



1st ESA Carbon Science Cluster Meeting Technical Discussion Session Agenda and House Rules

The technical discussion session takes place from **11:30-12:30 CEST on Day 2 (24 June 2021)** and comprises two themes:

- 1. Towards a European Terrestrial Carbon Constellation project**
- 2. Science needs in preparation for Copernicus Sentinel Expansion Missions (2026)**

Working on the basis we will have 120 registrations each of these is split into 2 sessions running in parallel and if you wish to join in then you select the theme at registration. Each registrant is allocated to a session thus once we reach 30 in a session those selecting the theme are allocated to Session 2. If we get more than 120 registrants then we re-balance numbers. If we are less than 120 then we may combine the sessions into 1.

Each session comprises a moderator, a panel of 4 experts and the attendees themselves. The moderators and panels are as follows:

Towards a European Terrestrial Carbon Constellation project

Table 1: Stephen Sitch, Markus Reichstein, Jose Moreno, Matthias Forkel

Moderator 1: Matthias Drusch

Rapporteur 1: from panel

Table 2: Ana Bastos, Marko Scholze, Maurizio Santoro, Cedric Bacour

Mediator 2: Stephen Plummer

Rapporteur 2: from panel

Science needs in preparation for Copernicus Sentinel Expansion Missions

Table 1: Catherine Prigent (CIMR), Greg Duveiller (CHIME), Nazzareno Pierdicca (ROSE-L), Darren Ghent (LSTM)

Moderator 1: Frank Martin Seifert

Rapporteur 1: from panel

Table 2: Jadu Dash (Sentinel3), Mariette Vreugdenhil (LPF – S-1), Uwe Rascher (Flex), Nemesio Rodriguez-Fernandez (SMOS)

Moderator 2: Dirk Schuettemeyer

Rapporteur 2: from panel

The technical discussion theme will be introduced by the Moderator and then each Panel member will give a brief summary of their thoughts on the theme (5 min max if 4 members, 2 min if 8 members). Once this has been done the Chat will be open for attendees to ask questions, state their views, comment. Questions will be selected by the Moderator and posed to the panel members in order. If no questions arrive from the audience, the moderator can stimulate the discussion.

Moderators Role

The moderator should:

- Access the webex link 15min before start of the session
- The Q&A panel and “raise hand” option are switched off – the interaction will be via Chat panel only
- Check that all panellists are present
- Introduce briefly the session (text info to be provided) including the instruction to attendees and announcement that session is recorded.
- Ask each of the panellists their opinion on the theme – what do they see as the important questions to address for the theme
- Check the chat for questions and direct them to panellist in turn or most appropriate panellist.
- If no questions refer to the back up list (to be supplied)
- Close the session at 12:30 CEST
- Check with the note taker for salient points and prepare a 2 summary slides
- Present summary in afternoon session

Panellists Role

- Join webex event (try to be present 15min before)
- Prepare 5 minutes on your view of what is priority in terms of the theme
- Respond to questions from the moderator in turn (these come from the chat)
- The moderator will prepare summary slides with the note taker
- A set of notes will be circulated at the end of the meeting for review by the panellists to ensure discussion was captured.

Attendees Role

- The attendees can follow the discussion and ask questions through the chat
- Please ensure your name is visible and if the question is directed to a particular panellist then please say so using @panellist name
- The chat will be captured at end of session and the session will be recorded just for use in capturing key messages.

Technical ROLES ON WEBEX EVENTS tool:

- Host: Technical Responsible for connection has full power of the meeting, can unmute/mute everyone, decides who can present, can change other attendees' role. The "chat panel" will be saved by the Host at the end of the Technical Discussion(s) and send them to the moderator(s).
- Panellist and Moderators: Technical Session Speakers have the full control for themselves, can unmute, and enable video but cannot do any action on other attendees.
- Attendee: Participants joining the session can only watch the meeting. All Attendees will be with mic and video off upon entry. They will be able to interact only via Webex Chat panel. Please use the chat to ask questions to panel.

At the beginning of the event, everyone (except the Host) will enter as Attendee. It is up to the Host to change the roles according to the agenda.

The audience will interact via the Webex chat panel .The session will be also audio recorded.

Following the session, a representative of the panel (or the moderator) will provide a short summary of the discussion in the Final Plenary session at 14:00 (the original Webex session link will stay open for the entire duration of the of the event, therefore, you can re-enter it to coordinate points to be reported.)