**Minutes V1.0**

**321st CEOS SECRETARIAT MEETING**

Thursday 16 May 2024

Chaired by CSA

**Participants**

**CEO Team:** Steven Ramage, Irena Drakopoulou

**CSA:** Eric Laliberté, Matt Steventon, Libby Rose, Riza Singh

**ESA:** Marie-Claire Greening

**EUMETSAT:**  Robert Husband

**GISTDA:** Poramet Thuwakham

**JAXA SIT Chair Team:** Osamu Ochiai, Satoshi Uenuma, Sato Teppei, Stephen Ward

**NASA:** Christine Bognar

**NOAA:** Charles Wooldridge, Adria Schwarber

**SEO:** Dave Borges

**UKSA:**  Shaneigh Turner

**WGCapD:** Dan Matsapola

**WGCV:**  Philippe Goryl

**WGClimate:** Jeff Privette

**WGDisasters:**  Laura Frulla

**WGISS:**  Tom Sohre, Nitant Dube

1. **Welcome and Action Review**

Eric Laliberté (CSA, CEOS Chair) welcomed participants to the CEOS SEC-321 meeting and reviewed the agenda. There were no further additions to it.

Matt Steventon (CEOS Chair Team) reviewed three open actions from the last SEC meeting:

320-02: *CEOS Chair to follow up with SANSA regarding a nomination for the role of CEOS Chair, and whether there were specific reasons to self-nominate outside of the customary regional rotation.*

* + CEOS Chair team has drafted an email, which will soon be sent to SANSA.

320-03: *CEOS Chair to confer with the Australian (CSIRO, GA, BOM) points of contact on who would function as 2026 CEOS Chair, preside over the CEOS Secretariat, and exercise the responsibilities of the role as delineated in the CEOS Chair Terms of Reference governing document.*

* + Alex Held of CSIRO has been confirmed as the formal 2026 CEOS Chair, and he will be supported by a team consisting of representatives of Geoscience Australia and the Australian Bureau of Meteorology. The action has been marked as complete.

320-04: *CEOS SEC to check the week of April 7, 2025, for SIT-40, as well as other options in that time frame. This action includes confirming the dates of the Space Symposium in the context of whether they would cause issues for participation by CEOS Principals.*

* + Eric Laliberté (CSA, CEOS Chair) has not observed any feedback on this proposal. He asked if the JAXA SIT Chair Team has received any input from the SEC.
  + The Space Symposium is scheduled for April 7-10, 2025.
  + Charles Wooldridge (NOAA) noted that the focus of the Space Symposium has shifted in recent years, reducing the relevance for civil EO and NOAA.
  + Christine Bognar (NASA) reported that NASA participates in the Space Symposium each year. The NASA principal at CEOS SIT-40 will be Julie Robinson or Karen St. Germain. Christine will confer internally and round back shortly. *(May 27 update: Julie Robinson will be the NASA principal at SIT-40)*.
  + Marie-Claire Greening (ESA) agreed with Charles’ assessment that the impact of an overlap should be minimal. The situation will have no effect on the ESA delegation to these meetings.
  + The action will remain open until the JAXA SIT Chair Team confirms the situation.

1. **CEOS Chair Team Report**

Eric Laliberté (CSA, CEOS Chair) reported:

* CSA is using its CEOS Chair year in 2024 as a planning phase for potentially broader CEOS support for biodiversity. As part of this initiative, CSA is exploring the establishment of closer connections between CEOS and key stakeholders in this domain.
* CSA has circulated a proposal for a joint initiative between the UN Convention on Biological Diversity (CBD), GEO and its Biodiversity Observation Network Flagship (GEO BON), the Food and Agriculture Organization of the United Nations (FAO), the UN System of Environmental-Economic Accounting (SEEA) and CEOS, to be led by CSA as 2024 CEOS Chair. The aim is to jointly address the common challenges and potential areas of cooperation, with a view to maximising the utilisation of Earth observation data by the Parties to the CBD and other biodiversity-related conventions.
* The initial step in exploring a formal cooperation framework is a Joint Workshop on Biodiversity, to be held at UN CBD headquarters in Montréal, Canada. The meeting will be in hybrid format and take place on 10-11 June 2024, with CSA support. A follow up conference, also in Montréal, is planned in September prior to the CEOS SIT Technical Workshop.
* A workshop concept paper was circulated by email on 3 May 2024 (*Subject: Invitation from the CEOS Chair – Joint Workshop on Biodiversity (Montréal, Canada, 10-11 June 2024))*. CSA is awaiting UN CBD’s approval of the workshop structure.
* UN CBD COP-16 will be held in Cali, Colombia from October 21 to November 1, 2024. This overlaps with the 2024 CEOS Plenary meeting. Eric asked if the SEC is aware of any plans for CEOS representation at UN CBD COP-16 (e.g., representation by CEOS agencies in their national delegation).

