

Minutes

Date minutes 28 April 2017 **Our reference** 11200242-004-ZWS-0001 **Project** 11200242-004 **Made by** Marcel Ververs

Date meeting 21 March 2017 **Number of pages** 7

Meeting
Sixth Community Strategy Board Meeting

Present

Roger de Crook (NL Waterboards), Martin Ebel (FOEN), Jeff Perkins (BoM), Marc Philippart (RWS), Edwin Welles (Deltares USA), Amy Tavendale (SEPA), Gerben Boot (Deltares), Marcel Ververs (Deltares), Nadine Sloopjes (Deltares)

Absent

Mark Glaudemans (NWS), Bruce Quig (BoM)

Introduction and attendance

On March 21st 2017, Deltares (Delft-FEWS Product Management) organised the sixth official Delft-FEWS Community Strategy Board (CSB) meeting.

Deltares considers the CSB to be the independent advisory body for the management of and developments within Delft-FEWS. We expect the CSB to play a permanent role in the Delft-FEWS community and to be a continuous representation of the key players in our community. Deltares wants the CSB to be our partner in strategic discussions and to jointly define priorities for our strategic developments. At the time of the meeting the CSB consists of the following members:

| Organisation | Represented by | Present in Delft? |
|--|--|---|
| Bureau of Meteorology in Australia (BoM) | Jeff Perkins | No, remote via GoTo Live Meeting |
| Bureau of Meteorology in Australia (BoM) | Bruce Quig | No, apology |
| Dutch Waterboards (DWB) | Roger de Crook | No, remote via GoTo Live Meeting |
| Federal Office for the ENvironment in Switzerland (FOEN) | Martin Ebel | No, remote via GoTo Live Meeting |
| Rijkswaterstaat in the Netherlands (RWS) | Marc Philippart | No, remote via GoTo Live Meeting |
| Scottish Environment Protection Agency (Scotland) | Amy Tavendale | No, remote via GoTo Live Meeting |
| Deltares-USA | Edwin Welles | No, remote via GoTo Live Meeting |
| Deltares NL | Nadine Sloopjes Marcel Ververs Gerben Boot | Yes |
| Environment Agency in the UK (EA) | Deborah Summerskill | Stepped away from CSB |
| National Weather Service (USA) | Jon Roe | Will be replaced, name is still unknown |
| National Weather Service (USA) | Mark Glaudemans | Will be replaced, name is still unknown |

Agenda

The agenda is as follows:

| | |
|-------|---|
| 12:00 | Opening and introductions |
| 12:10 | Minutes |
| 12:20 | Actions and (updates on actions) previous meeting |
| 12:30 | Representation in the Delft-FEWS CSB |
| 13:00 | Financing Delft-FEWS 2020 roadmaps |
| 13.30 | Summary and Actions |
| 13:45 | Any other business |
| 13.55 | Closure and date next meeting |

Opening and Introductions

On behalf of Deltares, Nadine Slootjes opens and welcomes everybody to the sixth CSB meeting which will mainly focus on the topics 'who does the Community Strategy Board represent' and 'the Delft-FEWS 2020 roadmaps'. If any, an update on the open actions points will be given as well.

The NWS cannot join this time. Delft-FEWS Product Management has been informed by Edward Clark that a replacement for the NWS representation is still to be found.

Representation from the EA (UK) is still unknown. We have received a response from Deb Summerskill that she has thanked for the invitation, but she is unable to attend these meetings and she also thinks the Environment Agency will not have any role in this in the future. Natural Resources Wales which 'left' the EA, but has chosen to continue to use Delft-FEWS indicated to be interested to join the CSB.

Nadine Slootjes asks if someone would like to add something to the agenda, which is not the case.

Minutes from the previous meeting

There were no comments on minutes of the previous meeting, so they will be finalized and added to the [Delft-FEWS portal page](#).

Actions (and updates on open actions) from the previous meeting

It was agreed to update the actions during the meeting and 'clean' the list. This means that only the open actions will be maintained in the minutes. See updated action list at the end of these minutes. Gerben and Marcel give a status update on the outstanding actions.

The open software statement is ready to be published. It has already been used a couple of times, because of clients asking questions about the philosophy of open software for Delft-FEWS. We will put it on the Delft-FEWS oss-portal soon (before the next meeting).

