

Minutes

Date minutes 13 September 2017 **Our reference** 11200242-004-ZWS-0002 **Project** 11200242-004 **Made by** Marcel Ververs

Date meeting 12 September 2017 **Number of pages** 7

Meeting
Seventh Community Strategy Board Meeting

Present

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

Absent

Jeff Perkins (BoM)

Introduction and attendance

On September 12th 2017, Deltares (Delft-FEWS Product Management) organised the seventh 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, apology
Bureau of Meteorology in Australia (BoM)	Bruce Quig	No, remote via GoTo Live Meeting
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	Yes
Deltares NL	Nadine Sloopjes Marcel Ververs Gerben Boot	Yes
National Weather Service (USA)	Trey Flowers	No, remote via GoTo Live Meeting

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	Status update of the Delft-FEWS 2020 roadmaps
12:50	Extended / Expanded CSB meeting in Delft before User Days
13:10	Definition of role and tasks of the CSB members
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 seventh CSB meeting (with a special welcome to Trey Flowers our new member from the National Weather Service). There was a short round of introductions. This meeting mainly focused on the topics 'Definition of role and tasks of the CSB members', 'Format and content of CSB meeting before User Days in Delft' and 'status update of the Delft-FEWS 2020 roadmaps'. If any, an update on the open actions points will be given as well.

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

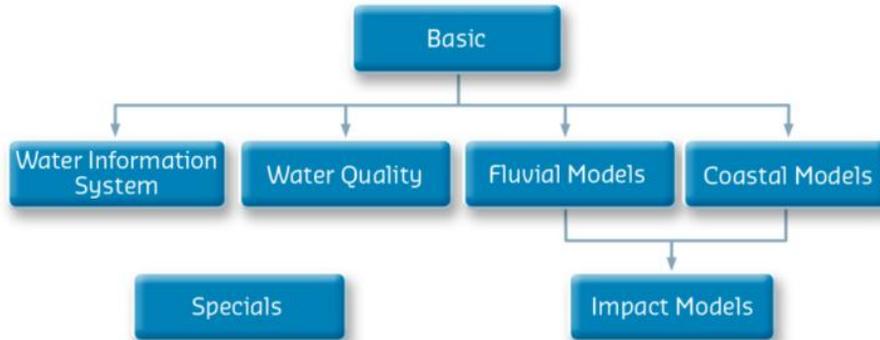
It was agreed to update the actions during the meeting and 'clean' the list. This means that only the open actions will be maintained in the minutes. See updated action list at the end of these minutes. Gerben and Marcel give a status update on the outstanding actions.

The open software statement has been published on the Delft-FEWS portal.
<http://oss.deltares.nl/web/delft-fews/open-software-statement>

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. The action to describe the new process of testing and delivering will be picked up before the end of 2017. By then we will have a detailed plan.

Deltares has focused on realizing the funding for the Delft-FEWS Roadmaps and has not given priority to the action on the community funding (FEWS Feature Starter) after the last CSB meeting.

Gerben provided an update on the action to prepare an overview of webinars/instruction movies to be developed. Deltares will start with the webinars about the software releases. Already on the list is new features presentation video (DFUD '17). We haven't got a timeline yet as we first focus on renewing all the Delft-FEWS training courses (configuration and system admin courses). At the Delft-FEWS international user days we have finalized 4 new 1-day training modules. The new set-up of the training modules can be seen in the figure below.



Status update of the Delft-FEWS 2020 roadmaps

Gerben gives a brief presentation on the status of the Delft-FEWS roadmaps:

What did we do since the last CSB meeting in March?

- Wrote a summary of the new developments (focused on the benefits)
- Informed the community during meetings:
 - During Regional User Days (Australia, Netherlands, German speaking)
 - User meeting Dutch waterboards
 - GOTO meeting (other European Users)
 - Individual (NWS, BPA)

Action Deltares: share the summary of the new developments with the CSB

Gerben provided an overview of the current status of the finances for the roadmaps. Roger indicates that the Waterboards, with Water Information Systems, want to contribute, but not the ones that use Delft-FEWS as a decision support system. One of the arguments was: what is the impact, benefits for us? Roger asked the members to share their motivation to contribute to these developments.

Suggestions that came from the CSB members:

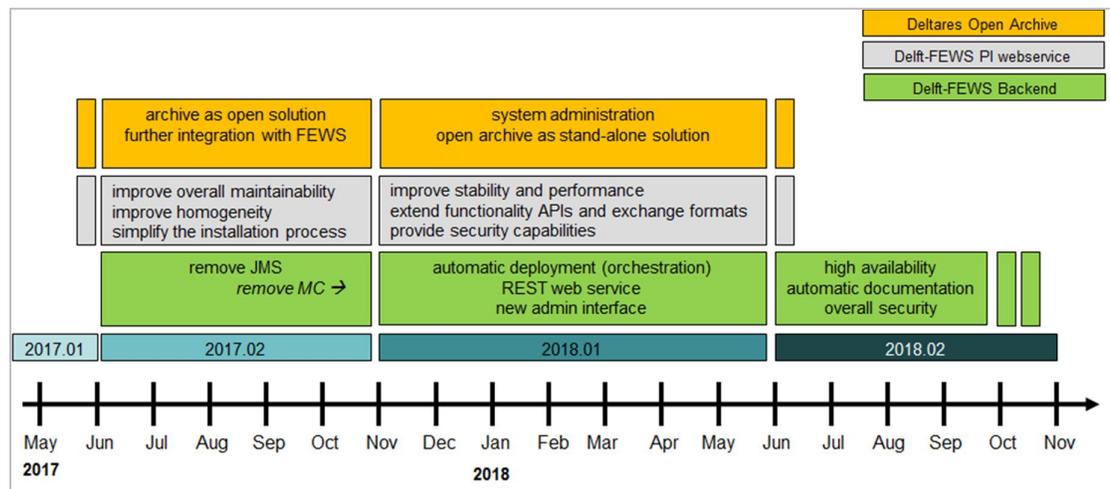
- Risk of re-design. In operational systems a stable version is needed. It needs to be more stable than now.
- Also talk to ICT people, not only hydrologists: **action Gerben/Roger**
- Summarize all benefits/advantages in a list / disadvantages: **action Deltares**
- How can we get responses from international operational forecasters, what do they see as beneficial?
- Write recommendations to convince others:
 - **Action Edwin/Trey:** write a recommendation from the NWS
 - **Action Marc/Gerben:** Arrange a recommendation from Rijkswaterstaat