*Discussion*

* Christine Bognar (NASA) thanked the CSA team for their effort organising the Joint Workshop on Biodiversity. She noted that Gary Geller from NASA, co-lead of the Ecosystem Extent Task Team (EETT) will attend in person and has agreed to present and moderate one of the sessions. There will also be some virtual participation from others at NASA Headquarters, including Christine, and possibly Woody Turner and/or Keith Gaddis.
* Marie-Claire Greening (ESA) noted that Marc Paganini from ESA will participate in UN CBD COP-16 remotely.
* Marie-Claire suggested that it would be appropriate and timely to have a statement from CEOS at UN CBD COP-16 and she encouraged the CEOS Chair to explore the opportunity.
* Steven Ramage (CEOS Executive Officer) noted that the UN CBD COP is on a much smaller scale than UNFCCC COP, and organisations like GEO BON have made interventions in the past.
* Eric Laliberté (CSA, CEOS Chair Team) noted that Environment and Climate Change Canada (ECCC), now a CEOS Associate member, would lead the Canadian delegation to UN CBD COP. ECCC is also working on developing the Canadian 2030 Biodiversity Strategy.

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| **321-01** | CEOS Chair to work with CEOS Executive Officer to look into the possibility of developing a CEOS statement for UN CBD COP-16. The CEOS Chair will check with ECCC (as the lead of the Canadian delegation to UN CBD COP and CEOS Associate member) on the prospects for such a statement, including its delivery by ECCC. | **SEC-322** |
| **321-02** | CEOS Secretariat members to confirm whether their agencies plan to participate in UN CBD COP-16, and whether there is scope for CEOS to also be represented. | **SEC-322** |

# SIT Chair Report

Osamu Ochiai (JAXA, SIT Chair Team) reported:

* The JAXA SIT Chair Team acknowledges and thanks all CEOS agencies for their contributions to the SIT-39 meeting. The ambitious agenda sought to establish directions for the rest of JAXA’s two-year SIT Chair term, and this was largely successful. The JAXA team welcomes feedback on any aspect of the SIT-39 meeting via email to [jaxa-sit-chair-2024-25@googlegroups.com](mailto:jaxa-sit-chair-2024-25@googlegroups.com).
* Osamu Ochiai will participate in the Joint Workshop on Biodiversity being organised by CSA and the UN CBD Secretariat. He confirmed that the SIT Chair Team is not planning to attend UN CBD COP-16.
* The draft minutes from SIT-39 are currently under review and will be distributed to the SEC soon.
* Discussion on JAXA’s Climate Policy Impact priority, which was a featured session at SIT-39, is continuing with a coordination teleconference taking place in the next month. Please refer to this [slide deck](https://docs.google.com/presentation/d/1csJelQNMIkewBIRhfdlKgLfBSAwdoRzKxZjER_i0ulg/edit#slide=id.p1) for more information.
* WGClimate will lead a First Global Stocktake ‘lessons learned’ exercise and the SIT Chair will coordinate an update of the CEOS Global Stocktake Strategy by 2025 to guide CEOS activities for the next Global Stocktake.
* On Greenhouse Gas (GHG) observations, follow-up calls have already been held on the best practices topic and coordination is ongoing. Further discussion is needed on topics, including CEOS interfaces to WMO G3W, IMEO and UKSA initiatives for methane standards. Preparation calls will be held with the GHG stakeholders from the WGClimate Task Team, AC-VC and others to follow-up on the productive side meeting held in Tokyo alongside SIT-39.
* A third teleconference is planned to ensure coordination between the CEOS GHG, AFOLU and Aquatic Carbon Roadmap teams.
* The 2024 SIT Technical Workshop is planned for September 17-19, 2024, in Sydney, Australia. JAXA is coordinating with CSIRO and GA as the local hosts. An invitation letter and link to the registration page will be distributed soon. Since Sydney is quite far away for most agencies, an early registration survey will be conducted to better understand expected in-person attendance and to coordinate the agenda appropriately to support any necessary remote participation.
* Tentatively, SIT-40 will be held in the week of April 7, 2025, in Fukuoka, Japan.

