**Meeting Minutes – GSICS GRWG UV Subgroup, 2013-11-13, 1130-1400 UTC**

About 20 people from ten organizations in America, Asia, and Europe attended a web meeting to explore the possibility of organizing, within the Global Space-based Inter-Calibration (GSICS) Research Working Group (GRWG), a subgroup dedicated to the inter-calibration of instruments in the UV spectrum. At the request of Tim Hewison (GRWG Chair), Fred Wu chaired the web meeting. The meeting agenda is in Appendix A and the list of attendees in Appendix B.

Tim Hewison provided an overview of GSICS, GRWG (including subgroups), and the upcoming 2014 Annual Meeting that he will host. Participants then each presented a 5-minutes self-introduction of:

* Experience in terms of missions and instrument they have supported and representative publications;
* Areas they can contribute to the subgroup; and
* Areas they wish to benefit from the subgroup.

Several themes were mentioned by multiple participants, including

* Facilitate collaborations among researchers, organizations, international bodies (e.g., CEOS/ACC, ESA Level 1 Quality Working Group), and user communities;
* Share lessons learned and best practice to standardize certain processes;
* Extend the GSICS principles to the UV spectrum that meet multi-agency users’ needs for inter-calibration procedures and products;
* Develop database for calibration products and documentation;

All presentations are available at <https://gsics.nesdis.noaa.gov/wiki/Development/20131113>. These reflect the broad range of members’ expertise and interest that will guide the group to plan its future activities accordingly.

Participants also discussed the procedure of selecting the group chair. The matter seemed more complicated than the allocated time could resolve, so we decide to hold another web meeting before the Annual Meeting in March.

A few topics need further clarification and discussion, including:

* Participation in the UV subgroup is entirely voluntary; there is no formal procedure to join and leave. GSICS membership of an individual and the home organization is not required to participate in the UV subgroup activities, however the chair must be a member of GRWG. Please contact Tim Hewison on how to become a GRWG member.
* Discrepancies are to be resolved in the procedures of selecting the UV Subgroup chair as outlined by Manik Bali (Slide 4 in Agenda) and by Tim Hewison (Slide 11 in his presentation).
* Proper balance between the UV community tradition of homogenizing Level 2 products and the GSICS emphasis on Level 1b products inter-calibration.

Action:

* Members will reconvene in a web meeting in Jan/Feb to continue the discussion. Tim Hewison will solicit inputs for the optimal date. Larry Flynn will coordinate and chair the meeting. Members unable to participate or present at the first meeting are invited to present their experience and ideas at the next meeting.
* Tim Hewison and Larry Flynn will develop a procedure of chair selection by Dec 31 for members to review and discuss at the next meeting.

**APENDIX A – Agenda**

1. Opening
   1. Attendance (Wu)
   2. Review of Agenda (Wu)
   3. Overview of GSICS, GRWG, and the 2014 Annual Meeting (Hewison, GRWG Chair and 2014 Annual Meeting host)
2. Self-Introduction by Members (Wu)
   1. Member A
   2. Member B
   3. ...
3. Selection of Chair (Flynn, GCC Director)
   1. Approve of the procedure, including dates etc.
   2. Interim chair
4. Closing
   1. Summary and Actions (Wu)
   2. Any Other Business (All)
   3. Adjourned

**APPENDIX B – Participants**

Following is a list of those who expressed interest in contributing to the GRWG UV Sub-group. Five of them were unable to attend the meeting on 13 November 2013.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last** | **First** | **email** | **Affiliation** | **Attendance** |
| Ahlers | Berit | Berit.Ahlers@esa.int | ESA | Y |
| Ahn | Myoung | terryahn65@gmail.com | Ewha Univ | N |
| Al-Saadi | Jassim | j.a.al-saadi@nasa.gov | NASA | N |
| Bali | Manik | manik.bali@noaa.gov | NOAA | Y |
| Chance | Kelly | kchance@cfa.harvard.edu | Harvard Univ | N |
| Dobber | Marcel | Marcel.Dobber@eumetsat.int | EUMETSAT | Y |
| Fehr | Thorsten | Thorsten.Fehr@esa.int | ESA | Y |
| Flynn | Lawrence | Lawrence.E.Flynn@noaa.gov | NOAA | Y |
| Janz | Scott | scott.j.janz@nasa.gov | NASA | Y |
| Kim | Jhoon | kim.jhoon.b@gmail.com | Yonsei Univ | Y |
| Krijger | Matthijs | J.M.Krijger@sron.nl | SRON | Y |
| Lang | Rüdiger | Ruediger.Lang@eumetsat.int | EUMETSAT | Y |
| Li | Lilian | liyuan@cma.gov.cn | CMA | Y |
| Loyola | Diego | Diego.Loyola@dlr.de | DLR | Y |
| McElroy | Tom | c.t.mcelroy@gmail.com |  | N |
| Munro | Rosemary | Rosemary.Munro@eumets.int | EUMETSAT | Y |
| Seftor | Colin | colin.seftor@ssaihq.com | NASA | N |
| Snel | Ralph | r.snel@sron.nl | SRON | Y |
| Stone | Tom | tstone@usgs.gov | USGS | N |
| Wagner | Sebastien | sebastien.wagner@eumetsat.int | EUMETSAT | Y |
| Wang | Weihe | wangwh@cma.gov.cn | CMA | Y |
| Weber | Mark | weber@uni-bremen.de | Univ Bremen | Y |
| Wu | Xiangqian | Xiangqian.Wu@noaa.gov | NOAA | Y |
|  |  |  |  |  |
| Huang | Huan |  | CMA | Y |
| Zhang | Yong |  | CMA | Y |