**Minutes V1.0**

**316th CEOS SECRETARIAT MEETING**

Thursday 14 December 2023

Chaired by CSA

**Participants**

**CEO:** Marie-Claire Greening

**Incoming CEO Team:** Steven Ramage, Lefteris Mamais

**CSA:** Eric Laliberté, Frederic Fournier, Carmen Marcu, Matt Steventon, Libby Rose

**ESA:** Eleni Paliouras

**EUMETSAT:** Paul Counet, Robert Husband

**GISTDA** Poramet Thuwakham, Tanita Suepa

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

**NASA:** Christine Bognar

**NOAA:** Charles Wooldridge, Katy Matthews, Adria Schwarber

**SEO:** Dave Borges

**UKSA:**  Beth Greenaway

**WGCapD:** Dan Matsapola

**WGCV:**  Philippe Goryl

**WGClimate:** Jeff Privette

**WGDisasters:**  Laura Frulla

**WGISS:**  Tom Sohre, Nitant Dube

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

Eric Laliberté (CSA, CEOS Chair) welcomed participants to CEOS SEC-316, the first full meeting of the CEOS Secretariat under CSA’s term as CEOS Chair.

Marie-Claire Greening (CEOS Executive Officer) introduced Steven Ramage (Réseau Consulting) and Lefteris Mamais (Evenflow), who are the incoming CEOS Executive Officer team. Steven’s previous leadership roles include working at the Open Geospatial Consortium (OGC), the Group on Earth Observations (GEO) Secretariat and as an adviser to NASA SEO and the UK Space Agency. Steven has been running a small advisory services company since April 2023, through which he responded to the EUMETSAT ITT for the CEOS Executive Officer position. Lefteris (Co-founder and Director, Evenflow) will support Steven in the CEO role and has been working in the EO sector for the last 15 years.

Eric thanked the consortium of CEOS agencies in Europe, led by EUMETSAT, which are providing the financial support to cover the CEO responsibilities. The CSA CEOS Chair Team looks forward to working with Steven and Lefteris.

The SEC welcomes the new Working Group Chairs from WGDisasters (Laura Frulla, CONAE), WGISS (Tom Sohre, USGS) and WGCapD (Dan Matsapola, SANSA).

The CEOS Chair will invite the 2025 CEOS Chair Team from UKSA to participate in meetings of the CEOS Secretariat over the course of the next year in support of their preparation to serve as the next CEOS Chair. For efficiency, the appropriate level of participation will be coordinated offline between CSA and UKSA. Beth Greenaway (UKSA) joined SEC-316 and noted that she will be joined by Niall Bradshaw (UKSA) and perhaps, on an as needed basis, Harshbir Sangha and Paul Bate.

1. **Perspective on CEOS SEC Meetings**

Eric Laliberté (CSA, CEOS Chair) took the opportunity of this first meeting of CSA’s CEOS Chair term to reflect on the format and content of CEOS Secretariat meetings in the context of ensuring that these monthly calls are as effective as possible.

As noted in the CEOS Governance and Processes document, the objective of CEOS Secretariat meetings is to monitor the status and progress of activities in the CEOS Work Plan, stakeholder related business, and outreach.

In terms of CEOS Work Plan activities, Eric would specifically like to hear from Working Group Chairs about what is needed to facilitate and advance their work, including focusing on any roadblocks or issues that can be addressed with the support of the Secretariat. Eric would like to see the SEC meetings take a forward-looking approach with a focus on problem-solving.

Working Group Chairs have provided both written and oral reports. Going forward, Eric would like the focus of the oral reports to be on future activities, addressing issues, and facilitating discussion. Reports on past achievements and meetings can remain in the written report.

Eric opened the discussion by inviting SEC member perspectives on whether there is anything the CEOS Chair can do to increase the effectiveness of SEC meetings, particularly in regard to the reporting aspect.