*Discussion*

* The indication from SEC is that there will not be any issues with CEOS Principal participation at SIT-40 due to the overlap with the Space Symposium.
* Christine Bognar (NASA) thanked Osamu for suggesting a means to provide feedback on SIT-39. She mentioned two recommendations from NASA that pertain to SEC and the side meetings:
  + Early morning SEC meetings: NASA recommends that the SIT Chair Team consider scheduling the SEC meeting as an early morning session during the side meeting day. Scheduling the SEC in the afternoon creates conflicts with other side meetings later in the day.
  + Limit duration of side meetings: There is a pattern developing whereby side meetings are being requested for durations of 3-4 hours, which hampers participation in other side meetings and poses challenges for the availability of conference space. The recommendation includes announcing in advance that side meetings will generally be limited to 2 hours, with some exceptions. The current schedule of long meetings makes it difficult for attendees to participate broadly.
* Eric Laliberté (CSA, CEOS Chair) added that the issue related to lengthy side meetings is exacerbated for smaller agency delegations. He supported Christine’s suggestion regarding side meeting time limits. The CEOS Chair will also take this into account when planning for the 2024 CEOS Plenary.

## CEOS Executive Officer (CEO) Report

Steven Ramage (CEOS Executive Officer) reported:

CEOS 2024-2026 Work Plan

* There have been delays beyond the most recently agreed timeline for the virtual endorsement. The finalised document will now be shared in the following week.

GEO Executive Committee Meeting

* The CEO and other CEOS colleagues attended the GEO ExCom meeting on April 16-17, 2024. There was a presentation on the Member Services area of GEO, which is managed by Sara Venturini. Feedback had indicated that the Participating Organisations (POs) like CEOS, were not sufficiently addressed. It was clarified that the Membership Services area will manage administration tasks related to POs.
* There is a new open position under the GEO Communications and Partnerships team, dedicated to POs and Associates. Steven expects that the forthcoming hire will improve the engagement channel between GEO and CEOS.
* GEO is organising an in-person Open Data and Open Knowledge Workshop following the 2024 GEO Symposium, in Hangzhou, China from September 23 to 27, 2024. CEOS has been invited to speak in a session on ‘Open Space Based Data’. The CEOS MIM Database, Open Data Cube, and CEOS-ARD will all feature in some way. There will also be a youth engagement session.
* The CEO team has completed their mapping of the UNOOSA Space 2030 Agenda against the CEOS Work Plan. Irena Drakopoulou has also translated the mapping into the draft CEOS Statement for the 67th session of the UN Committee on the Peaceful Uses of Outer Space (UNCOPUOS) to be held in Vienna on 19-28 June, 2024, and has been circulated to CEOS SEC. The CEO team thanks Marie-Claire Greening (ESA) for her valuable guidance and feedback.

CEOS Strategic Guidance Document

* The CEO team has begun discussions with the CEOS Chair about updating the CEOS Strategic Guidance Document, specifically the "Introduction and Background" section.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) noted that the CEOS Strategic Guidance document is currently under review. The SEC will be given sufficient time to review the proposed approach to the update in time for SEC-322, allowing SEC members to share their opinions and comments at the next SEC meeting.
* Marie-Claire Greening (ESA) asked if the CEO team had specifically mapped the UNOOSA Space 2030 Agenda against the individual deliverables in the CEOS Work Plan. She suggested that the mapping would have more substance and impact if it were done at the deliverable level, providing a better idea of gaps.
* Steven Ramage (CEOS Executive Officer) noted that it has not been done yet but will be done next.
* Eric noted the similarity of the discussion happening in the context of biodiversity, where CSA is working with external stakeholders to understand how to align work plans between UN CBD, GEO BON, and CEOS to ensure contribution to each other's objectives.
* Marie-Claire offered her support to review and revise the CEOS Statement for the 67th session of the Committee on the Peaceful Uses of Outer Space.
* Osamu Ochiai (JAXA, SIT Chair Team) noted his conversation with Yana Gevorgyan (GEO Secretariat Director) during the GEO ExCom meeting regarding a potential collaboration between GEO, its Global Ecosystem Atlas, and CEOS. Yana expressed a desire to discuss this opportunity further with the CEOS Chair.

