**Minutes V1.0**

**330th CEOS SECRETARIAT MEETING**

Thursday, 19 December 2024

Chaired by UKSA

**Participants**

**Executive Officer Team:** Steven Ramage, Lefteris Mamais, Irena Drakopoulou

**COAST-VC:** Paul DiGiacomo

**CSA:** Frédéric Fournier, Carmen Marcu

**ESA:** Marie-Claire Greening

**EUMETSAT:**  Robert Husband

**GA:** Maggie Arnold

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

**NASA:** Christine Bognar

**NOAA:** Katy Matthews, Adria Schwarber

**SEO:** Dave Borges

**SST-VC:** Misako Kachi

**UKSA CEOS Chair Team:** Beth Greenaway, Niall Bradshaw, Matt Steventon, Libby Rose, Harvey Jones

**WGCapD:** Dan Matsapola

**WGCV:**  Medhavy Thankappan

**WGClimate:** Wenying Su

**WGDisasters:**  Laura Frulla

**WGISS:**  Tom Sohre

1. **UKSA CEOS Chair Welcome and Action Review**

Beth Greenaway (UKSA, CEOS Chair Team) welcomed participants to SEC-330, and shared an apology from Harshbir Sangha, who would usually chair the SEC meetings, for not being able to attend this time. Beth reviewed the agenda for the meeting and no additions or changes were requested.

**Action Review**

The following open CEOS SEC action was reviewed:

SEC-329-01: *Dave Borges (NASA, SEO) to re-share the draft external language around CEOS commercial engagement for any comments by the CEOS Secretariat by Monday, November 18. On Tuesday, November 19, Dave will circulate an updated version and provide one more week for any final show stopping comments, after which the external language will be posted on the CEOS website.*

* On Thursday, December 12, 2024, Dave Borges (NASA, SEO) distributed updated external and internal commercial engagement language, which incorporated all of the feedback received to date.
* Dave noted that two sentences have been edited based on feedback, clarifying the engagement guidance for CEOS entities.
* Once approved, the external language will be posted to the CEOS website and the CEOS Chair Team will distribute the internal language to the CEOS community.
* Beth Greenaway (UKSA, CEOS Chair Team), Frederic Fournier (CSA), and Christine Bognar (NASA) expressed their support for publication of the external language on the CEOS website and distribution of the internal document.
* Tom Sohre (USGS) asked where the internal document will be stored for reference by future chairs and CEOS agencies in general. Dave noted the CEOS website has a file management system which requires login, and that CEOS agency representatives who would like access may request it from the SEO team. Christine added that this repository has a long heritage of CEOS documentation and minutes.

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| **Decision SEC-330-01** | The CEOS Secretariat approved both the internally- and externally focused documentation that clarifies CEOS modes of engagement with the commercial sector. The internally focused document will be distributed by the CEOS Chair to all CEOS Agencies, Working Groups, Virtual Constellations, and *Ad Hoc* Teams, and made accessible through the [CEOS Website Document Management System](http://ceos.org/documents). The External Language will be published on the CEOS website. |

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| **330-01** | UKSA CEOS Chair Team will share the internally focused commercial engagement document with the CEOS community, and the Executive Officer will store a copy in the CEOS website Document Management System for reference by CEOS WGs, VCs, AHTs, and future CEOS Chairs and SIT Chairs. | **SEC-331** |

1. **CEOS Chair Report**

Niall Bradshaw (UKSA, CEOS Chair Team) reported:

* The CEOS in Schools teaching materials have been shared with interested CEOS Agencies. UKSA has started using these materials in UK schools, as well as matching schools with Earth observation experts.
* The first *International CEOS in Schools Workshop* will be held in the last week of February and will be followed by a *Workshop on Biodiversity from Space*. Students will develop posters which will be presented during the CEOS Youth Summit at CEOS Plenary in November 2025.
* In connection with the UNFCCC Global Stocktake theme, the CEOS Chair and SIT Chair are exploring the possibility of a side meeting at the April 2025 CEOS SIT-40 meeting to discuss CEOS Agency engagement with national UNFCCC COP delegations.
* The CEOS Chair and SIT Chair submitted a joint abstract focused on CEOS UNFCCC Global Stocktake activities for ESA’s Living Planet Symposium under Session F: Global Cooperation and Policy Support, Sub-theme 2: International Cooperation in Earth observation.
* Regarding the ongoing effort on methane measurement best practices, UKSA and JAXA met with the Climate and Clean Air Coalition (CCAC) Secretariat at UNFCCC COP29. CCAC is organising a meeting with Global Methane Pledge (GMP) champion countries in January 2025 to hear more about the best practices. The CEOS Chair anticipates a potential request from CCAC to present this work at the annual GMP summit in March 2025.
* The methane best practices work will be presented as a draft at the April 2025 CEOS SIT-40 meeting, and a decision on endorsement of the document is targeted at the November 2025 CEOS Plenary. The CEOS Chair hopes these best practices will be recognised at UNFCCC COP30.
* The CEOS Chair theme of ‘EO for Public Service’ will be a focus for later in the chair year. Specifically, the plan is to have a dedicated side meeting at SIT Technical Workshop on this topic, after which a summary paper will be compiled for the 2025 CEOS Plenary.

*Discussion*

* Marie-Claire Greening (ESA) via chat: “*Could I suggest sharing the teaching material UKSA have developed for info with the SEC and not just those involved in the pilot. It would be good to know how this material was developed, where the info came from, and what it covers. Thank you for your consideration.”.* Beth Greenaway (UKSA, CEOS Chair Team) reported that a lot of the material came from existing ESA materials. She noted that most countries involved are English-speaking, and the materials would have to be translated to increase the reach of the programme.

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| **330-02** | UKSA CEOS Chair Team to share the CEOS In Schools teaching material with the CEOS Secretariat and to share the sources for the materials. | **SEC-331** |

1. **SIT Chair Report**

Osamu Ochiai (JAXA, SIT Chair Team) reported:

* The fourth Climate Policy Impact call was held on December 18, 2024. These calls seek to provide more bandwidth for discussion in this area of significant investment for CEOS and its agencies. Topics included lessons learned from UNFCCC COP29.
* The SIT Chair team will work with WGClimate to finalise the UNFCCC GST Lessons Learned documentation for SIT-40, after which the update to the CEOS GST Strategy will commence. The WGClimate-22 meeting in February will be an important milestone.
* Regarding the CEOS AFOLU Roadmap, the work to be done and the agencies that will undertake it is being finalized through the articulation of the actions. The SIT Chair Team is engaging NASA and ESA colleagues on this task.
* The SIT Chair Team is seeking clarity from the International Methane Emissions Observatory (IMEO) on their status and existing action threads to establish whether they remain a viable partner going forward. A letter to IMEO has been drafted and will be sent by the SIT Chair in 2025.
* The SIT Chair Team participated in the WGDisasters Early Warnings for all (EW4All) subgroup meeting on December 3, 2024. The SIT Chair proposed to organise a workshop inviting experts from UNDRR, WMO, ITU and IFRC to better understand the various needs and pillars.
* WMO requested Osamu Ochiai represent CEOS in developing the WMO Integrated Global Observing System (WIGOS) Vision 2050. The request email was circulated to the SEC on December 6th for information. Several SEC agencies expressed support for Osamu Ochiai in that role.
* The CEOS External Request Process for the UNCCD letter is continuing with Step-C. There were seven specific requests in the initial letter. The SIT Chair Team has requested that the SDG Coordination Group, LSI-VC, the CEOS-ARD Oversight Group, and the Biodiversity Study Team help assess these requests.
* SIT-40 registration and logistics information was distributed earlier this week. SIT-40 is being held during a busy time of year in Japan, so participants should book accommodations soon.
* The SIT Chair’s biannual consultation calls with Virtual Constellation leadership are underway, with OST-VC and OSVW-VC already completed. The rest of the consultation meetings will be completed early in the new year.