*Discussion*

* Marie-Claire Greening (CEOS Executive Officer) supported the continuation of the written reports, noting they are good for traceability and have been vital in her role as CEO. The consolidated, regular reports are critical for CEOS leadership oversight.
* Charles Wooldridge (NOAA) thanked CSA for reflecting on the way these meetings are conducted. NOAA supports the step back and rethink and encourages any near-term adjustments if deemed necessary. Occasionally there are special topics outside of the usual reports that require a deeper, more strategic discussion, and the meetings where these topics have been given prominence and time often turn out to be the most effective and productive meetings. The meetings could also very usefully focus more on making connections and identifying synergies, gaps and overlaps between the Working Groups.
* The final minutes of the CEOS Secretariat meetings are distributed to the CEOS Members and Associates mailing lists for awareness across the organisation. The written reports are also attached for reference.
* Christine Bognar (NASA) recognised that the reports have strong value in demonstrating the complementarity that the Working Groups are communicating to CEOS leadership on a monthly basis. By their nature, the Working Groups cover cross-cutting topics, and their work affects all CEOS. The monthly check-in is of great importance to CEOS leadership to ensure that entities trying to support these activities are aware of the latest information and able to make decisions that will help advance them.
* Jeff Privette (NOAA, WGClimate Chair) has found the CEOS Executive Officer’s reports to be valuable. The synoptic overview of the organisation, which is large and complex, is very helpful. He added that the monthly SEC meetings are also useful community building exercises for the Secretariat, which eases interactions at the limited number of in-person meetings throughout the year.
* Philippe Goryl (ESA, WGCV Chair) agreed with everything that had been said and added that he finds the monthly reporting a bit too frequent. He suggested that Working Groups could perhaps provide a full report every two months, with interim months being restricted to select highlights.
* Osamu Ochiai (JAXA, SIT Chair Team) suggested that both the CEOS Chair and SIT Chair should report monthly. The JAXA SIT Chair will prepare written reports each month but aim to only cover specific future items or problems for discussion in the oral report.
* Christine noted in chat: *One suggestion would be to re-examine the written report template to see if the highlights requested need to change or be modified.*
* Dave Borges (SEO, NASA) is open to a change in reporting approach but doesn't have an issue with the monthly cadence. Dave noted that he self-filters his reports to only include higher priority updates and items of relevance to the Secretariat. He supported Christine’s comment about re-examining the written report template and suggested formalising the expectation for reporters regarding the level of detail requested.
* Marie-Claire agreed it could be good for the CEOS Chair Team to re-evaluate the written report template. She recalled that there is no mandated length of report and supported the self-filtering approach rather than strict bi-monthly full reporting, since each Working Group will be working on different timescales. A null report is acceptable.
* Jeff Privette (NOAA, WGClimate Chair) also supported the filtered reporting approach. It is the responsibility of the Working Group Chairs to report only on what this audience needs to know.
* The CEOS Chair concluded that it is clear the monthly reporting is valuable, and as such it will be continued, albeit with some adjustments. Going forward, reporters are asked to focus only on key aspects and new updates, particularly those that need discussion or could benefit from feedback or guidance from the SEC. The CEOS Chair Team will look at adjusting the written report template to help guide the content of these reports.
* The CEOS Chair Team has prepared a document to gather potential future SEC agenda topics, which require dedicated discussion time. This document will be distributed, and the SEC is asked to regularly review and add topics to the list over the course of 2024. Topics will be prioritised and selected based on their requirements and time constraints.
* Consistent with CSA’s CEOS Chair priorities paper, Eric sought the Secretariat's agreement to invite the Ecosystem Extent Task Team (EETT) co-leads to report to select Secretariat calls over the coming year. No objections were raised. The EETT co-leads have been asked to refine and share their additional, broader (i.e., beyond ecosystem extent) recommendations, with the view to provide additional guidance on future CEOS engagement in biodiversity.

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| **316-01** | CEOS Chair Team to re-examine and possibly revise the written report template for CEOS Secretariat meetings to emphasise reporting that focuses mainly on key aspects and new updates, particularly those that would benefit from CEOS SEC awareness, discussion, help and/or guidance. | **Before SEC-317** |
| **316-02** | CEOS Chair Team to share the link to the document that is being used to collate potential agenda items for future SEC meetings. SEC members are asked to regularly review and add topics to the list over the course of the 2024 calendar year. | **COMPLETE**  *Available* [*here*](https://docs.google.com/document/d/1d6s6p55TArvd_HcMiDYo5rkv3Uz_wrXTdB7fxGE2syw/edit?usp=sharing) |

1. **Confirmation of CEOS Secretariat Meeting Schedule for 2024**

Eric Laliberté (CSA, CEOS Chair) referenced the proposed schedule for CEOS SEC meetings for the CSA term (below), which was first presented at SEC-315 on November 16, 2023. The only comments received centred on the potential addition of a call in August to fill the typical SEC business gap that occurs because of the European summer vacation. Two dates were proposed: August 15 and 22. The former falls on both the Obon holiday (Japan), and Assumption Day (international). As such, August 22, 2024, would be the tentative date for this additional call. The CEOS Chair proposed to leave it as ‘tentative’ for now. The plan is to confirm it closer to the date. The SEC also suggested that, if needed, a different day of the week instead of Thursday might be an option for this August call.