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| **321-03** | CEOS Executive Officer to arrange a call with Yana Gevorgyan (GEO Secretariat Director) and the CEOS Chair regarding the GEO Global Ecosystem Atlas and potential CEOS collaboration. | **SEC-323** |

## Working Group Reports

**WGDisasters**

Laura Frulla (CONAE, WGDisasters Chair) reported:

* The WGDisasters-21 meeting was held virtually with approximately 30 participants on March 19-21, 2024. The meeting featured presentations on all pilot projects, demonstrator updates, and the Seismic Demonstrator proposal was approved.
* The Utilisation Satellite Data Unit from the Vietnam National Space Center nominated a participant to WGDisasters. A bilateral discussion with ISRO was held, and ISRO is expected to contribute to WGDisasters activities in the future, with a potential focus on forest fire, drought, and biodiversity impacts of disasters.
* On May 10, 2024, a meeting was held with the SIT Chair to explore potential cooperation between WGDisasters and WMO for the UN’s Early Warning for All (EW4ALL) initiative. WGDisasters is already in contact with UNOOSA and GEO, and the SIT Chair will reach out to Rui Kotani (GEO) and Natalia Donoho (WMO) to arrange a joint meeting with the CEOS SEO, SIT Chair, WGDisasters leadership, WMO, and GEO. The objective of the meeting is to better understand the requirements and to determine if other CEOS groups could be involved with EW4ALL.
* The next WGDisasters teleconference will be held on June 5, 2024.
* WGDisasters-22 will be a hybrid meeting held in Budapest on October 1-4, 2024.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) understands that WGDisasters is currently in discussions with representatives from WMO to explore potential collaboration opportunities around EW4ALL. The goal is to gain a deeper understanding of the initiative and its requirements. This exploratory conversation is crucial before we commit to involvement or determine any specific additional deliverables. The outcome of these discussions will help us better understand the resource implications for both the Working Group and CEOS at large.

**WGCapD**

Dan Matsapola (SANSA, WGCapD Chair) reported:

* WGCapD held its 13th annual meeting virtually on March 25-27, 2024. The meeting was an opportunity to discuss collaboration between the contributing agencies.
* Collaborative opportunities are being explored among different CEOS WGCapD space agencies, with some joint activities across continents already showing encouraging results, as articulated during the May 2024 CEOS WGCapD monthly meeting.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) noted the recent visit by a delegation from UKSA to CSA. UKSA plans to host a virtual session on June 5, 2024, to discuss and shape their priorities as future CEOS Chair, focusing on next-generation and youth engagement. Eric suggested that UKSA connect with WGCapD on these topics. Invitations have not yet been sent, but Eric anticipates that WGCapD will be invited to the June 5 meeting.
* Marie-Claire Greening (ESA) suggested Dan reach out to the CEO team if there are any WGCapD deliverables that have not yet been added to the CEOS Work Plan. While it is likely too late for their inclusion in the 2024-2026 CEOS Work Plan document, they could be included in the CEOS Deliverables Tracking Tool, which is ‘live’ online and can be updated at any time.

**WGCV**

Philippe Goryl (ESA, WGCV Chair) reported:

* The WGCV Terrain Mapping Subgroup (TMSG) is seeking nominations for the TMSG Co-chair, which remains open. Please reach out to the current chair, Peter Strobl (EC-JRC) <Peter.STROBL@ec.europa.eu> if interested.
* WGCV presented their activities at the WGClimate meeting held at the end of March 2024, and covered potential inputs to the GCOS Implementation Plan response, particularly related to Fiducial Reference Measurements (FRM).
* A dedicated page for the SI-Traceable Satellite (SITSat) Task Team under WGCV has been developed within the CEOS WGCV Cal/Val Portal. The page will serve as a platform for sharing information related to SITSats.
* Abstract submission for the Preflight Calibration Workshop is still open. The deadline has been extended to May 31, 2024. There has been a lot of interest in the workshop from the ’New Space’ community.
* WGCV and WGISS leadership held a teleconference on May 14, 2024, to plan the agenda of the upcoming joint WGCV-WGISS meeting, October 15-18, 2024, Sioux Falls, SD, USA, hosted by USGS. Potential joint agenda topics include interoperability, approaches for expressing uncertainty metrics in products, the various maturity matrices, the Ground Control Point (GCP) match-up database, SITSat topics, and CEOS-ARD. A follow-up call is scheduled for June 5, 2024, to continue the preparation of the agenda.
* The CEOS Terminology Task Group under WGCV has made significant progress on their reference paper on EO vocabulary. A second draft of the paper has been submitted for review. This is a valuable contribution to CEOS’ work on interoperability.

