**CEOS Communications**

**SIT-38 Side Meeting Agenda**

**15:30-17:00, 28 March 2023**

|  | **Topic** | | **Time** |
| --- | --- | --- | --- |
| 1. | Welcome and Introduction  *Dave Borges (SEO)*   * What is CEOS Communications? | | *5 mins*  15:30-15:35 |
| 2. | Review of 2022 Activity  *Libby Rose (SEO Comms Team)*   * News posts and views * Social media engagement | | *10 mins*  15:35-15:45 |
| 3. | Plans for 2023  *Libby Rose (SEO Comms Team)*   * SIT-38 Video * Global Stocktake focus * *“In case you missed it”* quarterly bulletin | * Faces of CEOS * CEOS History * WGCV CalVal Portal Videos * SDGs | *15 mins*  15:45-16:00 |
| 4. | CEOS Newsletter Report  *JAXA TBC*   * 2022 activity * 2023 plans |  | *10 mins*  *16:00-16:10* |
| 5. | Discussion: Target Audience  *Dave Borges (SEO)*   * Comms Team needs clarification on who the content should be targeted towards | | *20 mins*  16:10-16:30 |
| 6. | Plans for SIT-38  *Dave Borges (SEO)*   * Asking Agencies to nominate comms specialists to the CEOS Comms Team * Consider updating the CEOS Communications Strategy | | *15 mins*  16:30-16:45 |
| 7. | AOB   * Regularity of Comms Team meetings * Reporting to Working Groups | | *10 mins*  16:45-16:55 |