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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  **TBC: August 22**  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) |

The start time for all teleconferences will be 7 AM U.S. Eastern. If there are face-to-face meetings, the times will be advised closer to the dates.

*Discussion*

* NASA, NOAA, WGISS Chair, JAXA, WGDisasters Chair, and ESA noted their support for the schedule via the chat window. There was no additional feedback heard during the meeting.
* The schedule was adopted as proposed.

# Action Review

**CEOS Secretariat Actions**

Matt Steventon (CEOS Chair Team) noted that there were only two open SEC actions, both of which pertain to the meeting schedule covered in the previous item.

**37th CEOS Plenary Actions**

Matt asked for reports on the following actions from CEOS Plenary 2023:

* CEOS-37-02: *The SIT Chair team will confer with WMO on the matter of representation at the WMO Consultative Meeting on High-Level Policy on Satellite Matters (6-7 February 2024).*
  + Osamu Ochiai (JAXA, SIT Chair Team) reported that JAXA has followed up with Natalia Donoho, WMO Space Programme. Takeshi Hirabayashi (JAXA, SIT Chair) will attend and can represent CEOS at this meeting. Osamu will also attend in support of the SIT Chair. He encouraged other agencies that are planning on attending to contact JAXA, to coordinate messaging.
  + Stephen Volz will attend on behalf of NOAA, and Eleni Paliouras will attend on behalf of ESA.
  + CSA is in discussion regarding representation at this meeting, as this would usually be covered by Environment and Climate Change Canada (ECCC). Eric Laliberté (CSA, CEOS Chair) reported that he will likely not attend, and that he appreciates the offer of the SIT Chair to represent CEOS.
* CEOS-37-08: *Working with the relevant CEOS entities, the CEOS Executive Officer and the ESA 2022-2023 SIT Chair team will consider the CEOS New Space Task Team’s recommendations and suggested deliverables (and the related discussion from the 2023 CEOS Plenary) in the development of the CEOS 2024-2026 Work Plan.*
  + This action has been revised to clarify that responsibility lies with the ESA 2022-2023 SIT Chair Team. There was previously ambiguity around whether it referred to the incoming or outgoing SIT Chair Team.
  + Marie-Claire Greening (ESA) agreed this was the intent, since ESA led the New Space Task Team as a priority. ESA will work on this action with incoming CEOS Executive Officer, Steven Ramage.
* Draft CEOS-37-09: *New Space Task Team Leads to prepare a 1-2 page synopsis of the New Space Task Team white paper that can be used for external communication of the current state of CEOS thinking around space agency engagement and opportunities with the commercial sector, including ‘New Space’ companies.*
* Draft CEOS-37-10: *CEOS SEC to develop proposed Commercial (including New Space) engagement guidance and a set of principles to be collectively used across CEOS and tailored to the appropriate CEOS organisational level (e.g., Plenary/SIT/SIT TW vs. WGs/VCs/Sub-Groups), including consideration of an annual CEOS-Commercial workshop on the margins of a CEOS Plenary or other key CEOS meeting.*
  + There was a discussion near the end of the CEOS Plenary on whether some of the messages from the New Space Task Team (NSTT) white paper are best kept internal to CEOS. Plenary agreed that the white paper should remain internal to CEOS and not be published on the CEOS website. There was a suggestion to produce a 1–2-page synopsis for posting on the CEOS website and external communication. The SEC has taken up this topic because the plenary fell short of formal agreement on this approach. In short, there appears to be a lack of clarity or different perspectives on the way forward. Feedback on the draft decisions and actions record was raised at SEC-316 to seek guidance and resolution from the CEOS Secretariat.
  + Marie-Claire Greening (CEOS Executive Officer) suggests that this wasn’t an agreed action at the plenary, but rather, a consideration for future efforts. She noted that the past ESA SIT Chair, Simonetta Cheli, has already prepared a cover letter summarising the NSTT outputs, and no further efforts were agreed at the plenary apart from embedding the recommendations and specific actionable items in the next revision of the CEOS Work Plan. Nothing to date in the NSTT has had an outward focus, so it would be inappropriate and impossible (due to the time constraint) to produce a synopsis by the end of 2023. Marie-Claire’s understanding is that it could be a nice activity to do in the future, but not an agreed action. Her recommendation as CEO was to remove it from the record.
