and non-land products.

The SIT Chair Team and LSI-VC (represented by Zoltan Szantoi, COM) requested the CEOS Secretariat to assess if SEC is comfortable with the use of the logo by CEOS Agencies in connection with data products that have been passed by LSI-VC and WGCV through the CARD4L process. Zoltan noted that the logo was first developed in consultation with the LSI-VC and its sub-teams, and CEOS SEC approval is now sought as well.

Brian Killough (SEO, NASA) noted there were two versions of the logo, a ‘full’ and ‘condensed’ version, with the former perhaps looking a bit too similar to the CEOS logo.

Kerry Sawyer (CEOS Executive Officer, NOAA) noted the lack of engagement with CEOS leadership in the process used to develop the logo and how it was communicated to CEOS as an already approved logo. She indicated that any logos developed should be considered a “CEOS branding” matter, noting the importance of ensuring that the CEOS logo is appropriately utilized. While there is no CEOS process for logos, increased transparency, particularly with CEOS SEC, should have been accomplished. The process should be made clearer in future.

Jonathon noted that the current time sensitivity is driven by USGS wanting to include the CEOS ARD logo in their Landsat Collection 2 launch, which is an excellent opportunity for CEOS to promote the CEOS ARD concept by including the logo in this high-profile release.

CEOS SEC agreed to the use of the condensed version (only) of the CEOS ARD logo:

1. By CEOS Agencies;
2. In connection with products that have been passed by LSI-VC/WGCV through the CARD4L process.

Zoltan shared with the SEC that there were no bad intentions. The logo was developed organically with a positive purpose and good intentions.

Kerry recommended that the LSI-VC and SIT Chair Teams prepare a one-page document detailing what requirements must be met for a dataset to be granted the CEOS ARD logo. CEOS SEC agreed that a short document will be prepared codifying the above. There is no need to wait for this document to start using the logo, provided that the conditions mentioned above are followed.

CEOS SEC also agreed that a small group, including Jonathon Ross, Brian Killough, Kerry Sawyer, and Zoltan Szantoi will draft guidelines on the use of logos in CEOS. Brian volunteered to be involved in the development of a broader logo policy, building on branding related work done by Kim Holloway (SEO team) as part of the CEOS communications plan some years ago.

|  |  |  |
| --- | --- | --- |
| **272-01** | Zoltan Szantoi, Brian Killough, and Jonathon Ross to prepare a half-page guideline on the use of the condensed version of the CEOS ARD logo, which was agreed by the CEOS Secretariat for use:1. By CEOS Agencies;
2. In connection with products that have been passed by LSI-VC/WGCV through the CARD4L process.
 | **SEC-274** |
| **272-02** | CEOS Executive Officer to convene a small group (led by the CEO, and including Brian Killough (SEO), and Jonathon Ross (SIT Chair Team)) to draft a process and policy on the use of logos in CEOS. | **SEC-274** |

**2022 CEOS Chair**

Christine Bognar (NASA, CEOS Chair Team) recalled the intervention from Selma Cherchali (CNES) at CEOS Plenary regarding the consideration CNES is giving to the possibility of serving as CEOS Chair in 2022. A Plenary action was recorded for CNES to confirm their intent by the end of November 2020.

Pierric Ferrier (CNES) reported that the CNES team is discussing the prospect internally and seeking to confirm the availability of the necessary resources with their management. While this is in progress, Pierric noted that an answer will be provided by the end of November as planned.

**2021 CEOS Chair Priorities**

Christine Bognar (NASA, CEOS Chair Team) recalled that the NASA CEOS Chair Team has welcomed feedback on their overall theme for 2021 – to aid the development of a document describing how the 2021 CEOS Chair theme will be integrated into existing CEOS activities. The document will be completed by December 15 (feedback after this date will still be welcome).

|  |  |  |
| --- | --- | --- |
| **272-03** | NASA CEOS Chair Team to redistribute (to the CEOS community) the one-page 2021 CEOS Chair theme summary, and presentation by Karen St. Germain at the 2020 CEOS Plenary to the CEOS community. The CEOS Chair will invite the CEOS community to offer ideas/input for a document being drafted by the CEOS Chair team by Dec. 15 on integrating the theme, “Space-based Earth Observation Data for Open Science and Decision Support” into existing CEOS activities. | **ASAP** |

The concept behind the selection of this theme was not to increase the significant workload of CEOS, but instead, to look holistically across its vast portfolio and to amplify its visibility, profile, and impact worldwide through a lens of Open Science and Decision Support.

As an example, Brian Killough (NASA, CEOS Chair Team) noted that the Systems Engineering Office (SEO) aims to apply the theme to the Open Data Cube (ODC) work by using the ODC Sandbox to promote open science approaches.

David Green (NASA, WGDisasters Chair) would like to apply WGDisasters in this direction by looking at open mapping and platforms to increase the usability of data for disasters and related research. The first step will be to review and summarise existing open practices, and this will be done over the 1-2 months.