The action about identifying a process to share patches will be picked up as part of the plans as defined in the roadmaps. After the implementation of the roadmaps the process of rolling out patches will be more automated. At the same time we will also review the process of testing and delivery of patches. Roger asks a question about what will happen if users have different versions of the software, or if they do not want a certain patch rolled out automatically as it may introduce new risks or they have a special branch. Marcel answers this question

indicating that Deltares will make sure to introduce an option to choose whether you want updates or not. There will always be a manual intervention possible as you also want to have control of the timing of the update. Marc points out that at Rijkswaterstaat they will perform extensive testing with a major release, but they do not have a process in place to perform tests on a weekly basis. Marcel answers that the frequency of delivery of patches is still to be decided. Edwin suggests describing the new process of testing when the roadmaps have been completed and the new process of delivering patches is in place.

Deltares has not been able to make any progress on the action on the community funding after the last CSB meeting. The conclusions from the pilot (with Thrinacia software) are:

- Portal setup is suitable for technical discussions and raise awareness/involve potential clients
- Portal less suitable for getting funds together because of 'different' requirements for financial promises (personal crowdfunding ≠ crowdfunding by companies).

Roger suggests using the FEWS Feature Starter portal as popularity poll. How many organisations are willing to contribute? Marc suggests adding a willingness tab and status field. Roger hopes it would be possible to arrange that different ways of funding is feasible. Marcel suggests just starting with a real pilot and find out what issues will come up. Gerben will select 2-3 real life examples to start with. Jeff questions how we will ensure that the developments meet the requirements for each organisation. He thinks it is more an advertisement for new features.

In February we have sent out the first Delft-FEWS newsletter. The action to prepare an overview of webinars/instruction movies to be developed is almost ready, but has not been shared yet. We haven't got a timeline yet as we first focus on renewing all the Delft-FEWS training courses (configuration and system admin courses). Amy asks if we are also exploring online live training courses with a webcam. Deltares is happy to explore that option.

Representation in the Delft-FEWS CSB

Gerben opens the discussion with a slide with some points for discussion:

- What is the ideal composition of the CSB?
- New/other members needed...
- Who are we representing?
- What's our mandate?
- How do we/you organise the input/output to/from CSB to the group(s) you represent...

Jeff starts with expressing that he does feel he is representing the other clients in Australia. The Australian community also have their own user days. The hope is to build up a community in Australia that exchange experiences. He thinks they should organise a regular catch up to get input and feedback or at least to share the minutes of these meetings. He will raise it as a discussion item in the next Australian Delft-FEWS user days (26-27 April). He hopes that the Australian user days will expand to become Asian Pacific User Days. He thinks a rotating membership is not good for continuity.

Martin thinks that the CSB is a good representation of the community. He asks whether Deltares gets any responses from clients about the communicated outcomes of the CSB. This is important to know to avoid people get to deal with decision from the CSB without knowing anything about it. Gerben indicates that we have not had any reactions on the minutes of the meetings, on the portal or through e-mail.

Jeff suggests that at every CSB meeting he should provide an update of what is going on in Australia. Martin reacts that for Europe he thinks it is difficult to represent the community. Amy would like to share SEPA's membership with Natural Resources Wales. At the same time it is felt that we should have one core team for the majority of the meetings and one extended CSB meeting around the Delft-FEWS international user days. The CSB members should be more active in between meetings to promote/stimulate the community activities and receive feedback.

Financing the Delft-FEWS 2020 roadmap

Gerben briefly presents a summary of the three roadmaps with architectural pictures and the costs to implement each of these three roadmaps.

Marc states that Rijkswaterstaat already agreed to contribute to these roadmaps with 50k euro. He then asks if there are any dependencies between the three roadmaps. The answer is that the PI-Webservice plays a role in all three roadmaps, but the necessary developments are defined in the Webservice roadmap.

Edwin: It would be helpful to identify how we are continuously evaluating performance, functionality meeting the requirements and functionality testing (bug free). It would be helpful that community members can add to that. We have to test a lot and involving the community members might be useful. This gives them an opportunity to contribute.

Roger: This is a major transition, with big developments over a year. Than it is kind of difficult, to make sure that enough capacity is available to continue to deliver support and certain other features requested by clients. How are you planning to keep the existing functionality working until the new platform is ready? Recently developed features, should be available in both branches. The core functionality in the OC will not be touched and will be available without duplicate process. Major changes will be kept separately until they are ready to be included in the main branch. Expectation management is important. Request to add this to the executive summary.