  + Charles Wooldridge (NOAA) has checked with Stephen Volz (NOAA), who spoke to this agenda item at the Plenary. He had suggested such a document would be a useful reference and should be prepared. He still feels that even if it is not captured as an agreed plenary action, it is something that is worth considering over the coming months, since the lack of a strategy for communicating NSTT findings and outputs with the new space sector is a gap. While perhaps this is not something that the former NSTT and ESA SIT Chair Team will take forward or be asked to do, NOAA asks that the CEOS Chair and SIT Chair consider this over the coming months as an important follow-up task. Charles added that there is no need to seek a resolution by the end of the year.
  + NOAA has also discussed draft action CEOS-37-10, both internally and with USGS. The latter is interested in seeing CEOS consider a forum with New Space actors, which USGS is potentially willing to support. Draft action CEOS-37-10 focuses on broader engagement and consideration of how this is done across CEOS.
  + Tom Sohre (USGS, WGISS Chair) noted in chat: *USGS interest is also in understanding how we engage with New Space across CEOS (within WGs, VCs, etc.) at a working level.*
  + Beth Greenaway (UKSA) recognised the considerable effort that went into developing the NSTT white paper and said CEOS should have something to show to the wider community, even if it is not the white paper itself. Beth would like to see the separation between CEOS and ‘New Space’ softened, and having a document to share would be a helpful first step. A document that summarises CEOS current engagement and thinking would be useful and should not require a large time investment. She suggested a summary statement of what we’ve achieved so far and outlining what we are going to do next. It would be helpful to articulate the message at the end of the NSTT effort.
  + Marie-Claire recalled the [cover letter that ESA produced to accompany the NSTT white paper for the CEOS Plenary](https://ceos.org/document_management/Meetings/Plenary/37/Supporting%20Documents/CEOS_SIT_Cover_Letter_NSTT_White_Paper.pdf), noting that it may go some way to satisfying the request for a summary of NSTT achievements and findings. Outward facing analysis was not the mandate of the NSTT, thus hindering the easy production of any further publication that has a more external focus.
  + Jeff Privette (NOAA, WGClimate Chair) also supported (via chat) the production of an externally directed version of the NSTT effort and findings.
  + Osamu Ochiai (JAXA, SIT Chair Team) noted the SIT Chair Team is starting to prepare for SIT-39, and is considering opportunities for CEOS Agencies, Working Groups, and Virtual Constellations to share their experiences, in particular around standards development as noted in the NSTT recommendations. Going forward, the JAXA SIT Chair team will seek to provide the fora for such discussions and information sharing.
  + Marie-Claire expressed concern regarding the mechanism to complete this work, as the New Space Task Team no longer exists and the SIT Chair role has transitioned from ESA to JAXA. Draft actions CEOS-37-08, -09 and -10 are all connected and could be encompassed into the work planning for the CEOS 2024-2026 Work Plan. She suggested consolidating all these actions and embedding the intentions as CEOS Work Plan Deliverables for the next few years. Further discussion is required in the development of the work plan to assign leads for these activities, which will be coordinated by the CEOS Executive Officer with the ESA 2022-2023 SIT Chair Team.
  + Eric Laliberté (CSA, CEOS Chair) agreed with the suggestion to embed the actions into the next edition of the CEOS Work Plan. CEOS Plenary acknowledged the work done by the NSTT, and there were some additional inputs to engage based on the discussion at the Plenary. We will aim to ensure everything is captured in the next edition of the CEOS Work Plan.
  + Charles Wooldridge (NOAA) noted in chat: *Concur that these need to be embedded in the Work Plan and will provide clarity on leads and timeframe.*
  + Christine Bognar (NASA) noted in chat: *We concur with Marie-Claire's recommendation in regard to the CEOS 2024-2026 Work Plan (in development between now and electronic endorsement by Principals in March).*
  + Dave Borges (SEO, NASA) noted in chat: *The execution of the CEOS endorsed recommendations and deliverables in the NSTT white paper will require sector engagement. Agree that a summary of some sort would be useful – possibly required.*
  + Jeff Privette (NOAA, WGClimate Chair) noted in chat: *Like the Work Plan approach but suggest a near-term due date since the intellectual work is already done and CEOS has been silent so far to the external world. This is a fast-moving industry so things may change in a year.*
  + Matt Steventon (CEOS Chair Team) summarised that it was agreed by the CEOS Secretariat that the draft actions CEOS-37-09 and -10 will be removed, with their context to be noted in the minutes, and their intent to instead be reflected in the next edition of the CEOS Work Plan (CEOS-37-08).

