**Minutes V1.0**

**334th CEOS SECRETARIAT MEETING**

Tuesday, 8 April 2025

Fukuoka, Japan

Chaired by UKSA

**Participants**

**CSA:** Frédéric Fournier

**CSIRO:** Alex Held, Zandria Farrell

**ESA:** Marie-Claire Greening

**EUMETSAT:**  Jorg Schulz

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

**GA:** Jonathon Ross, Maggie Arnold

**JAXA SIT Chair Team:** Hironori Maejima, Osamu Ochiai, Yuko Nakamura, Mariko Harada, Satoshi Uenuma, Toshi Kamei, Hiroshi Suto, Stephen Ward, Teppei Sato

**NASA:** Barry Lefer, Christine Bognar

**NOAA:** Katy Matthews

**SEO:** Dave Borges

**UKSA CEOS Chair Team:** Beth Greenaway, Niall Bradshaw, Patrick Gibson, John Remedios, Matt Steventon, Harvey Jones

**USGS** Tim Stryker, Darcee Killpack

**WGCapD:** –

**WGCV:**  –

**WGClimate:** Wenying Su

**WGDisasters:**  Laura Frulla

**WGISS:**  Tom Sohre

1. **Welcome**

Hironori Maejima (JAXA, SIT Chair) welcomed everyone to Japan and looked forward to a productive week in Fukuoka.

Beth Greenaway (CEOS Chair team) reviewed the agenda. Osamu Ochiai (JAXA, SIT Chair Team) requested an addition to AOB on CEOS resourcing.

## SIT-40 Agenda and Action Review

Osamu Ochiai (SIT Chair Team) reviewed headline topics for SIT-40. They are summarised in [these slides](https://docs.google.com/presentation/d/1wfaBdd0vKG115xJ3e75AXMUohDqs_S5VCOM2LNKijYQ/edit?usp=drive_link). JAXA’s SIT Chair themes feature prominently, as well as a variety of priorities from the Working Groups and Virtual Constellations. The EO Data impact session will see the WGClimate Global Stocktake (GST) Lessons Learned presented for endorsement, and we seek an action to prepare an update of the CEOS GST Strategy. Also up for endorsement is the Space Agency Response to the GCOS Implementation Plan, also from WGClimate.

Action Review

Matt Steventon (SIT Chair Team) reviewed actions from SIT-39, SIT TW 2024, and the 2024 CEOS Plenary that are due at SIT-40. These are captured in the slides [here](https://docs.google.com/presentation/d/1wfaBdd0vKG115xJ3e75AXMUohDqs_S5VCOM2LNKijYQ/edit?usp=drive_link). Updates were as follows:

* **SIT-39-09:** Points of contact for the LSI-VC POLINSAR team have been received from NASA (NISAR), JAXA (ALOS-4), ESA (BIOMASS), CSA (RCM, Radarsat-2), and CSIRO (NovaSAR). Nominations are forthcoming from CONAE (SAOCOM-1) and ASI (COSMO-SkyMed). A response is sought from DLR (TerraSAR-X dual-pol) and ISRO (EOS-04, NISAR-S).
* **SIT-TW-2024-03:** Regarding action from the CEOS Executive Officer to ensure broad CEOS input to the WGISS Interoperability Handbook v2.0, Tom Sohre (USGS, WGISS Chair) confirmed that this action can be closed since the team has the representation required.
* Actions **SIT-TW-2024-07** and **SIT-TW-2024-08** regarding COAST-VC talking points on the UN Ocean Decade and a letter to IOC/UNESCO to detail opportunities for remote sensing were confirmed to be superseded by a new effort underway by the CEOS Executive Officer to prepare a letter from CEOS to GOOS that captures the essence of the UN Ocean Decade talking points compiled by COAST-VC. These two actions were closed.
* **SIT-TW-2024-09:** The recommendation from COAST-VC and SST-VC regarding extended observation coverage from new ultra-high-resolution thermal infrared instruments will be presented under item 7.1 at SIT-40. The authors desire endorsement by CEOS. This will have to happen virtually after SIT-40 since this wasn’t planned or received in time for SIT-40 endorsement. We will clarify next steps and a timeline during SIT-40.
* **SIT-TW-2024-11:** This action for CNES to prepare a one-page paper outlining the request for CEOS support of the UN Ocean Conference (UNOC) was due in September. No update has been received.
* Action **CEOS-38-03** relates to the activity of the CEOS Biodiversity Study Team (BST). The CEOS Chair Team has invited the BST leads to present to SIT-40 as well as two SEC meetings so far. This regular reporting will continue to ensure CEOS is on track for a discussion at the 2025 CEOS Plenary.
* **CEOS-38-09:** Working Groups were requested to share linkages between their work and the SDGs during a recent CEOS Secretariat meeting. This information was then passed on to the SDG Coordination Group. No new activities resulted. Dave Borges (SEO) confirmed that this action can be closed.