*Discussion*

* Marie-Claire Greening (ESA) noted that the AFOLU Roadmap team, which sits within the LSI-VC’s Forest and Biomass subgroup, is co-led by NASA, JAXA, and ESA. She reaffirmed ESA’s commitment to this leadership. Frank Martin Seifert (ESA) previously championed this effort for ESA. However, he is now preparing for retirement. Inge Jonckheere took over his duties whilst ESA sought to recruit a new individual to take on this role. It is envisioned that the recruit will become the new co-lead. Clement Albergel is also supporting AFOLU for ESA.
* Christine Bognar (NASA) also confirmed that NASA remains committed to the role and will identify contacts for the AFOLU Roadmap actions. Lola Fatoyinbo agreed to serve as a co-lead while Ben Poulter was on detail to the Office of Science and Technology Policy (OSTP) in the White House. Ben’s OSTP role will conclude in early January, and NASA is currently discussing the AFOLU co-lead role with Lola and Ben.
* Beth Greenaway (UKSA, CEOS Chair Team) noted that UKSA has had some interaction with IMEO recently and they would like to review the letter that has been prepared by the SIT Chair before it is sent. Katy Matthews (NOAA) also requested an opportunity to review the letter.
* No objections were raised to the proposal of Osamu Ochiai (JAXA, SIT Chair Team) representing CEOS on the WIGOS Vision Update Group.

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| **Decision SEC-330-02** | Osamu Ochiai (JAXA, SIT Chair Team) will represent CEOS on the WIGOS Vision Update Group. |

COAST and SST Virtual Constellation Report

COAST-VC and SST-VC were invited to report to SEC-330, primarily as a follow up to their presentation to SIT Technical Workshop 2024 on a joint statement recommending masking requirements in coastal areas for upcoming ultra-high resolution TIR instruments. Paul DiGiacomo (COAST-VC Co-lead, NOAA) reported:

* The COAST-VC and SST-VC work demonstrates a great partnership and example of coordination between CEOS entities.
* There are an increasing number of ultra-high resolution TIR instruments, such as ECOSTRESS (2018), TRISHNA (2026), LSTM (2028), and SBG (2028). Ocean observation boundaries however are quite limited and would miss important ocean information that would greatly benefit SST coastal coverage.
* COAST-VC and SST-VC discussed this issue at the recent GHRSST (Group for High Resolution Sea Surface Temperature) meeting, which concluded with the recommendation that CEOS agencies who plan future ultra-high resolution TIR missions should aim to provide the opportunity to obtain coastal SST in GHRSST format with coverage up to at least 100 km from the coast.
* Recognising that this can be difficult, COAST-VC and SST-VC are planning to update the statement to identify several priority coastal areas (5-6 regional masks) for extended observation coverage which will maximise societal benefit. This refined recommendation is expected by March 2025 in time for discussion at SIT-40.
* COAST-VC are also exploring how CEOS can better engage with the UN Ocean Decade. COAST-VC and the CEOS Executive Officer met with Joanna Post (IOC), who is supportive of including CEOS representation in the Ocean Decade. Joanna was also invited to SIT-40, to represent IOC (an Associate member of CEOS). Joanna also invited CEOS to the next IOC GOOS (Global Ocean Observing System) meeting in February in Paris.

*Discussion*

* Wenying Su (NASA, WGClimate Chair) via chat: *“It would also be good to engage with IOC for the aquatic carbon roadmap.”*
* Paul noted that COAST-VC is also engaging with OCR-VC regarding the Ocean Decade and plans to meet with them next month.
* Matt Steventon (LSI-VC Secretariat) noted that the LSI-VC GEOGLAM Subgroup will meet in January to brief CEOS Agency points of contacts on the objectives and requirements for the LSI-VC Subgroup on GEOGLAM, as well as a planned GEOGLAM and EAV scoping workshop being planned for mid-2025. It is hoped that this teleconference will provide the guidance that CEOS Agency points of contact need to be able to work within their agencies and mobilise suitable experts to participate in these activities. Matt shared the [meeting poll](https://strawpoll.com/PKglep099Zp) for those interested in joining.
* Marie-Claire Greening (ESA) recalled that the UN Ocean Conference (UNOC3) is planned for June 9-13, 2025, and asked if there are any plans from COAST-VC or CEOS in general to contribute to this.
* Paul confirmed that COAST-VC will engage with users at the One Ocean Science Congress – a technical meeting at the same meeting venue as UNOC3 but held June 3-6, 2025. Abstracts were submitted and COAST-VC is collaborating with the UNOD CoastPredicts group and European colleagues. COAST-VC is likely to submit a COAST product presentation proposal for the EU pavilion's INSPIRE engagement space (operated by Mercator Ocean), which is open to engage the public and policymakers spanning both events. There are also several other ocean meetings occurring in June 2025 (Oceans 2025; Brest, France; ESA Living Planet Symposium; Vienna, Austria) and COAST-VC is discussing how best to cover them all.