**CEOS Plenary Biodiversity Side Meeting Actions**

Eric Laliberté (CSA, CEOS Chair) reported on the actions recorded during the biodiversity side meeting held at CEOS Plenary. There were two actions: one on surveying CEOS entities regarding their biodiversity-related activities, connections, and perspectives, and secondly, the collection of additional recommendations from the Ecosystem Extent Task Team that did not strictly fit the ecosystem extent focus of the white paper presented to the CEOS Plenary. Both actions are intended to help the CEOS Chair Team better understand how CEOS should approach the topic of biodiversity in the future. The holiday period may impact the timeline of these actions, but Eric hopes to share an update in January/February.

## CEOS Chair Continuity

For purposes of succession planning and continuity, CEOS Agencies wishing to be considered for the role of Chair are asked to inform the Agency in the CEOS Chair role at least two years in advance. Every effort is made to rotate the CEOS Chair responsibility among major geographic regions (the Americas, Europe/Africa, Asia/Pacific) to promote leadership diversity.

As noted in the CEOS Chair Terms of Reference, the CEOS Chair tries to ensure leadership continuity and works with the Secretariat to identify and actively recruit Agencies qualified to serve as future CEOS Chair candidates, at least two years in advance.

It was noted that the 2027 expression of interest is from the Europe/Africa region (SANSA), which is outside the existing regional rotation schedule. Should this expression of interest be converted to a formal nomination, the Secretariat will need to be aware of the potential alteration of the usual rotation schedule to accommodate the nomination.

Osamu Ochiai (JAXA, SIT Chair Team) noted that JAXA coordinates the Asia/Pacific region rotation, as the regional permanent CEOS Secretariat representative. They will coordinate a 2026 nomination in collaboration with the CEOS Chair.

*Discussion*

* Christine Bognar (NASA) noted that CEOS welcomes all expressions of interest from agencies wishing to take on the CEOS Chair role, and there is precedence for alterations to the standard regional rotation schedule when it doesn’t align with the nominations received. Christine emphasised the importance of a letter calling for nominations, sent from the CEOS Chair to all CEOS agencies at the same time, for equity and transparency of the organisation. It is good to remind agencies of the regional rotation schedule to allow them to consider their options and, potentially, plan several years ahead.
* Christine shared a summary the most recent rotations in the chat:
  + 2021 – Americas Region: NASA
  + 2022 – Europe/Africa Region: CNES
  + 2023 – Asia/Pacific Region: GISTDA
  + 2024 – Americas Region: CSA (accepted by the 2022 CEOS Plenary)
  + 2025 – Europe/Africa Region: UKSA (accepted by the 2023 CEOS Plenary)
  + 2026 – Asia/Pacific Region: (nominations will be invited in 2024)
  + 2027 – Americas Region: (nominations will be invited in 2025)
* Christine added that there have been instances when a CEOS agency that is a member of the Secretariat expressed interest before the rest of the community was made aware. This creates a systemic disadvantage for CEOS agencies that are not Secretariat members, and thus the importance of a formal call for nominations to all CEOS Agencies.
* It is recommended that the letter sent by CSA in 2024 calling for nominations from the Asia/Pacific region for 2026 CEOS Chair should also lay out the geographic rotation for the next few years.
* Christine recognised that an expression of interest is not a formal nomination. If there is no agency within the Americas region who is willing and able to self-nominate for 2027 CEOS Chair, that would then be an opportunity to accept a nomination from a CEOS agency from a different region.
* Christine noted via chat: *The letter from GISTDA on the state of the CEOS Chair geographic rotation and the call for nominations was sent to principals on May 2, 2023.*

