**Minutes V1.0**

**277th CEOS SECRETARIAT MEETING**

Thursday 18 March 2021

Chaired by NASA

**Participants**

**CEO:** Marie-Claire Greening

**EUMETSAT:** Robert Husband, Jörg Schulz

**JAXA:** Yukio Haruyama, Koji Akiyama

**NASA:** Karen St. Germain (Chair), Sandra Cauffman, Christine Bognar, George Dyke, Matthew Steventon, Stephen Ward, Andy Masciola, Laura Mulvey

**NOAA:** Kerry Sawyer

**SIT Chair Team:** Adam Lewis, Andreia Siqueira, Jonathon Ross

**SEO:** Kim Holloway
**WGCapD:** Nancy Searby, Lauren Childs, Yasha Moz

**WGClimate:** Jeff Privette

**WGCV:**  Akihiko Kuze

**WGDisasters:** David Green

**WGISS:** Makoto Natsuisaka

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

Karen St.Germain (NASA, CEOS Chair) welcomed everyone to SEC-277.

Karen thanked Alex Held, Adam Lewis, and the entire SIT Chair Team for planning and organising the upcoming SIT-36 meeting. She complimented them on the final agenda, which includes links to documents for information and endorsement. Karen noted that the CEOS community appreciates such clarity.

Karen also thanked and congratulated Marie-Claire Greening (CEOS Executive Officer) for her great effort in completing and formally distributing for endorsement the CEOS 2021-2023 Work Plan.

1. **Action Status**

Christine Bognar (NASA, CEOS Chair Team) reviewed the status of pending SEC actions and requested updates from the actionees. The following updates were noted:

**274-02:** *CEOS SEC representatives to consider potential candidates for the WGDisasters Data Coordination Team (DCT) Lead Role. This person could be anyone from across the CEOS community.*

David Green (NASA, WGDisasters Chair) noted that the DCT vacancy was discussed at the recent WGDisasters virtual meeting. No definite candidates have been identified, but there is potential interest from CSIRO to propose a candidate. David will follow up with Alex Held (CSIRO).

**276-03:** *SEC Agencies to consider potential candidates for the WGCapD Chair and Vice Chair positions.*

Nancy Searby (NASA, WGCapD Chair) posed a question to the SEC regarding whether a CEOS Associate member is able to nominate for the Chair or Vice Chair position of a CEOS Working Group. Kerry Sawyer (NOAA) confirmed that CEOS Associate members are allowed to nominate for these positions.

Nancy noted that she will be following up with UNOOSA, a CEOS Associate member.

Nancy noted that the WGCapD leadership topic will be discussed during the SIT-36 Special Plenary session (Session 9.1). The CEOS Chair team proposed this option instead of discussing the topic during the WGCapD showcase segment (6.1) when Nancy will present on EOTEC DevNet, which is slated for endorsement. Adam Lewis (GA, SIT Co-Chair) agreed that this approach will ensure that the time allowed in 6.1 will focus CEOS attention on EOTEC DevNet.

1. **SIT-36 Agenda Walkthrough**

Adam Lewis (GA, SIT Co-Chair) reviewed the agenda for SIT-36. The following discussion points were noted:

* The distinction between a decision and endorsement was raised in relation to the *CEOS Strategy to Support the Global Stocktake of the UNFCCC Paris Agreement* (SIT-36 Topic 3.4). In this case, a decision is sought on actions and the way forward versus endorsement of the background paper. The CEOS Chair and SIT Chair teams want the agenda item to focus on the substance of the actions and support of the suggested actionees. Adam noted that robust discussion is expected.
* The allocation of only five minutes to item 9.1 (CEOS Plenary Session) was questioned. Adam confirmed that the item agenda time can be extended if needed.
1. **Meetings and Events Calendar**

Marie-Claire Greening (CEOS Executive Officer) noted the calendar supplied in Annex II of the agenda for SEC-277. There are no events to raise for discussion at SEC-277.

Marie-Claire noted that the calendar is updated regularly; it is included with each SEC agenda; and it is posted on the CEOS website. She requested that the SEC inform her if there are any events missing from the calendar.

Christine Bognar (NASA, CEOS Chair Team) noted that the 2021 GEO Plenary will be held virtually on November 22-26.

Christine also noted that the CEOS Chair team proposes the 2021 CEOS Plenary be held on November 2-4 (Tuesday-Thursday) as a virtual meeting. An email will be sent to the CEOS community to check on any conflicts.

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

**2021 CEOS Chair Theme Update**

The Implementation Plan for the 2021 CEOS Chair Theme: *“Space-based Earth Observation Data for Open Science and Decision Support”* has been finalised and posted on the SIT-36 meeting website. Christine Bognar (NASA, CEOS Chair Team) thanked the CEOS community for its input and support in crafting the document.

**Next Meeting and Adjournment**

Christine thanked everyone for participating. CEOS SEC-278 will be held on April 15, 2021. The start time for the teleconference will be 7 AM US East.

Christine and Karen St.Germain (NASA, CEOS Chair) once again thanked the SIT Chair Team for developing a clear and effective SIT-36 agenda, and Marie-Claire Greening (CEOS Executive Officer) for the timely and thorough update of the CEOS 2021-2023 Work Plan. The meeting was adjourned.