

13th Meeting of Joint CEOS/CGMS Working Group on Climate

14th October 2020

Virtual Meeting Agenda

The meeting starts on Wednesday, 14th October at 4 am US West, 7am US East, 1pm Berlin, 4:30pm Ahmedabad, 8pm Tokyo, 9pm Sydney and will last 4:30 minutes. All times in the agenda are minutes from the start of the meeting.

Documents listed in the Agenda (Item x – name) are available on the meeting web page <http://ceos.org/meetings/wgclimate-13/>. Additional documents may become available in the week before the meeting.

Day 1: Wednesday, 14th October

1. WGClimate status report, CEOS and CGMS Work Plans, etc.

00:00 – 00:15	Welcome and Introduction (J. Schulz) Round table introduction (All)
00:15 – 01:00	Status of WGClimate (J. Schulz)
01:00 – 01:30	Discussion

2. Use Case Exercise

01:30 – 01:45	Status of use case exercise (W. Su, W. Balogh, J. Schulz)
01:45 – 02:30	Discussion: <ul style="list-style-type: none"> How do we make the cases ready for publication on climate monitoring.info? How do we select use cases for publication in 2021? New proposals for case studies including from other CEOS WGs
02:30 – 02:45	Break

3. GHG Monitoring

02:45 – 03:00	Status of GHG Task Team and GHG Roadmap (M. Dowell and A. v. Bargaen) Item 3 - CEOS_CGMS_GHG_Constellation_Roadmap_V2.4Bis
03:00 – 03:15	Products for first Global Stocktake (D. Crisp)
03:15 – 03:30	AFOLU Roadmap (O. Ochai)
03:30 – 04:00	Discussion on activities specific to the WGClimate and GHG Task Team such as engagement with CGMS, engagement with UNFCCC, user involvement, preparation for CGMS Plenary, etc. (M. Dowell)

4. GEO Climate Change Working Group

04:00 – 04:15	Engagement of WGClimate in the GEO CCWG (M. Dowell, J. Schulz, S. Venturini)
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5. Closure

04:15 – 04:30	Hand Over of Chair function (J. Schulz -> A. v. Bargaen)
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End of Meeting

Group Photo

Please send a selfie picture of yourself to Joerg.schulz@eumetsat.int to construct a group photo after the meeting. Albrecht will need that for the next article in CEOS News.

Technology

Tools

- **Webex** will be the primary tool used for the meeting. Participants will view presentations, make verbal interventions, and hear the verbal interventions of other participants through Webex. Requests for interventions should be made in the Webex chat function. Webex connection details are provided below.

Should there be a major issue with Webex, we will reschedule the meeting.

Connection Details

Webex meeting

When it's time, join your Webex meeting here.

Meeting number (access code): 163 279 0404

Meeting password: jEwPSYjA543

[Join meeting](#)

Session Limits

The tools do not seem to have any inherent 'session limits', and users should not need to 'reconnect' during the session.

However, individual users may find that their own systems (e.g. their telephone carriers) impose limits on how long they can remain on a single call. If this should occur, simply redial or reconnect.

Technology Support

We will do our best to help you resolve any issues, but please bear in mind that diagnosing technical issues that may be at your end, or that may involve third party software or network providers, may simply not be possible and the meeting will need to proceed.

Video and Cameras

To keep bandwidth requirements low, the person presenting can use video, as long as it does not reduce quality of the connection. Please **do not** share your camera when entering the meeting.

Audio Controls and Quality

All participants, excluding the WG Chairs, will be muted by default.

All participants should stay muted unless invited to intervene or present by the WG Chairs in accordance with the below protocols.

We recommend using individual headsets to participate in the meeting. This will provide you, and other participants, with the clearest voice quality and the least noise. If this is not possible, please check your phone setup to ensure minimal disruption from other attendees.

Note: if a speaker or presenter becomes completely unintelligible or experiences major degradation of sound quality, the WG Chair will immediately mute them, and the meeting will move on. The speaker or presenter should then seek technical assistance as above.

Note: if the line is noisy during the call, the WG Chair will mute all callers. Internet callers will be able to unmute using the software interface. All callers are asked to mute their lines if they are not speaking.

Documents and Presentations

Access

You can access the latest agenda, presentations and documents, on the meeting website:

<http://ceos.org/meetings/wgclimate-13/>

Submission Process

Please submit your PPTs one day before the meeting to Alexandra Nunes (Alexandra.nunes@external.eumetsat.int), put the WGClimat Chairs in copy (Joerg.schulz@eumetsat.int) and (Albrecht.von-Bargen@dlr.de).

Name of presentations: "Agenda Item x – name"

Meeting Protocols

Connecting

Please connect to the meeting **a couple of minutes beforehand**, to identify and resolve any technical issues (on your side or the organiser's side).

The meeting will start **sharp** at the identified start times.

Introductions

One of the first items of business will be for participants to identify themselves. This is important to building the atmosphere of the meeting, as well as being important for administrative purposes.

The following procedure will be used to ensure this is an orderly and efficient process:

1. The WG Chair will identify a participant by name, and invite the participant to introduce themselves.
2. The participant will identify themselves, noting any CEOS Leadership roles they occupy (e.g. Virtual Constellation Co-Lead, Working Group Chair, etc.). If there are more than one participant from one agency, the lead shall introduce the other people from the same agency and indicate that introductions are complete.