**WGISS**

Tom Sohre (USGS, WGISS Chair) reported:

* The WGISS Data Discovery and Access Interest Group has coordinated with the SEO and NASA regarding updates to access and documentation for the International Directory Network (IDN).
* The CEOS International Directory Network (IDN) home page and search portal are a NASA contribution to CEOS. The IDN provides access to more than 52,000 Earth science dataset descriptions (stored in NASA's Common Metadata Repository [CMR]) that cover subject areas within Earth and environmental sciences. IDN's mission is to assist researchers, policy makers, and the public in the discovery of and access to data relevant to global change and Earth science research.
* Tom thanked Dave Borges (SEO) and the NASA team for their collaboration.

**WGClimate**

Jeff Privette (NOAA, WGClimate Chair) reported:

* Jeff will submit his written report after SEC-321.
* WGClimate helped organise the CGMS Working Group meetings in April 2024. Meetings had a focus on advancing carbon observing infrastructure and there was consideration of how the GHG Task Team activities fit into a more sustained and thoughtful international architecture.
* Progress continues on the ECV Inventory Gap analysis report, along with the Coordinated Action Plan. Drafts are anticipated for the CGMS Plenary next month, after which they will be shared with CEOS.
* The Space Agency Response to the GCOS Implementation Plan is progressing well. A stratified approach is being taken, with roughly half of the actions completed in 2023 and the remainder in 2024. Deliverables will be provided to CEOS and CGMS by early 2025.
* Discussion during SIT-39 led to a deeper understanding of the various climate policy and GHG related roles within CEOS and how they support each other. WGClimate is working in coordination with the SIT Chair Team to meet the SIT Technical Workshop deadline for the next steps.
* A subset of WGClimate will meet in the first week of June 2024 to further coordinate GHG activities before the CGMS Plenary. The focus is on stabilising and building research assets towards an operational network, considering factors like the International Methane Emissions Observatory (IMEO), tip-and-cue dynamics, and WMO’s Global Greenhouse Gas Watch (G3W).
* Due to resource constraints, the idea of a WGClimate side event at UNFCCC COP 29 seems impractical. GHG planning with the SIT Chair team is prioritised instead.
* WGClimate plans to meet in the fall of 2024. Jeff will discuss with Eric Laliberté (CSA, CEOS Chair) the possibility of aligning the WGClimate meeting with the CEOS Plenary in Montréal.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) emphasised the need to keep on top of planning for UNFCCC COP 29, including the Joint CEOS-CGMS Statement to SBSTA. Both topics need to be coordinated closely with UKSA. As CEOS Chair at the time of the COP, UKSA will be responsible for organising the national delegation from the UK to deliver the statement. Eric encouraged WGClimate to work closely with UKSA to establish a series of deadlines to guide the statement drafting process.
* Christine Bognar (NASA) noted via chat: *U.S. Agencies (USGS, NOAA, and NASA) also review the draft Joint CEOS-CGMS Statement for SBSTA because it can sometimes include policy related language that we cannot endorse.*

## CEOS Systems Engineering Office (SEO) Report

Dave Borges (SEO, NASA) reported:

