**Minutes V1.0**

**285th CEOS SECRETARIAT MEETING**

Thursday 28 October 2021

Chaired by NASA

**Participants**

**CEO:** Marie-Claire Greening

**CNES:** Aurélien Sacotte

**ESA:** Ivan Petiteville, Stephen Briggs

**EUMETSAT:** Robert Husband

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

**NASA:** Sandra Cauffman, Christine Bognar, Andy Mitchell, Sydney Neugebauer, Stephen Ward, Matt Steventon, George Dyke

**NOAA:** Kerry Sawyer

**SEO:** Brian Killough

**SIT Chair Team:** Adam Lewis, Jonathon Ross, Flora Kerblat
**WGCapD:** Nancy Searby, Lauren Childs-Gleason, Yasha Moz

**WGCV:**  Akihiko Kuze

**WGDisasters:** David Green

**WGISS:** Robert Woodcock, Makoto Natsuisaka

1. **Welcome and Introductions**

Sandra Cauffman (NASA, CEOS Chair Team) welcomed everyone to SEC-285. This will be the last SEC meeting chaired by NASA during their term as CEOS Chair. Karen St. Germain (NASA, CEOS Chair) is in Dubai attending IAC, and is unable to join us today.

Chairing on Karen’s behalf, Sandra began by thanking SEC members for their time and efforts over the past year. Sandra also thanked the CSIRO-GA SIT Chair team for keeping the pulse of CEOS and ensuring that the SEC was aware of progress on implementation. Sandra also thanked the Chair team, noting that maintaining accurate and timely Secretariat records is part of CEOS transparency.

Sandra acknowledged the contributions of Marie-Claire Greening (CEO), who has done an outstanding job in her first year as CEOS Executive Officer. Sandra also remarked that the incoming CNES CEOS Chair and ESA SIT Chair teams will be in good hands with support from Marie-Claire as CEO.

Sandra also thanked Brian Killough for the cross-cutting efforts of the SEO in support of CEOS. Sandra noted that she and Karen would share the responsibility for chairing during the 4 days of the 2021 CEOS Plenary (Nov. 1-4). She ended her introductory remarks by saying that the CEOS Chair team looks forward to welcoming everyone for this year’s CEOS Plenary.

1. **Review of Agenda**

Christine Bognar (NASA, CEOS Chair Team) reviewed the agenda for SEC-285 and opened the floor for changes or additions to the agenda. No changes were raised.

1. **Review of Actions**

Christine Bognar (NASA, CEOS Chair Team) noted the following action status updates:

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

**SEC-276-03** has been completed. Nancy Searby (WGCapD) thanked SANSA for their nomination for the Vice Chair position and noted that she has received communications from approximately seven agencies expressing their support for the nomination.

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| **282-02** | CEOS Agencies that will be represented at COP26 to inform Marie-Claire Greening of their delegations. |

**SEC-282-02** remains open. Marie-Claire Greening (CEO) is hoping to gather the information on the delegates to COP26 and share it with the SEC by 29 October. Marie-Claire asked for anyone with further information on their agency’s plans for COP26 to let her know by 28 October.

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| **283-02** | SIT Chair Team and CEOS Chair Team to discuss a coordinated CEOS response to WMO about the proposed *Unified Policy for the International Exchange of Earth System Data*. |

**SEC-283-02** was closed. Adam Lewis (GA, SIT Co-Chair) suggested that the action may need to be updated to reflect that this will be carried forward by the incoming ESA SIT Chair Team. Ivan Petiteville (ESA) noted that it is difficult to find a consensus regarding this matter, as each agency has its own policies regarding the distribution of data. It was also noted that since the WMO functions at the intergovernmental level, the topic will be addressed at the national level through bilateral discussions. Ivan and Adam agreed the action can be closed.

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| **284-01** | CEOS Chair Team to share the IAC presentation with the CEOS community before it is presented and make the presentation a news item on the CEOS website/Twitter. |

**SEC-284-01:** Marie-Claire Greening (CEO) contacted the NASA team regarding Karen’s IAC presentation to ask if there were changes to the version that had been sent to Karen. When it is available, Marie-Claire will share the final version of the presentation with the SEC.