Discussion

Steven Ramage (CEOS Executive Officer) clarified that COAST-VC has requested that the CEOS Executive Officer coordinate a letter from CEOS to GOOS that captures the essence of the UN Ocean Decade talking points compiled by COAST-VC. This letter will supersede actions SIT-TW-2024-07 and SIT-TW-2024-08.

Marie-Claire Greening (ESA) noted that GOOS is a CEOS Associate member, and so we need to clarify exactly who the letter is from and to whom it is addressed. If this is just an internal CEOS communication there is no need for the formality of an official CEOS letter.

Steven will present on behalf of COAST-VC at SIT-40 and will propose a SIT-40 action to write this letter/communication. At that time, he will clarify the intended content and approach, following an off-line discussion with COAST-VC leadership.

## Status of and Discussion on 2027 CEOS Chair Nominations

On the 8th of April (Japan time), Niall Bradshaw (UKSA, CEOS Chair Team) shared a draft of the communication that UKSA intends to send to the CEOS community seeking nominations for the role of 2027 CEOS Chair. Niall requested a review by the SEC by COB today, after which UKSA will have the letter signed and sent by Paul Bate (UKSA, CEOS Chair).

According to the geographical rotation, the next nominee would ideally come from the Americas region. UKSA have made this clear in the text but also remained open to nominations from any willing CEOS Agencies.

Stephen Ward (SIT Chair Team) recalled the expression of interest from SANSA at the 2023 CEOS Plenary, which then went quiet, despite follow up emails from the CSA 2024 CEOS Chair team.

Alex Held (CSIRO) noted that the Brazilian Space Agency (Agência Espacial Brasileira; AEB) is increasingly active internationally, with new missions on the horizon (SABIA-Mar, with Argentina). It was noted however that AEB is not a CEOS member agency, so they could not be a candidate.

Christine Bognar (NASA) noted that we need to be realistic regarding the options. While it is interesting to consider having new agencies take on CEOS leadership roles, it is a high bar to bring such agencies into CEOS with the hope of them being CEOS Chair soon.

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| **334-01** | CEOS SEC to review the [draft 2027 CEOS Chair nomination letter](https://docs.google.com/document/d/1lL5n1U1Z9AlJDEqwrCjlhW7MCHWqKmG-m35RKhZr4Ow/edit?tab=t.0) prepared by UKSA. Feedback should be added directly to the online document as suggested changes or comments. The letter will be sent to the CEOS mailing lists by the end of the week (11 April, 2025). CEOS SEC is asked to also consider potential options and contact the UKSA CEOS Chair Team with any ideas. | **8 April 2025** |

## CEOS Work Plan Update

Steven Ramage (CEOS Executive Officer) reported the latest timeline for finalisation of the CEOS 2025-2027 Work Plan.

It was noted by the SEC that there are still several sections of the Work Plan with pending changes, so the Work Plan is not ready for review by the CEOS community or Principals. Before the Work Plan is presented for endorsement by CEOS Principals, there needs to be another round of review by the CEOS community. The copy that is presented to CEOS Principals for endorsement must be as close to final as possible, with only very minor edits expected from the Principal review, if any at all.

A new action was recorded to reflect the new timeline and recognition that a new draft version needs to be circulated to the CEOS SEC and community before it is presented for endorsement by CEOS Principals.