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| **316-03** | CSA CEOS Chair Team to work with JAXA on a letter to CEOS Agencies seeking nominations for 2026 CEOS Chair. The state of the geographic rotation for the next few years will be noted, indicating that nominations for 2026 CEOS Chair are invited from the Asia/Pacific region. The letter will also note the applicable regions for 2027 and 2028, and the process for nominations that fall outside the schedule. | **March** |

## United Nations Framework Convention on Climate Change COP28 News

Eric Laliberté (CSA, CEOS Chair) reported that the Joint CEOS-CGMS Space Agency Statement to SBSTA was delivered. UKSA also held an event related to the proposal for a methane analysis standards framework. The Earth Information Day and Space Leaders’ Summit were also held. Eric invited reports from people who participated in COP28.

Beth Greenaway (UKSA) reported:

* There was a large presence of the space sector at COP28, centred around the Space Pavilion hosted by UAESA. JAXA, CNES, UKSA and some other local agencies were present. There were talks held across the Green Zone pavilion for the entire ten days related to space and sustainability. There was also a hackathon in the last few days. Having a presence there was an absolute success and great opportunity for engagement. ESA also had a pavilion in the Blue Zone.
* Earth Information Day was held on December 3, 2023, and outlined the state of the planet, the supporting data, and highlighted the role of space in obtaining that information. Space is very much recognised as a critical tool for climate studies, however there was a strong sense from that meeting and the follow up from the *in situ* community that space is not everything. CEOS should reflect on this and the complementary nature of space and *in situ* measurements.
* The Space Leaders’ Summit was held on December 4. Twenty space agencies gave speeches on their activities and included talks on the sustainability of space itself. Space agency leaders agreed to the first Space Leaders’ Summit Pledge. While there is no formal agreement, it is expected that there is a desire to continue these events in future.
* There was a suggestion from the International Astronautical Federation (IAF) to hold the Global Space Conference on Climate Change (GLOC) as an annual event in future. While noting the importance of maintaining momentum, Beth suggested that CEOS needs to reflect on how it will effectively cover the numerous annual events.

Jeff Privette (NOAA, WGClimate Chair) supported the comments regarding the need for a coordinated approach for *in situ* and space-based observations. The Joint CEOS-CGMS Space Agency Statement to SBSTA this year explicitly mentioned the need for coordination of space, *in situ* and modelling in observations, products, and services.

*Discussion*

* Eric agreed with the comments regarding the complementary nature of space-based and *in situ* observations. If we ignore other contributors, it creates an opening for criticism and a diminished view of the bigger picture. Regarding the suggestion for annual GLOC meetings, Eric suggested that momentum is not kept by having more meetings. Rather, it is about the work done between meetings.
* Beth noted that methane observations were a frequent topic at COP28, with another 50 countries signing up to the Global Methane Pledge at the event. The information from CEOS Plenary, including the CEOS Greenhouse Gas Portal, provided very powerful communication tools. There is a willingness to work together on methane standards and UKSA is targeting the first week of March for a workshop. Negotiators are increasingly aware of the importance of standards and consistency, given the growth in the number of missions and operators that will be contributing methane observations and information.
* Beth recognised the diversity of thoughts throughout COP28. CEOS sometimes lacks different perspectives and voices, noting there are some agencies who aren’t very vocal in our forums.

## AOB

**Status of the CEOS Executive Officer**

* Eric Laliberté (CSA, CEOS Chair) thanked Steven Ramage (incoming CEOS Executive Officer) for participating in SEC-316. January 2, 2024, is the date for the official handover of CEO duties. However, Marie-Claire Greening (current CEOS Executive Officer) will be providing support to ensure a smooth transition.
* Marie-Claire will continue to join the CEOS Secretariat meetings on behalf of ESA.
* Steven noted that he has been invited to serve on the GEO Biodiversity Observation Network (GEOBON) Advisory Board. This will be a relatively light role, requiring his attendance at one meeting per year, and will not detract from the focus of the CEOS Executive Officer role, indeed it will be strongly connected to work on biodiversity from space. He raised it for the Secretariat’s awareness.
* The Association for Geographic Information in Scotland has also invited Steven to be a keynote speaker at an upcoming event. He will primarily be speaking about his career but will also use the opportunity to promote CEOS and its activities.
* Marie-Claire sees no issues with these types of engagements, as long as it is raised with the CEOS Secretariat for its awareness. The engagement with GEOBON will surely be beneficial for CEOS as it seeks to chart its own response to biodiversity under the CSA CEOS Chair term. Eric agreed that we should take advantage of these opportunities as they arise.
* Christine Bognar (NASA) thanked Marie-Claire for her contributions to CEOS over the last three years and welcomed Steven to the role.

