**Minutes V1.0**

**315th CEOS SECRETARIAT MEETING**

Thursday 16 November 2023

Chaired by CSA

**Participants**

**CEO:** Marie-Claire Greening

**CSA:** Eric Laliberté, Frederic Fournier, Matt Steventon, Stephen Ward, Libby Rose

**EUMETSAT:** Robert Husband (online)

**JAXA SIT Chair Team:** Osamu Ochiai, Yuko Nakamura, Satoshi Uenuma

**NASA:** Christine Bognar

**NOAA:** Charles Wooldridge, Katy Matthews

**SEO:** Dave Borges

**WGCapD:** –

**WGCV:**  Philippe Goryl

**WGClimate:** Jeff Privette

**WGDisasters:**  –

**WGISS:**  –

1. **Welcome by the 2024 CEOS Chair, Canadian Space Agency (CSA)**

Eric Laliberté (CSA, CEOS Chair) welcomed everyone to CEOS SEC-315, the first CEOS Secretariat meeting chaired by CSA. He thanked GISTDA for hosting an outstanding 2023 CEOS Plenary.

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

No urgent issues requiring discussion were raised by the Secretariat.

1. **CEOS Secretariat Proposed Schedule for 2024**

Eric Laliberté (CSA, CEOS Chair) referenced the proposed schedule below for CEOS SEC meetings in 2024, which was distributed by email with the agenda for the SEC-315 meeting. It was noted that some SEC participants had already begun their international travel to Chiang Rai when the document was sent and, as a result, had not yet had a chance to see the proposed schedule.

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| SEC-316: December 14, 2023  SEC-317: January 18, 2024  SEC-318: February 15, 2024  SEC-319: March 21, 2024  SEC-320: April 9, 2024 (SIT-39)  SEC-321: May 16, 2024 | SEC-322: June 20, 2024  SEC-323: July 18, 2024  SEC-324: September 5, 2024  SEC-325: Pre-SIT-TW meeting September 2024  SEC-326: October 10, 2024  SEC-327: October 22, 2024 (CEOS Plenary) |

Eric questioned the convention of skipping a meeting in August to accommodate the European summer holidays. He asked whether an August meeting could be added to the schedule, with attendance and ability to have a quorum to be assessed closer to the meeting date.

*Discussion*

* Christine Bognar (NASA) noted that NASA would not be opposed to scheduling a meeting in August and would ensure a representative could attend. She suggested that a date in early or late August would likely result in greater SEC participation.
* Marie-Claire Greening (CEOS Executive Officer) suggested that if a meeting were to be scheduled, holding it towards the end of August would be preferable.

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| **315-01** | CEOS Secretariat members are asked to review the proposed SEC meeting schedule for 2024 (included in the SEC-315 agenda distributed on Nov. 11) and send any comments to the CEOS Chair Team by SEC-316 at <csa-ceos-chair-2024@googlegroups.com>. The final schedule will be confirmed at SEC-316. | **SEC-316** |
| **315-02** | CEOS Secretariat members are asked to consider the possible addition of a SEC meeting in late August (perhaps August 15 or 22) and be prepared to discuss it at the SEC-316 meeting in December, when the final 2024 CEOS SEC schedule will be confirmed. Comments by email to the CEOS Chair Team <csa-ceos-chair-2024@googlegroups.com> are also welcome in advance of SEC-316.  *Note: August 15 would be better in terms of meeting spacing. However, this date falls during the Japanese Obon festival and is not in late August, as was suggested during the discussion.* | **SEC-316** |

1. **Readiness for Upcoming Meetings**

**UNFCCC 28th Conference of the Parties (COP 28)**

Jeff Privette (NOAA, WGClimate Chair) will prepare a condensed version of the Joint CEOS-CGMS Space Agency Statement to the UNFCCC Subsidiary Body for Scientific and Technological Advice (SBSTA) to be read at COP 28 by the Canadian delegation. The full statement, as endorsed by the 2023 CEOS Plenary, will be made available online.

**CEOS SIT-39**

Osamu Ochiai (JAXA, SIT Chair Team) reported that SIT-39 will be held on 9-11 April 2024, in Tokyo, Japan. JAXA will provide more information on the venue and meeting plans as soon as possible.

## AOB, Meeting Adjournment

Eric Laliberté (CSA, CEOS Chair) thanked participants for attending this brief meeting of the CEOS Secretariat. CEOS SEC-316 will be held virtually on Webex on December 14, 2023, at the usual time of 7am US Eastern ([other times](https://www.timeanddate.com/worldclock/fixedtime.html?iso=20231214T07&p1=263)).