**Minutes V1.0**

**300th CEOS SECRETARIAT MEETING**

Tuesday 29 November 2022

Chaired by CNES

**Participants**

**CEO:** Marie-Claire Greening

**CNES:** Olivier Marsal, Aurélien Sacotte, Matt Steventon, Libby Rose

**EUMETSAT:** Robert Husband

**ESA SIT Chair Team:** Ivan Petiteville, Stephen Briggs, Alexis Sarraute

**GEOSEC:** Laurent Durieux

**GISTDA:** Pakorn Apaphant, Nuttavipa Thanthawewut, Tanita Suepa,

Atipat Wattanuntachai, Raweewan Nutpramoon

**JAXA:** Takeshi Hirabayashi, Osamu Ochiai, Toshi Kamei

**NASA:** Julie Robinson, Christine Bognar

**NOAA:** Steve Volz, Charles Wooldridge, Katy Mathews

**SEO:** Brian Killough, Dave Borges

**WGCV:**  Akihiko Kuze, Philippe Goryl

**WGCapD:** Jorge Del Rio Vera

**WGClimate:** Albrecht von Bargen

**WGDisasters:** Laura Frulla

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

Olivier Marsal (CNES, CEOS Chair Team) welcomed CEOS SEC to Biarritz for the 36th CEOS Plenary, and to the 300th meeting of the CEOS Secretariat. The agenda for this meeting is short and focused on preparation for the Plenary over the coming two days.

1. **Review of Open Action Items**

Olivier Marsal (CNES, CEOS Chair Team) reported:

Action Review

* SEC-295-02: *Marie-Claire Greening (CEO) to provide guidance to SST-VC on how to proceed with coordination between CGMS and SST-VC.*
	+ This action was closed at SEC-299. The SST-VC are currently discussing and framing the need internally, and this needs to be completed before the CEO can assist. Marie-Claire will continue to provide support where needed.
* SEC-298-01: *WGDisasters Chair to connect Philippine Space Agency contacts with the CEOS Chair Team so that a dialogue on potential application for CEOS membership can be established.*
	+ It was confirmed that SEC action 298-01 can be closed. Marie-Claire has connected with the Philippine Space Agency, and they are considering an application for CEOS membership, perhaps to be presented at next year’s CEOS Plenary meeting.
1. **Review of the 36th CEOS Plenary Agenda - Key Points**

Olivier Marsal (CNES, CEOS Chair Team) gave an overview of the seven sessions of the CEOS Plenary agenda and highlighted important items. The special session with OGS will be held at 8am on Thursday, December 1.

*Discussion*

Steve Volz (NOAA) asked whether the New Space side meeting is open to CEOS SEC members. Ivan Petiteville (ESA, SIT Chair Team) confirmed SEC members are invited to attend the side meeting.

1. **Next Meeting and Adjournment**

SEC-301 will be held at the close of CEOS Plenary, on Thursday December 1, at 6pm. This meeting will be chaired by GISTDA as the 2023 CEOS Chair, with the goal to resolve any issues raised during the Plenary that require urgent discussion by CEOS SEC.

CEOS SEC thanked the CNES CEOS Chair Team for a well organised year.