

## Terms of Reference: CEOS Strategic Implementation Team (SIT) Chair

**Purpose:** The Strategic Implementation Team (SIT) of the Committee on Earth Observation Satellites (CEOS) provides strategic guidance on the direction, progress, and status of implementation activities in relation to the established priorities, commitments, and partnerships of the CEOS organization.

**Organization:** The CEOS SIT Chair formally reports to the CEOS Chair, and participates in the meetings of the CEOS Secretariat and Troika. The SIT Chair is supported by the SIT Chair Team, whose composition is at the discretion of the SIT Chair. The SIT Chair Team includes expertise and resources to fulfill the range of activities outlined in these Terms of Reference, the *CEOS Strategic Guidance* document, and the *CEOS Governance and Processes* document. It is recommended that the SIT Chair Team members possess adequate international relations and technical expertise to effectively interact with and support the Virtual Constellations (VCs) and Working Groups (WGs).

Biennially, CEOS confirms and endorses an Agency as SIT Chair and a second Agency as SIT Vice Chair at the CEOS Plenary meeting. Both SIT Chair and SIT Vice Chair Agencies serve a two-year term, with the SIT Vice Chair taking on the role of SIT Chair at the end of the SIT Vice Chair term. The terms for the previously nominated and confirmed SIT Chair and SIT Vice Chair begin at the conclusion of the CEOS Plenary. The SIT Vice Chair role is intended to provide active support to the SIT Chair. Both the SIT Chair and SIT Vice Chair are invited to participate in the CEOS Secretariat. For purposes of succession planning and continuity of the implementation of major Earth observation deliverables in relation to stakeholders, CEOS Agencies seeking consideration to chair the SIT are asked to offer their candidacy to the CEOS Chair at least two years in advance so that they may be first considered for the SIT Vice Chair role, which precedes the role of SIT Chair.

Participation in SIT meetings is open to any CEOS Agency willing and ready to contribute to one or more of the activities being discussed by the SIT. The SIT Chair may, at his/her discretion, arrange dedicated sessions for those Agencies discussing coordination of implementation plans. The SIT Chair may also invite observers, as appropriate, to any meeting.

**Objectives:** The objectives and intended outcomes of the SIT Chair, listed below, center on strategic guidance with regard to governance, stakeholders, and the accomplishment of deliverables and societal benefit contributions of the VCs and WGs.

### Strategic Guidance

- In consultation with the CEOS Chair, play a central role in technical coordination of existing and future missions of CEOS Agencies, continuing to support the Group on Earth Observations (GEO) in the realization of the space segment of the Global Earth Observation System of System (GEOSS).

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- Work to accomplish greater synergy between the research satellite and operational satellite communities in building upon proven research instrumentation to develop future-generation operational monitoring capabilities
- Work with the CEOS Chair and Secretariat to build capacity and complementarity among CEOS Agencies, stakeholders, and partner organizations by broadening the participation in and contributions to CEOS Earth observation activities
- Oversee the activities of the CEOS VCs and, as delegated by the CEOS Chair, assist in overseeing the WGs. The SIT Chair may also oversee certain Ad Hoc Teams, as designated by the Plenary. Oversight of these entities may include, but is not limited to, regular telecons with VC Co-Leads and WG Chairs to provide strategic guidance, understand progress and issues, and support the resolution of issues that require agency coordination.
- Seek and monitor implementation of commitments by the membership in support of the *CEOS Strategic Guidance* and *CEOS Work Plan* documents.

### Executive Management

- Working with the CEOS Chair and the CEOS Executive Officer (CEO), chair the following major meetings that inform, review, and advance the implementation of CEOS activities and deliverables each year: the CEOS SIT Meeting in the March to April timeframe, and the CEOS SIT Technical Workshop in the August to September timeframe (not required, but often desired to prepare for the CEOS Plenary, GEO Plenary, United Nations Framework Convention on Climate Change (UNFCCC), and other key external stakeholder meetings).
- Working with the CEOS Chair and the CEO, organize and coordinate the CEOS-GEO Actions Meeting in the January to February timeframe. This meeting will be chaired by the CEO.
- Evaluate initial proposals, full proposals, and implementation plans for new VCs according to the *VC Process Paper* and facilitate the discussion and decision process with CEOS Principals at the SIT Meeting.
- Take on such other tasks as the CEOS Chair considers appropriate.

**Planning, Implementation, and Reporting:** The SIT Chair organizes and chairs meetings of the SIT to strategically address space agency commitments to the *CEOS Work Plan*. The SIT Chair convenes each meeting at a time and place to facilitate the participation of as many interested representatives as possible, and makes every effort to offer web conferencing for representatives who cannot attend in person. The SIT Chair provides an agenda and related documents at a reasonable time prior to each meeting. The SIT Chair develops the agenda in consultation with the CEOS Chair and the Secretariat, and identifies potential outcomes for the meeting in question, topics for decision or approval, topics for information, topics requiring CEOS Agency guidance, and actions. As needed, the SIT Chair pursues inter-sessional contacts with CEOS Member Principals and works together with the CEOS Chair, CEO, and Secretariat to keep all CEOS Agencies informed of the organization's activities and issues during the period between CEOS Plenaries.

The SIT Chair is also responsible for the following reporting and representation activities.

- In cooperation with the CEOS Chair, CEO and Systems Engineering Office (SEO), be the principal CEOS interface with GEO for the annual CEOS–GEO Coordination Meeting (in the

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December to January timeframe) between CEOS executive leadership (CEOS Chair, SIT Chair, CEO, SEO) and the GEO Secretariat.

- The SIT Chair will keep the CEOS Chair and CEO regularly informed and briefed, particularly in connection with external stakeholder meetings, where the CEOS Chair or designee will be the formal CEOS representative.
- In cooperation with the CEO, report to the CEOS Plenary on technical implementation matters requiring discussion or decision by CEOS Plenary, and arrange for appropriate action to be taken.
- Develop, maintain, and report (to CEOS Plenary annually) progress on CEOS contributions to the GEO Work Plan.
- Ensure appropriate 'space component' representation in any implementation initiatives undertaken by CEOS in support of various stakeholder initiatives. Representatives will report regularly to the SIT Chair, and will look to him/her for support in carrying out CEOS commitments.

*These Terms of Reference can be amended or modified only after consultation and agreement by the CEOS Chair and the SIT Chair. The amendment process should include a review of other CEOS guiding documents that will be affected by the amendment or modification to ensure that all of the guiding documents are consistent and mutually supporting. Such amendment or modification shall require review and approval by the CEOS Plenary.*