

Terms of Reference: CEOS Secretariat (SEC)

Purpose: Led by the Committee on Earth Observation Satellites (CEOS) Chair, the permanent CEOS Secretariat (SEC) ensures progress on and implementation of Plenary and SEC actions; drafts and approves CEOS position statements, major meeting agendas, and minutes; and provides ongoing coordination of CEOS activities through monthly meetings between Plenary sessions.

Organization: The permanent Secretariat is maintained by the

- European Space Agency (ESA),
- European Organisation for the Exploitation of Meteorological Satellites (EUMETSAT),
- National Aeronautics and Space Administration (NASA) of the United States,
- National Oceanic and Atmospheric Administration (NOAA) of the United States,
- Ministry of Education, Culture, Sports, Science and Technology (MEXT) of Japan, and
- Japan Aerospace Exploration Agency (JAXA).

The SEC is chaired by the current CEOS Chair Agency, which is responsible for developing the SEC meeting agenda and topics for discussion. In addition, to ensure the expeditious conduct of business, the immediate past CEOS Chair and the incoming CEOS Chair are included in the SEC. The Strategic Implementation Team (SIT) Chair, SIT Vice Chair, CEOS Executive Officer (CEO) and CEOS Systems Engineering Office (SEO) are invited to participate in the SEC. The CEOS Working Group Chairs are also invited to all SEC Meetings so that they may report on the status of Plenary-related action items under their responsibility, and they are copied on all relevant correspondence. Representatives from additional CEOS Agencies or other relevant organizations may participate in the Secretariat on a temporary basis at the invitation of the CEOS Chair, for a period not to exceed the term of the CEOS Chair. Agencies or other organizations wishing to participate in the Secretariat on a temporary basis will apply in writing to the CEOS Chair, who will specify the length of the Agency's participation, not to exceed the term of the CEOS Chair.

Objectives:

- Facilitate communication relating to CEOS activities between major CEOS meetings
- Play a key policy role in drafting and approving CEOS position statements and major meeting agendas and minutes in support of the CEOS Chair and SIT Chair
- Facilitate communication with external stakeholders
- Facilitate communication among internal stakeholders, such as the SIT and Working Groups
- Facilitate progress and address issues relating to select *CEOS Work Plan* initiatives
- Along with the CEO, coordinate CEOS representation at external meetings
- Report on the status of SEC actions and actions from previous Plenary meetings
- Maintain and update the *CEOS Earth Observation Handbook* and the corresponding online Mission, Instrument and Measurement (MIM) database

- Produce the *CEOS Newsletter* and other periodic outreach publications
- Other tasks as assigned by the CEOS Chair

Planning, Implementation, and Reporting:

The SEC meets on a monthly basis to review SEC and Plenary action items and assist in coordination of CEOS activities. Those in attendance are given the opportunity to report on other relevant topics to include the activities of CEOS, Group on Earth Observations (GEO), SIT, Working Groups, external meeting attendance, and other topics of interest. Meetings are typically conducted by teleconference, but may be combined with major CEOS meetings to take advantage of face-to-face participation.

These Terms of Reference can be amended or modified only after consultation and agreement by the CEOS 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.