* At the request of WGISS and the CEOS-ARD team, the SEO is planning to create a new GitHub Organisational Account for CEOS. CEOS currently has multiple different footprints on GitHub that would benefit from formalisation and consolidation. Feedback, questions, or specific requirements are asked to be shared with the SEO.
* The SIT Chair Team, CEO, and SEO met with Malaysian Space Agency (MYSA) Director General Azlikamil Napiah and team on April 30, 2024, in response to MYSA outreach to the SEO indicating interest in increasing engagement throughout CEOS. MYSA will follow up with specific interest areas that were identified as a result of that meeting.
* Updated GEO Infrastructure Development Task Team (GIDTT) Terms of Reference and Technical Assessment documents were approved at the 63rd GEO ExCom meeting in April 2024. Primary elements of the Technical Assessment document that involve CEOS directly include CEOS MIM Database, IDN, Jupyter Notebooks Best Practices, and Data Cube interoperability. One specific topic raised at the GIDTT monthly meeting in May was interest in leveraging the applications attribute field of the CEOS MIM Database.
* Based on SIT-39 feedback, the SDG Coordination Group is re-examining priority areas where the Coordination Group could expand SDG support if expert support is available from agencies. The priority areas identified were climate and biodiversity. The SDG Coordination Group will be reaching out to WGClimate and the Ecosystem Extent Task Team to understand the level of support available, and requests support from SEC to ensure engagement. Further, the Coordination Group is well represented and contributing to a UN Committee of Experts on Global Geospatial Information Management (UN-GGIM) IAEG-SDG Working Group on Geospatial Information (WGGI) white paper, which will be shared at the UN-GGIM 14th Session in New York in August.
* The SEO was approached by [Brooklands New Media](https://www.brooklandsnewmedia.com/index.php) several months ago with a request to develop a CEOS 40th Anniversary tribute. The cost of production is covered by paid advertising with no direct cost required of CEOS. CEOS will have the opportunity to review all products and paid advertisements before publication. The SEO is inclined to allow this company to produce the product, provided that CEOS has final editorial review and right to approve or disapprove the final publication. Dave welcomed feedback from the SEC. Benefits of proceeding with the publication include the possibility of reaching new audiences.
* The SatSummit meeting in Washington DC commenced on May 15, 2024, and the SEO is supporting a workshop on cloud-native geospatial data.

*Discussion*

* Eric Laliberté (CSA, CEOS Chair) expressed concern about the content of the Brooklands publication. Noting that the articles will be drafted by an external third party, there may be statements that might not align with both CEOS and agencies’ perspectives. As such, having the full right to review and approval before publication is critical. Eric encouraged CEOS SEC to carefully consider the implications and to voice any concerns with Dave as soon as possible.
* Marie-Claire Greening (ESA) acknowledged a conversation she has had with Dave regarding the approach from Brooklands New Media. This arrangement is a departure from CEOS standard practices. While recognising the opportunity to reach new audiences could be positive, Marie-Claire also expressed discomfort with the advertising aspect and advised proceeding with caution.
* Christine Bognar (NASA) suggested via chat that the SEO ask Brooklands New Media to provide a few previous samples.
* Dave Borges (SEO) noted that he will share a final product with the SEC before publication. He will be upfront with Brooklands New Media about the potential for feedback, necessary revisions, and a complete refusal from CEOS to proceed beyond the draft stage.
* Christine Bognar (NASA) suggested sharing interim drafts with the SEC as soon as possible, as substantive changes may be difficult when a near final state is reached. Dave agreed to share materials as he receives them.
* Marie-Claire Greening mentioned that ESA will be hosting the Living Planet Symposium in Vienna in June 2025, and she asked if CEOS would consider having an exhibition booth at the event.
* Dave supported the idea of a CEOS booth at the 2025 ESA Living Planet Symposium. CEOS will also have an exhibition at the 2024 VH-RODA, meeting hosted by ESA.

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| **321-04** | CEOS SEC to provide feedback to the SEO on the proposal by Brooklands New Media to develop a CEOS 40th anniversary publication. The publication will be written by a third party and supported by advertisements. | **31 May 2024** |
| **321-05** | SEO and the CEOS Communications Team to work with ESA on the arrangements for a CEOS exhibition booth at VH-RODA (2024) and the Living Planet Symposium (2025). | **SEC-323** |

## Adjournment

Eric Laliberté (CSA, CEOS Chair) recalled that suggestions for SEC meeting topics are welcome from all participants.

Eric thanked everyone for their participation in the CEOS SEC-321 meeting. SEC-322 is scheduled for June 20, 2024. Eric will be unavailable but will ensure someone from the CEOS Chair Team is available to chair in his absence.

The plan for SEC teleconferences/meetings leading up to the 2024 CEOS Plenary is as follows (typically Thursday). At SEC-322 a decision is required regarding the necessity of an additional meeting on August 22. SEC meetings are traditionally not held in August due to the European summer break, however the CEOS Chair wished to keep the possibility open in case a meeting is needed.

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| SEC-322: June 20, 2024  SEC-323: July 18, 2024  TBC: August 22, 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) |

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.