**Status of the CEOS-GEO Coordination Meeting in Early 2024**

Marie-Claire Greening (CEOS Executive Officer) reported:

* CEOS and GEO usually have an annual coordination meeting early each year.
* GEO is undergoing several changes, particularly in response to the new GEO Post-2025 Strategy that was endorsed in November. The year 2024 will see GEO focusing on the implementation phase for this strategy. The customary CEOS-GEO coordination meeting (early 2024) would likely not be productive, and Marie-Claire suggests delaying the meeting to Q3 2024.
* Eric Laliberté (CSA, CEOS Chair) agreed with the recommendation to delay.
* It was noted that GEO is trying to align their future Plenary meetings with Earth Day, which occurs on April 22 each year. This is close to the CEOS SIT meeting that is held in the March-April time frame, so this needs to be coordinated carefully.
* Osamu Ochiai (JAXA, SIT Chair Team) is planning to discuss the schedule of SIT-40 (early 2025) and GEO Week 2025 with GEO Secretariat representatives at the WMO Consultative Meeting on High-Level Policy on Satellite Matters (6-7 February 2024).

**CEOS Newsletter**

Satoshi Uenuma (JAXA, SIT Chair Team) reported:

* The SIT Technical Workshop 2023 CEOS Newsletter article was published last week. Thanks to the SIT Chair Team for contributing this content.
* Ten articles have been published over the course of 2023, with two more anticipated before the end of 2023. JAXA thanks all contributors for their articles. The publishing schedule for the remainder of 2023 and early 2024 is below. Suggestions on topics are welcomed at any time.



**Space2030 Agenda**

Marie-Claire Greening (CEOS Executive Officer) reported:

* There have been several conversations between CEOS and UNOOSA over the last few years about how CEOS might better engage with the United Nations, and specifically with respect to the Space2030 Agenda. CEOS already addresses the Sustainable Development Goals as a headline priority within its mandate, but it is less clear what CEOS is doing to support the broader Space2030 Agenda. If CEOS were to be more closely involved, there could be an opportunity to be more vocal and influential in the development of new global agendas.
* The idea tabled for CEOS Secretariat consideration is for the CEO to undertake a mapping exercise between the Space2030 Agenda and the CEOS Work Plan. This will provide an idea of what we’re currently doing that supports the Space2030 Agenda. This is anticipated to be a fairly easy task to do in parallel with the development of the CEOS 2024-2026 Work Plan. The analysis can then be provided to CEOS at SIT-39 for discussion, and potentially, provide input for a CEOS Statement to the 67th Session of UN COPUOS that will occur on June 19-28, 2024, in Vienna, Austria.
* CEOS Statements were provided to the UN COPUOS Scientific and Technical Subcommittee (STSC) in 2022 and to the UN COPUOS Plenary in 2023, but they were each rather generic. In 2024, CEOS could aim to provide something more concrete, and the CEO proposes doing that through this short mapping exercise. This idea can be discussed in more detail at SEC-317 on January 18, 2024.
* Marie-Claire suggested the mapping exercise be led by the CEOS Executive Officer during the development of the CEOS 2024-2026 Work Plan. The CEOS Chair agreed with the recommendation.

## Meeting Adjournment

Eric Laliberté (CSA, CEOS Chair) thanked participants for attending CEOS SEC-316. The regular written and oral reports will be requested for SEC-317, which will be held on Thursday, January 18, 2024, at 7 AM U.S. Eastern.

Eric thanked Marie-Claire for her three years of service to CEOS as the Executive Officer. This is her last meeting in this role, but she will continue participating in the CEOS Secretariat as an ESA representative.