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| **334-02** | CEOS Executive Officer to share the latest version of the 2025-2027 CEOS Work Plan with the CEOS community for review and edits before it is shared with CEOS Principals for endorsement by the end of May. | **11 April 2025** |

## CEOS Representation at the GEO Ministerial and Plenary

Steven Ramage (CEOS Executive Officer) reported that CEOS will be represented at the GEO Global Forum by Osamu Ochiai of the SIT Chair Team and by Steven supporting the SIT Chair Team. Several CEOS agencies will have their own representatives present as well.

Steven shared a [draft CEOS Statement for the GEO Global Forum 2025](https://docs.google.com/document/d/1JzdnVqxR19MdlwrTlwlheRB60LBT3BoQZFR36-k2fJk/edit?usp=sharing) with the CEOS Secretariat mailing list on 2 April, 2025. Christine Bognar (NASA) noted that CEOS agencies from the U.S. would not be able to endorse the statement in its current form, but there is the possibility if it were suitably rewritten.

It was noted that it is not a requirement for CEOS to have a statement for the GEO Global Forum, however since this is a pivotal year for GEO it is important that CEOS be visible with a statement.

Noting that the statement is due on April 11, a new version for review by the SEC will be provided by COB (Japan) on 9 April, 2025. Comments will be welcomed through to midday on Thursday, 10 April, 2025. Provided there are no major issues, the statement will then be submitted. Katy Matthews (NOAA), Jonathon Ross (GA), Frederic Fournier (CSA), Alex Held (CSIRO), and Christine Bognar (NASA) will contribute to the rewrite.

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| **334-03** | CEOS Executive Officer to coordinate a rewrite of the draft CEOS Statement for the GEO Global Forum 2025. Katy Matthews (NOAA), Jonathon Ross (GA), Frederic Fournier (CSA), Alex Held (CSIRO), and Christine Bognar (NASA) will contribute to the rewrite. This will be shared with the CEOS Secretariat by 9 April 2025 (5pm Japan Standard Time) for review by midday on 10 April, 2025, after which the statement will be submitted provided there are no major issues with the rewritten version. | **9 April 2025 (5pm Japan Standard Time)** |

The GEO Secretariat Director, Yana Gevorgyan, has approached the UKSA CEOS Chair team for a meeting. Beth Greenaway, Paul Bate, and the UKSA CEOS Chair Team will coordinate that meeting shortly with support from the SIT Chair Team and the CEOS Executive Officer.

## Review Status of CEOS Leadership Position

WGCapD, WGISS, and WGDisasters are due to present nominations for their next Vice Chairs at the 2025 CEOS Plenary.

Tom Sohre (USGS, WGISS Chair) confirmed that WGISS has a candidate for the WGISS Vice Chair 2026-2027. Marie-Claire Greening (ESA) confirmed that this pending nomination is from ESA.

Laura Frulla (CONAE, WGDisasters Chair) reported that ASI is expected to put forward a formal nomination for WGDisasters Vice Chair for 2026-2027.

Barry Lefer of NASA noted that they have been speaking with a potential candidate for SIT Vice Chair 2026-2027. This nomination is also due at the 2025 CEOS Plenary.

## AOB

Over the next few days of the SIT-40 meeting, Osamu Ochiai (JAXA, SIT Chair Team) asked the SEC to consider the balance of CEOS activities (current and new) and available resources. It is worthwhile to consider available resources considering recent/expected changes to capacity. This consideration of activities is related to an effort that will be introduced by the CEOS Executive Officer and CEOS Chair Team during SIT-40 regarding a review of the CEOS priorities last identified in the Kyoto Statement issued at the 29th CEOS Plenary Meeting in 2015.

Upcoming Meetings

Beth Greenaway (UKSA, CEOS Chair Team) suggested that going forward the ESA Ministerial Council Meetings be regularly added to the CEOS external events calendar for awareness. ESA Council Meeting at Ministerial level (CM25; 26-27 November, 2025) has now been added.

## Adjournment

Beth Greenaway (UKSA, CEOS Chair Team) thanked the participants of SEC-334. The next CEOS Secretariat meeting will be SEC-335, which will be held on May 15, 2025. The plan for SEC teleconferences/meetings leading up to the 2025 CEOS Plenary is as follows (typically Thursday):

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| 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 communicated closer to the dates.