Another question came up about what we do with organisations that do not want to contribute? Deltares is not in favour of not allowing those clients to be able to obtain the new Delft-FEWS software version. It is better to convince clients with other arguments, like for example a decrease in costs to maintain the application in the future.

It is difficult to get money for general developments. Therefore, e.g. the NWS, BoM have defined specific pieces of developments. If you don't invest things will change anyway, if you pay, you can steer the developments (Marc).

Action Marcel: Contact Amy to discuss possibilities of making specific issues for SEPA and highlight benefits for SEPA and discuss with Martin how we can formalize the contribution from FOEN (e.g. by formulating specific requests)

Gerben explained that the original implementation plan for the three roadmaps is mostly intact, apart from the task to remove the Master Controller from the Delft-FEWS code, which will start after completion of the North American enhancements for the 2017.02 release. This means that completion of this task will probably shift a bit towards the 2018.01 release (see picture of implementation plan below). However the final deadline for all three roadmaps will not be affected.



The following activities are in progress or have been completed:

Delft-FEWS Open Archive

- Seamless integration of *forecast timeseries*
- Robust checks implemented exporting to archive (checksums)

Delft-FEWS PI Webservice

- New framework ready for hosting different types of webservices
- Code-cleanup & test environment ready

Delft-FEWS Backend Simplification

- Removal of JMS
- New database scheme and snapshot functionality

After that Gerben explains that new development requests will have to be lined up with the roadmaps as much as possible. For the 2017.02 release many front-end developments have been requested. All new requests reported after the 1st of September 2017 will be spread out over the coming releases in 2018.

Extended/Expanded CSB meeting before User Days

The key question was whether we should have an expanded meeting with other participants from the Delft-FEWS User Community that are interested in joining. The general feeling was that a CSB meeting with a very big group is not going to work. It will be difficult to make progress and will not be good for the continuity in the group. However there was consensus

that interaction with the rest of the community should be promoted and the presence of the CSB members should be advertised.

The following ideas that came up during the discussion:

- At the User Days organise a table where CSB members are available and talk to other users. Share thoughts on high level about architecture, communication.
- Distribute a form they can fill to obtain feedback and input for the upcoming meetings
- Special name tags for CSB members that others can recognize them
- Invite a special guest for certain meetings to discuss a topic that they have raised
- General presentation during user days where we mention that people can attend a CSB meeting
- Make a specific CSB break out session at the User Days (from 2018) if a lot of people are interested
- Give opportunity for CSB to reflect on what has been discussed with other members from the community

For the upcoming CSB meeting during this year's International User Days Deltares will invite Natural Resources Wales as a special guest.

Action Deltares: Make sure there is a place to interact with CSB and to announce the presence of the CSB members

Definition role and tasks of CSB members

The key role of a CSB member is to represent a regional user group. A slide was presented with the following tasks for each CSB member:

- Share outcome of CSB meeting with other users
- Obtain topics for next meeting(s) from other users
- Exchange experiences
 - With respect to processes / procedures
 - With respect to technical aspects (generic functionality)
 - With respect to financial aspects
- Schedule a regular catch up meeting
- Succession of membership of CSB-members

Action all: Share outcome of this CSB meeting with regional users

Action Deltares: To send a reminder to CSB members in 3 weeks

Any other business

No one had any other business to report.

Summary and actions

See Action List at the end of these minutes.

Closure and next meeting

The next meeting will be organized on October the 24th 2017 in Delft. There was a request to start at 14.00 for people traveling over to Delft to be able to arrive on that day. Deltares will try to arrange that, but we will have to take into account the time difference with Australia. Bruce said he was not too worried about that. Main topic for this CSB meeting is to define a vision for the CSB for 2018 and come up with topics to be discussed next year.

An invitation with the Goto Meeting details will be send around two weeks before the meeting.

Action list

Action	Due by	Completion Status
	date	
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
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 Completed
6.1 Contact National Weather Service for a name of a person representing the NWS in CSB	Deltares-USA July 2017	June 2017 Completed
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 made	Deltares July 2017	June 2017 Open
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
7.1 Share the management summary of the Delft-FEWS roadmaps with the CSB	Deltares October 2017	Open
7.2 Summarize all benefits/advantages in a list / disadvantages	Deltares October 2017	Open

Action		Due by	Completion Status	
			date	
7.3	Talk to ICT people of Waterboards that have indicated that they do not see the benefits of the roadmaps just yet	Gerben / Roger	October 2017	Open
7.4	Write recommendation to convince other clients	Edwin / Trey, Marc / Gerben	October 2017	Open
7.5	Contact Amy to discuss possibilities of making specific issues for SEPA and highlight benefits for SEPA.	Marcel	October 2017	Open
7.6	Make sure there is a place to interact with CSB and to announce the presence of the CSB members	Deltares	October 2017	Open
7.7	Share outcome of this CSB meeting with regional users	All	October 2017	Open
7.8	Send reminder to CSB for contacting regional users in 3 weeks' time	Deltares	October 2017	Open