Jeff agrees with the plans presented in the three roadmaps. He thinks the total costs presented are reasonable and in line with his experience with other projects. He says that user testing is very important and necessary for acceptance. He indicates that the BOM would also like to have input in the requirements if they would contribute. What happens if an organisation pays 50% of the necessary budget, do they have more to say about it? Or as stated by Roger; what if someone comes up with a good idea, but is not paying the most, will it then be implemented or will it have to be passed back to the community to get approval? The CSB concluded that in that case it will have to be passed back to the community.

Jeff states that it is probably best to keep it simple to start with. Ask the 10 biggest customers and you may find that that covers the costs. The Bureau is happy to contribute because this invests in the future of Delft-FEWS. They will need a proposal to pass to procurement. Amy indicates that the full community can help to fund more developments, then not only the biggest organisations pay. Getting an additional contract is more difficult within SEPA. It helps if we could show the results that S&M costs will be reduced over time. The obvious benefits are on the ICT part, but also on continuity of the forecasting service when it is difficult to maintain the IT.

Date
28 April 2017

Our reference
11200242-004-ZWS-0001

Page
5/7

Roger says that if you make a first inventory about who is going to contribute, you may find out you already have the costs covered. He thinks that he can mobilize the Dutch community to value these developments and contribute. Afterwards we need to make the procurement arrangements. Are we going to be transparent about who is contributing? This might be problem with procurement.

Any other business

Jeff: we've signed a MoU with Environment Agency to train forecasters.
Australian Delft-FEWS User Days are on 26-27 April.

Summary and actions

See Action List at the end of these minutes.

Closure and next meeting

The next meeting will be organized in July or August 2017 (depending on availabilities). Main topic for this CSB meeting is not set yet. Deltares will give an update on the finances aspect of the roadmap developments and other ongoing activities but a main topic can (still) be suggested.

An invitation will be send around end of June 2017.

Action list

| Action | | Due by | Completion Status date | | |
|--------|---|--------------|------------------------|----------|-----------|
| 1.6 | Publish and promote the statement about Open Source Policy from Deltares perspective in which the direction for Delft-FEWS is mentioned | Deltares | June 2016 | Nov 2016 | Completed |
| 2.3 | Identify a process to share patches in the community, taking into account different levels of urgency. Communication is a key issue here. | Deltares | July 2016 | Dec 2017 | Open |
| 2.4 | Draft a plan for community funding and identify Deltares priorities including budgets and allow people to vote and identify their priorities. Discuss in detail in the next meeting. How can people contribute? | Deltares | Dec 2016 | Dec 2016 | Open |
| 2.6 | Set-up an overview of webinars to be developed, include a timeline. Include patch, new features, IT aspects. | Deltares | July 2016 | Jul 2017 | Open |
| 2.8 | Design a framework for a FEWS letter, what to include, frequency and content, RSS feeds, publish through our website. New entries in JIRA can be published as well. | Deltares | July 2016 | Dec 2016 | Completed |
| 3.6 | Deltares to set up a platform to share a list of potential new Delft-FEWS features as a first starting point for the FEWS Feature Starter model approach (including a progress bar representing the already available finances for this feature). | Deltares | Oct 2016 | Dec 2016 | Open |
| 3.7 | Deltares to come up with a more detailed plan for this FEWS Feature Starter model, taking into account the different forms of financing as explained by the different organisations. | Deltares | Oct 2016 | Feb 2017 | Open |
| 4.1 | Deltares to share the 'Open Software Statement' after the internal legal review | Deltares | October 2016 | May 2017 | Open |
| 4.1 | Contact National Weather Service for a name of a person representing the NWS in CSB | Deltares-USA | July 2017 | | Open |
| 6.2 | Describe the new process of testing and sharing patches with the implementation of the new Delft-FEWS architecture of automatic updating | Deltares | Dec 2017 | | Open |
| 6.3 | All CSB members should ask feedback from community for input for meetings and on decisions | Deltares | July 2017 | | Open |

Date
28 April 2017

Our reference
11200242-004-ZWS-0001

Page
7/7

| Action | Due by | Completion Status date |
|--|----------|---------------------------|
| made | | |
| 6.4 Start contacting all clients with plans for three roadmaps for Delft-FEWS for coming years and find out if they are interested in contributing | Deltares | July 2017 |
| | | Open |