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| **284-02** | Beth Greenaway to send the program for the UK part of the Earth Information Day at COP26 to the SEC once available. |

**SEC-284-02:** Marie-Claire Greening (CEO) will share the latest information related to Earth Information Day and COP26 by the end of the week.

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| **CEOS-33-03** | European Commission to plan a workshop at the Joint Research Centre to support dialogue among the Greenhouse Gas and Agriculture, Forestry and Other Land Use (AFOLU) communities. |

**CEOS-33-03** is in progress. Osamu Ochiai (JAXA) noted the AFOLU workshop is being planned, with the dates set as November 15, 18, and 19. The program has been updated to reflect the latest developments and numerous experts are invited from across the monitoring and modelling communities.

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| **CEOS-34-16** | CEOS Sustainable Development Goals *Ad Hoc* Team (SDG-AHT) to prepare inputs (according to the roadmap proposed) to the 2021 CEOS Plenary outlining the proposed new permanent mechanism. |

**CEOS-34-16** remains open. Christine noted that the way forward for CEOS SDG activities is a topic for endorsement at Plenary.

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| **SIT-TW-2021-01** | Feedback from CEOS Agencies was invited on the Draft Governance Framework for CEOS Analysis Ready Data (ARD) and the accompanying template PFS via email before both documents are finalised and presented for potential endorsement by the 2021 CEOS Plenary. |

**SIT-TW-2021-01** has been completed. Matt Steventon (CEOS Chair Team) noted the CEOS Analysis Ready Data (ARD) Governance Framework has been finalised, and he thanked all contributors for their input. The document can be found on the Plenary webpage.

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| **SIT-TW-2021-02** | In view of the transition in leadership of some members of the current CEOS Analysis Ready Data (ARD) Oversight Group, nominations were requested to ensure robust support and continuity. |

**SIT-TW-2021-02:** Adam Lewis (GA, SIT Co-Chair) noted that nominations and expressions of interest are being received for the CEOS Analysis Ready Data (ARD) Oversight Group. Ivan Petiteville (ESA) suggested the action remain open until after the Plenary to allow more agencies to express their interest. The due date will be updated to 5 November.

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| **SIT-TW-2021-09** | The CEOS AFOLU Roadmap team to reach out to CEOS Principals ahead of the 2021 CEOS Plenary to request support for escalation of a full Roadmap effort starting in 2022. |

**SIT-TW-2021-09:** Osamu Ochiai (JAXA) noted this action can be closed. He has sent an email to CEOS Principals, asking for support for the escalation of a full AFOLU Roadmap effort in 2022.

Jonathon Ross suggested reviewing the remaining actions by exception to save time. Rather than going down the list of the remaining actions one by one, Christine asked the SEC to offer updates where applicable. No further updates were raised.

1. **Walkthrough of the 35th CEOS Plenary Agenda**

Christine Bognar and Sandra Cauffman (NASA, CEOS Chair Team) reviewed the agenda for the 2021 CEOS Plenary. Christine began by noting that the CEOS Chair team has organized the meeting into 4 key sessions.

**Session 1 on Nov. 1**

**Welcome and CEOS Core Business**

* This session will include an intro on matters for decision or endorsement. We launch core business with the presentations for the two entities interested in becoming CEOS Associates.
* We also provide a platform to all 5 CEOS Working Groups (each will have 10 minutes to present and 5 minutes for discussion).
* The 7 VCs, which are also Core Business, are scheduled to present on Nov. 3.

In regard the two applications for CEOS Associate membership, Christine noted that the plan for the representatives of ECMWF and Portugal Space to make their presentations and disconnect from the virtual meeting for a few minutes while Plenary discusses their applications. They will be asked to dial in again for the decision.

Christine noted that GISTDA of Thailand has self-nominated for the role of 2023 CEOS Chair, under the leadership of Pakorn Apaphant.

**Session 2 on Nov. 2**

**CEOS Support to Key Stakeholders and Global Agendas**

* This session opens with the presentation of GEO Secretariat Director Yana Gevorgyan. We are delighted that Yana accepted to be the first speaker for this session in view of the intrinsic collaboration between CEOS as the remote sensing arm of GEO.
* Topics include: Global Stocktake (GST) related segments, COVERAGE, CEOS-COAST, discussion on potentially developing a CEOS Ocean Strategy, and the CEOS Biodiversity Activity.
* This session also provides the platform for the CEOS SDG *ad hoc* Team to present its recommendation to Plenary for the way forward on CEOS activities in support of the SDGs.