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| **330-03** | COAST-VC co-leads to compile a summary of CEOS representation and activities at the UN Ocean Conference 2025 and share this information with CEOS SEC. Related meetings should be shared with the CEOS Executive Officer for addition to the CEOS calendar. | **SEC-331** |

## CEOS Executive Officer Report

Steven Ramage (CEOS Executive Officer) reported:

* A timeline for the development of the CEOS 2025-2027 Work Plan was shared. An email will be sent to the leads of all Working Groups, Virtual Constellations and other entities on January 20, 2025 asking them to provide all necessary updates to the Work Plan before February 20, 2025. The final draft version will be provided to CEOS Principals on March 1, 2025, with three weeks to review the Work Plan before the presentation at the SIT-40 meeting.
* A draft Terms of Reference for the Biodiversity Study Team has been shared, as well as a poll for the first meeting of this study team with a mandate that will end after the 2025 CEOS Plenary. The Terms of Reference document builds on CSA’s work and outlines the four main tasks given to the Study Team by the 2024 CEOS Plenary. Five co-lead nominations have been received, and an agreement will need to be made as to the final selection and roles.
* EUMETSAT, on behalf of the Coordination Group for Meteorological Satellites (CGMS), invited CEOS agencies to attend the 3rd CGMS WGIV Cloud Technology Workshop at NOAA in Silver Spring, MD, USA on March 4-6, 2025. The deadline for the call for papers is January 15, 2025, and feedback will be provided by January 31, 2025.
* The GEO Global Forum will be held in May in Rome, Italy. The deadline for Community Event proposals is January 31, 2025. The SEO has already submitted a request for a CEOS exhibition booth.
* Harshbir Sangha (UKSA, CEOS Chair Team), Alex Held (CSIRO), and Steve Volz (NOAA) will attend the 40th International Symposium on Remote Sensing of Environment (ISRSE-40; March 17-21, 2025, Farnborough International Exhibition & Conference Centre, UK) and present keynote talks. Harshbir will represent CEOS in his talk on harnessing EO for sustainable development. CEOS was offered the opportunity to organise a session, but it would not have been feasible with other commitments around that time.
* The CEOS abstract for ESA’s Living Planet Symposium was submitted on December 2, 2024. Presentation and other responsibilities among the CEOS delegation will be decided once confirmation is received regarding the abstract's acceptance.

*Discussion*

* Marie-Claire Greening (ESA) noted that for LPS, ESA has received over 4,500 abstracts, representing a very high level of interest. ESA will be working in the coming period to process these and to draft the programme. The official LPS programme and event timeline can be found [here](https://lps25.esa.int/#section-timeline).
* Tom Sohre (USGS, WGISS Chair) via chat: *“WGISS will plan to have representation at CGMS cloud technology workshop. But there was a question regarding whether the SEC recommended further distribution of this invitation to the broader WGISS distribution list. My recommendation would be to do so.”*
* Steven Ramage (CEOS Executive Officer) agreed that the event should be highlighted within WGISS.
* Steven Ramage (CEOS Executive Officer) via chat: “*On ISRSE we need to coordinate the slides/message for the keynote, and it would be good to coordinate our presence with NOAA, CSIRO, JAXA, UKSA and others.”*

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| **330-04** | CEOS SEC to consider whether a CEOS Community Event at the GEO Global Forum 2025 is desired. The deadline for proposals is January 31, 2025. | **SEC-331** |

## CEOS Systems Engineering Office (SEO) Report

Dave Borges (SEO, NASA) reported:

* The CEOS SDG Coordination Group was represented by Neil Sims (CSIRO) at UNCCD COP-16, alongside ESA and European Commission colleagues. Following the official requests from UNCCD, GEO-LDN and GEO Secretariat, Neil represented CEOS in the Science, Technology and Innovation (STI) High Interactive Dialog Panel. The SDG Coordination Group will continue evaluating whether CEOS should pursue UNCCD Civil Society Organization (CSO) accreditation in 2025.
* Dave thanked the SIT Chair and CEOS Chair for supporting the broader analysis of SDG activities and relevance across CEOS, on which the Working Group Chairs/Vice Chairs will report at SEC-330.
* The SEO will support CEOS-ARD evolution in 2025, aligned with the CEOS-ARD Strategy 2024, through partnership with the Cloud Native Geospatial Forum and the development of a ‘building block’ approach to the CEOS-ARD specifications.
* SEO will support WGISS and the ongoing development of the Interoperability Handbook v2.0, leading development of the Architecture Factor component.
* CEOS was represented for the first time at the Free and Open Source Software for Geospatial (FOSS4G) workshop, held in Brazil, December 4-6, 2024. The SEO hosted a workshop on Cloud Native Geospatial for Earth Observation.
* Exhibition booths are planned for the GEO Global Forum and ESA Living Planet Symposium, and expressions of interest have been submitted. The SEO is not planning a CEOS presence at ISRSE-40, but the communications team is ready to support if materials are needed.

## Working Group Impacts & Key Issues for Discussion

**WGCapD**

Dan Matsapola (SANSA, WGCapD Chair) reported:

* WGCapD held its monthly meeting on December 12, 2024, which focused on confirming the status of CEOS Work Plan actions and exploring collaborations with other Working Groups. Over 70% of current WGCapD CEOS Work Plan deliverables have now been closed.
* New CEOS Work Plan items for the 2025-2027 update were invited from the WGCapD community. They have been advised to consider linkages to the SDGs where possible.
* The *Role of EO in Mapping and Forecasting Natural Disasters* Massive Open Online Course (MOOC) initiated by ESA will be delivered in 2025 as a WGCapD contribution to WGDisasters. This will also contribute to the UNCCD request.
* South African high schools are eager to participate in the CEOS In Schools initiative of the CEOS Chair and the WGCapD community was invited to consider enrolling schools from their own countries.

*Discussion*

* Christine Bognar (NASA) noted that it is best to refer to a deliverable as ‘completed’ rather than ‘closed’, to indicate the deliverable wasn’t left unfinished.

**WGClimate**

Wenying Su (NASA, WGClimate Chair) reported:

* A request was sent on October 27, 2024, to CEOS and CGMS to review the 2024 Essential Climate Variable (ECV) Inventory Gap Analysis Report and Coordinated Action Plan. Feedback was requested by November 22, 2024, and the final documents will be shared for endorsement soon.
* The current activities and recent developments of WGClimate were presented at the UNOOSA *Workshop on Space for Environmental and Climate Change* on November 20, 2024.
* WGClimate released version 5.0 of the ECV Inventory in early November. This was announced via CEOS social media channels to promote the new release.
* The joint CEOS-CGMS Working Group on Climate and Greenhouse Gas (GHG) Task Team meeting will be held on February 11-13, 2025, in Harwell, UK. The registration link and draft agenda was shared with CEOS and CGMS communities on December 4, 2024.
* WGClimate-22 will include a dedicated session with UNFCCC national inventory compilers, to help understand next steps for the CEOS Global Stocktake (GST) Strategy. WGClimate will report at SIT-40 on this engagement.
* The Global Climate Observing System (GCOS) held a consultation meeting with WGClimate to gather feedback on the GCOS Essential Climate Variable (ECV) rationalisation process and the proposed new ECV list. Key outcomes of this work are the removal of anthropogenic ECVs (GHG emissions and water use), the introduction of four cross-panel ECVs, and streamlining of the ECV list (reducing it from 55 to 42). The public review of the new ECV list is scheduled for 2025, with the final ECV list to be formalized in the GCOS Implementation Plan in 2028.
* WGClimate Chair was invited to join the WMO Global Greenhouse Gas Watch Data Task Team.
* WGClimate is working with the SEO and the SDG coordination group to deliver a new support sheet on SDG13.2.2 (total greenhouse gas emission per year) in 2025.
* Regarding the UNCCD request to CEOS, this is seen as being outside the scope of WGClimate’s work.

**WGCV**

Medhavy Thankappan (Geoscience Australia, WGCV Vice Chair):

* WGCV members attended the Very High-resolution Radar & Optical Data Assessment (VH-RODA) 2024 Workshop from December 2-6, 2024 at ESA ESRIN in Frascati, Italy. The workshop presented an open forum for the New Space / commercial sector to communicate current and future developments in EO Cal/Val. The workshop was followed by targeted discussions, and the outcomes will be shared via a report.