Robert Husband (EUMETSAT) suggested that the WGClimate Climate Data Record (CDR) use case activity could be a good candidate. Christine noted that this activity is identified in the 2021 CEOS Chair one-page theme summary that was posted online as a 2020 CEOS Plenary document for information and reference.

1. **CEOS Secretariat Proposed Schedule for the Coming Year**

Christine Bognar (NASA, CEOS Chair Team) recalled the proposed schedule of CEOS Secretariat meetings for the coming year, which was circulated in the agenda for this call:

|  |  |
| --- | --- |
| SEC-273: November 19, 2020SEC-274: December 17, 2020SEC-275: January 14, 2021SEC-276: February 18, 2021SEC-277: March 18, 2021 (CEOS SIT-36)SEC-278: April 15, 2021SEC-279: May 13, 2021 | SEC-280: June 10, 2021SEC-281: July 15, 2021SEC-282: August 12, 2021SEC-283: September 2021 (2021 CEOS SIT TW)SEC-284: October 14, 2021SEC-285: Oct./Nov. 2021 (35th CEOS Plenary) |

Jonathon Ross (GA, SIT Chair Team) questioned the August 12 call, noting that in the past CEOS SEC typically avoided an August call due to the northern hemisphere summer holidays. The CEOS Secretariat agreed, noting the possibility of low attendance if the meeting is held in mid-August. Kerry suggested that the 12 August call be moved later in August or to early September, prior to the SIT Technical Workshop. Christine agreed that a SEC meeting ahead of the SIT Technical Workshop is desirable from a planning perspective. It was agreed that this call (SEC-282) should instead be moved to late August/early September. The rest of the schedule was formally approved.

|  |  |  |
| --- | --- | --- |
| **272-04** | NASA CEOS Chair Team to identify an alternative date for the CEOS SEC-282 meeting, sometime in late August or early September. | **Date to be confirmed at SEC-273** |

1. **Readiness for Near-term Key Meetings & 2021 Outlook**

Kerry Sawyer (NOAA, CEOS Executive Officer) directed SEC to the calendar of events included with the agenda for this meeting. Kerry welcomed additional inputs to the calendar from the Working Group Leads and CEOS Secretariat members.

Kerry also noted that she distributed the details of GEO Week 2020, including a link to register for updates, to the CEOS community back in September.

**CEOS Participation in GEO Week 2020**

Jonathon Ross (GA, SIT Chair Team) reported that earlier this year, the GEO Executive Committee made the decision that there would be no GEO Plenary in 2020 (face-to-face or virtual). There is no need for CEOS to name an official delegation to the GEO Plenary as it has in past years. Unfortunately, this also means there will be no exhibit space, for which the SEO usually runs a CEOS booth that is among the most popular exhibit spaces at GEO plenaries. Instead, this year the GEO ExCom established a sub-team to devise an event that could be delivered virtually.

GEO also decided that the GEO Executive Committee will meet as usual in a closed meeting, but that this will be supplemented by an extraordinary meeting of the Executive Committee (open to all GEO Members) to cover key procedural tasks that the GEO Plenary would normally address.

Jonathon Ross explained that CEOS will participate in both activities. CEOS will participate in the former in its Participating Organization (PO) Observer capacity. CEOS will be represented by the SIT Co-Chairs, Alex Held and Adam Lewis, supported by the CEO Kerry Sawyer, Incoming CEO Marie-Claire Greening, and the SIT Chair Team. The group is currently reviewing the documents distributed for these respective meetings.

The broader GEO Week will be as follows:

* Monday: Opening business, which will include the *CEOS Statement to GEO Week 2020* that was endorsed by 2020 CEOS Plenary.
* Tuesday/Wednesday: Virtual Industry Track, GEO Award ceremony.
* Thursday/Friday: Panel sessions. There will be no formal intervention statements, but there will be opportunities for general questions and answers.

The CEOS team is interested in connecting with others who are attending on behalf of their respective CEOS Agency.

Doug Cripe (GEO Secretariat) clarified that the Industry Track and ExCom meeting will not be in parallel on Tuesday; they will be sequential. On Wednesday they will be held in parallel. Doug added that the Industry Track requires registration, unlike the rest of the sessions.

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

Christine Bognar (NASA, CEOS Chair Team) welcomed Marie-Claire Greening as Incoming CEO and invited her to make some introductory remarks. Marie-Claire told the SEC that she is happy to be with CEOS again after her experience with WGCV and WGClimate, as well as her support to a past CEOS Executive Officer, Tim Stryker of USGS. She is already working with Kerry Sawyer (CEOS Executive Officer) to get up to speed.

Kerry noted for the SEC that she is working with the SEO team on updates to the CEOS website, mailing lists, organisational chart, and CEOS letterhead. She is also coordinating the customary letter from the new CEOS Chair to the GEO Secretariat informing them of the recent changes in CEOS leadership and changes in CEOS representation for GEO following the 2020 CEOS Plenary. Christine noted the letter had been forwarded to Karen St. Germain’s office for signature.

Christine reviewed the actions from the meeting. She thanked everyone for participating and adjourned the meeting. CEOS SEC-273 will be held on November 19, 2020. The start time for the teleconference will be 7 AM US East and written reports will resume.