Regarding Session 2, Agenda Item 26, Ivan Petiteville (ESA) asked for clarification regarding the CEOS Ocean Strategy. Christine noted that this item will ask Plenary to consider the possibility of CEOS developing an Ocean Strategy, and potentially assembling a small team to make some recommendations on this. Adam Lewis (GA, SIT Co-Chair) clarified that a strategy isn’t an assumed outcome; it is possible that a different outcome could be the result of the discussions. Jonathon Ross (GA, SIT Chair Team) added that the SIT Chair and SIT Vice Chair have discussed the issue of ambiguity in the wording of the agenda item, and have agreed to make the purpose of the discussion very clear when the item is introduced during the CEOS Plenary.

Sandra reviewed Sessions 3 and 4.

**Session 3 on Nov. 3**

**Partnering with Purpose for Open Science and Decision Support**

* This session opens with a presentation on Open Science and is followed by the CEOS Chair’s presentation on the implementation of the 2021 CEOS Chair theme, *“Space-based Earth Observation Data for Open Science and Decision Support”*.
* The session will also feature CEOS Analysis Ready Data and provide a platform to all 7 Virtual Constellations (each will have 10 minutes to present and 5 minutes for discussion).

As the agenda currently stands, Kevin Murphy will open Session 3 with a presentation on Open Science, followed by the presentation of CEOS Chair, Karen St. Germain. Christine noted that the CEOS Chair Team has discussed the possibility of reversing this order to work around Karen’s other commitments. This remains TBC.

**Session 4 on Nov. 4**

**CEOS Leadership Transitions and Closing Business**

* We have reserved time in this session for matters from previous sessions that may need additional discussion or decision.
* This session continues to the time-honored practice in CEOS of leadership transition. This is a special year in that both the Chair role (from NASA to CNES) and SIT Chair role (from CSIRO-GA to ESA) are being transitioned. We only wish that this tradition could have been done in person, with the usual warm applause and celebration in the conference room!
* The Plenary will conclude with the customary review of Actions and Decisions, followed by closing remarks by the 2021 CEOS Chair, Karen St. Germain.

The agenda and all meeting materials to date are posted on the CEOS website, with thanks to the CEOS Chair Team for keeping it updated as presentations are received. The meeting protocols document has been uploaded. All participants are encouraged to read the protocols document closely, including the naming protocol. GoToMeeting will be the primary meeting platform, with WebEx as a backup. To save time, the meeting managers will advance slides for the presenters.

The next version of the agenda to be released will be the final. Christine clarified that the email sent recently is not asking CEOS Principals to read all meeting materials themselves. It is an invitation for Principals to work with their teams and to delegate as appropriate so their teams can make recommendations on what their respective agency’s position would be on the decisional topics, including matters for endorsement.

Christine noted that Kim Holloway (SEO) curated the registration list and removed some duplicates. Over 100 participants have registered from approximately 20 different CEOS agencies.

Marie-Claire Greening (CEO) thanked the CEOS Chair Team for the great job on the agenda, commending them on the story they have built across the four sessions.

1. **AOB**

Sandra Cauffman (NASA, CEOS Chair Team) announced that she is transitioning to NASA’s Astrophysics Division, where she will be Deputy Director. As a result, this will be her last SEC meeting and final CEOS Plenary. She thanked everyone for their support over her time in CEOS and in NASA’s Earth Science Division. The SEC wished Sandra all the best in her new role and noted that she will be greatly missed.

1. **Next Meeting and Adjournment**

Christine Bognar (NASA, CEOS Chair Team) thanked the SEC for their support and preparedness for the SEC meetings over the last year.

Sandra Cauffman (NASA, CEOS Chair Team) thanked everyone for their dedication to the CEOS SEC as an integral part of CEOS governance. The next CEOS SEC meeting will be chaired by the new CEOS Chair team from CNES. Aurélien Sacotte (CNES) announced that SEC-286 will be held on Thursday, November 18, 2021, at the usual time of 7am US East.