**WGDisasters**

Laura Frulla (CONAE, WGDisasters Chair) reported:

* On December 3, 2024, the first teleconference of the Early Warnings for All (EW4All) WGDisasters subgroup was held. As participation was limited, co-leads were unable to be identified. Due to the wide scope of EW4All it is challenging to understand how CEOS can contribute to the initiative.
* WGDisasters activities are directly connected with the UN Sustainable Development Goals, particularly those focused on poverty (SDG1), resilience (SDG11, SDG15), climate action (SDG13), food security (SDG2), and water management (SDG6). Through the different pilots and demonstration projects, WGDisasters and its agencies contribute to disaster risk reduction, preparedness, response, and recovery, and thus to the achievement of the broader SDG agenda.
* The WGDisasters response to the UNCCD request (Action CEOS-38-11) will be discussed at the next monthly meeting, scheduled for January 8, 2025.
* WGDisasters-23 will be held in Catania, Italy, on March 25-27, 2025, at the invitation of the National Institute of Geophysics and Volcanology (INGV).
* WGDisasters-24 will be held in September 2025 (dates TBC) in Argentina at the invitation of CONAE, likely in San Carlos de Bariloche, Río Negro Province in the south of Argentina.

*Discussion*

* Beth Greenaway (UKSA, CEOS Chair Team) suggested the Working Group responses regarding SDG linkages should be compiled and shared with the SDG Coordinate Group.

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| **330-05** | CEOS Chair Team to share the minutes and written reports from CEOS SEC-330 with the SDG Coordination Group for follow up on the SDG activity/relevance reports from the Working Groups. | **SEC-331** |

* Steven Ramage (CEOS Executive Officer) added that the Executive Officer team will share specific guidance with the call for 2025-2027 CEOS Work Plan inputs regarding the new SDG field, which is intended to aid the mapping of CEOS Deliverables to the SDGs.

**WGISS**

Tom Sohre (USGS, WGISS Chair) reported:

* WGISS does not contribute directly to the SDGs but does provide enabling infrastructure that is of relevance. WGISS recommends adding WGISS discovery and access tools (i.e., FedEO, IDN, CWIC) to the enabling infrastructure list on [ceos.org/sdg](http://ceos.org/sdg) This list might need further refinement, with many other agency and commercial tools and platforms missing as well.
* The WGISS Chair is in the process of finding a future WGISS Vice Chair to begin their term in November 2025.
* WGISS is also soliciting a new co-lead for the Technology Exploration Interest Group (TEIG), following the retirement of the prior co-lead from CNES.
* WGISS-59 is planned for March 24-28, 2025. One objective will be to finalise the draft of the Interoperability Handbook v2.0, before its presentation to SIT-40 in April.
* WGISS will also invite external stakeholders to WGISS-59 to brief WGISS on emerging technologies. This continues the ‘light’ commercial engagement approach of WGISS, noting that the STAC community was represented at WGISS-58.

*Discussion*

* Christine Bognar (NASA) encouraged future WGISS reports to the SEC to include outcomes from these engagements with external stakeholders. Beth Greenaway (UKSA, CEOS Chair Team) agreed, noting that WGISS is a key commercial engagement opportunity for CEOS. Tom will report back in the March timeframe.

## AOB

No additional items were raised for discussion.

## Adjournment

Beth Greenaway (UKSA, CEOS Chair Team) thanked the participants of SEC-330 and wished everyone a happy holiday period. The next CEOS Secretariat meeting will be SEC-331 on January 23, 2025. The plan for SEC teleconferences/meetings leading up to the 2025 CEOS Plenary is as follows (typically Thursday):

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| SEC-331: 23 January 2025  SEC-332: 20 February 2025  SEC-333: 13 March 2025  SEC-334: 8 April 2025 *(at SIT-40)*  SEC-335: 15 May 2025  SEC-336: 17 June 2025 | SEC-337: 17 July 2025  SEC-338: 21 August 2025  SEC-339: 9 September 2025 *(at 2025 SIT TW)*  SEC-340: 9 October 2025  SEC-341: 4 November 2025 *(at CEOS Plenary 2025)* |

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.