The WG Chair will follow alphabetical order in passing through the participants list. Once all participants have had an opportunity to introduce themselves, there will be a final call for any other introductions.

Participants joining after a day has started may also introduce themselves through a text comment in the Webex Chat Window.

Session Management

Primary responsibility for the management of every session will rest with the WG Chair and Vice Chair. Except where prior arrangements have been made, the WG Chairs will call on presenters and select interventions. Only those invited to intervene or present should unmute and speak.

Intervening

The WG Chairs wish to ensure that anyone who wishes to intervene can do so (time permitting). A smooth process will ensure the maximum number of people get the chance to intervene, with less 'talking across' and 'interrupting' as people attempt to intervene. The following process will be used to schedule and facilitate interventions:

1. Participants will indicate their desire to intervene on a topic by submitting a message in the Webex Chat window. Messages should ideally be of the format:
 - "<x> from <y> wishes to intervene on topic <z>"
2. The WG Chairs will call on participants to intervene, in the order they determine.
3. Intervening participants will immediately un-mute and make their intervention as efficiently as possible.

4. At the conclusion of interventions for a particular item, or if time runs out, the WG Chairs will provide a wrap-up and (if relevant) summarise the way forward.

Individual interventions preferably will be short and concise.

Commenting

It is also perfectly appropriate to submit a comment in the Webex Chat window for noting, without requesting the floor to intervene. Such comments will be visible to other attendees, and may inform their thinking. The WG Chairs may also wish to highlight some of these comments by reading them out to the participants. They may also wish to call on the commenter to intervene; all participants should be ready to 'un mute' in this scenario.

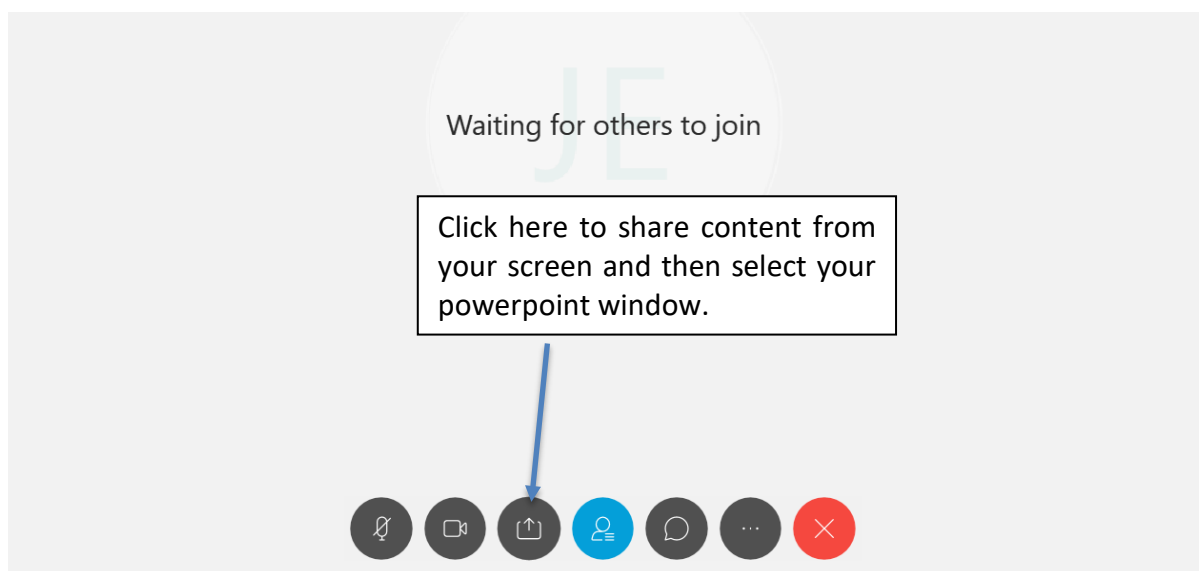
We will archive the chat window content and discussions will inform the meeting minutes.

Presenting

Presentations must be provided in advance of the meeting, in accordance with the instructions provided above. This will enable participants to download a copy to pre-read, as well as enabling them to follow-along on their local systems should they wish to do so.

The following process will be used to facilitate presentations:

1. The WG Chair will introduce the presenter and their presentation.
2. The WG Chair gives the presenter role in Webex to the presenter. A little ball is appearing at your name tag.
3. The presenter shares their Powerpoint Window by clicking on the third icon from the left on the screen:



4. The presenter will unmute their microphone (click first item on the left) and deliver their presentation. They will be responsible for advancing slides.
5. Once the presentation is concluded, you:
 - o Will mute, but be ready to unmute to intervene at the request of the WG Chair.

- Must remain ready to contribute as necessary, including returning the display to previous slides.

6. The WG Chair will release the presenter.

Tips for presenters:

- You can share a single application (such as powerpoint) rather than your whole screen.
- If you wish to share google slides you may wish to use a browser such as Chrome. Issues have been noted with using Safari. This does not apply to sharing MS Powerpoint.

Note: Should you absolutely need the WG Chair to advance the presentation for you (with you saying “next slide please”), let us know in advance.

Call Recording

The meeting will be recorded. The recordings will only be used to enable the WG Chair to prepare meeting minutes.