



Minutes

Minutes date October 9, 2018 **Our reference** 11202147-004-ZWS-0007 **Project** 11202147-004 **Made by** Marcel Ververs

Meeting date September 11, 2018 **Number of pages** 6 **Classification** (n.v.t.) until

Meeting
Delft-FEWS CSB #11 (2018-3)

Present

de heer J. Perkins, Mr B. Quig, Mr A. Tavendale, de heer M.E. Philippart, Mr M. Ebel, de heer T. Flowers, Mr E. Welles PhD, de heer ir. G. Boot, mevrouw drs. N. Slootjes, de heer drs. M. Ververs

Absent

de heer R. de Crook

Introduction and attendance

On September 11th 2018, Deltares (Delft-FEWS Product Management) organised the 11th Delft-FEWS Community Strategy Board (CSB) meeting.

At the time of the meeting the CSB consists of the following members:

Organisation	Represented by	Present/Joining via?
Bureau of Meteorology in Australia (BoM)	Jeff Perkins	Yes / via GoTo Live Meeting
Bureau of Meteorology in Australia (BoM)	Bruce Quig	Yes / via GoTo Live Meeting
Dutch Waterboards (DWB)	Roger de Crook	No, apology
Federal Office for the ENvironment in Switzerland (FOEN)	Martin Ebel	Yes / via GoTo Live Meeting
Rijkswaterstaat in the Netherlands (RWS)	Marc Philippart	Yes / via GoTo Live Meeting
Scottish Environment Protection Agency (SEPA)	Amy Tavendale	Yes / via GoTo Live Meeting
Deltares-USA	Edwin Welles	Yes / via GoTo Live Meeting
Deltares NL	Nadine Slootjes Marcel Ververs Gerben Boot	Yes / Hosting GoTo Live Meeting from Deltares office
National Weather Service (USA)	Trey Flowers	Yes / via GoTo Live Meeting

Agenda

The agenda is as follows:

11:00 (UTC)	Opening	
11:15	Minutes & Actions previous meeting	Minutes CSB #10 attached
11:25	Feedback from the community	Input from all CSB members
11:35	Status update of the Delft-FEWS 2020 roadmaps	Presentation by Gerben
11:50	Best Practices	Marc Philippart and Nadine Slootjes
12:25	CSB#12 Face-to-Face meeting <ul style="list-style-type: none"> o Discussion points o Presence in Delft? 	All



Minutes

Date
October 9, 2018

Our reference
11202147-004-ZWS-0007

Page
2 of 6

	o Preferred time?	
12.45	Any other business	
12.55	Summary, actions and closure	

Opening

Nadine Slootjes opens the 11th CSB meeting by welcoming everyone and appreciates everyone's presence on a very late or early hour of the day.

Minutes & Actions previous meeting

Nadine Slootjes takes all participants through the agenda, action items and minutes. It was agreed to remove the completed actions. Below we will only highlight the actions that were discussed in more detail.

Action 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. Agreed to close this action for now, because it will be part of the under development Delft-FEWS Portal.

Action 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. This action is completed / ongoing.

Action 7.2: Summarize all benefits/advantages in a list / disadvantages. To Do: add memo to presentation and share with CSB. Agreed to close this action, because it is no longer required.

Action 9.1: Share patch release notes with Amy Tavendale for review of relevance of information that is added and whether additional information is needed. This action is completed, but a new action is defined.

Action 9.3: Share list or recipients of FEWS-NEWS letter. This action is completed. The CSB-members who requested a list of recipients were informed which organisations receive the letters.

Action 10.1: This action is completed. However this resulted in a new action for Deltares to provide information to users on what exactly has been tested for the listed components.

Feedback from the community

Australia (Jeff):

- No meeting since user days. The BOM has a new contract with Deltares for a new collaboration on the field of coastal modelling. The BOM is also working together with new users in Australia.

UK (Amy):

- There is closer contact with Natural Resources Wales exchanging experiences and continued discussions about shared data feeds.

Northern American Users (Edwin, Trey):

- NWS and other North American clients are working hard on testing and rolling out the stable build 2017.02



Minutes

Date
October 9, 2018

Our reference
11202147-004-ZWS-0007

Page
3 of 6

German Speaking countries (Martin)

- End of June (28/6/2018) - German speaking countries user meeting ("Anwendertreffen"). This meeting was well received. The users were enthusiastic about the presentations from other users, from Hydrotec and from Deltares about the new features and Delft-FEWS roadmaps. On the second day there was a workshop where the new features, the Watercoach and the new Open Archive were presented.

Netherlands (Marc)

- In September there is a meeting planned with RWS users about the future of Delft-FEWS now - 10 year ahead.

International (Gerben):

- In the first week of September the first Deltares software days (including Delft-FEWS) for South East Asia were organised in Yogyakarta, Indonesia. There were about 100 participants from many countries in South East Asia and there were good responses. .

Status update of the Delft-FEWS 2020 roadmaps

A presentation was given by Gerben on the status of the development of the Delft-FEWS Roadmaps. He explained what has been delivered so far, what is planned and completed for 2018.01 and the plans for the 2018.02. Gerben mentioned that the 2018.01 will not be provided to clients. He also provided a status update of the finances.

Best Practices

Nadine introduces the topic best practices and defines the ambition for the Delft-FEWS

Community of Practices:

- Delft-FEWS end-users, developers, intermediaries, configurators all actively share their experience and knowledge on a variety of topics
- Delft-FEWS users are to be connected to finance developments together (community funding)

A slide with potential topics for the Community of Practice was presented.

Topics

Workflow management (how to forecast)	Import data	Data-bases	Export data
Platforms	Viewers	Testing	Specials (Water Coach)
	Training	Maintenance	



Minutes

Date
October 9, 2018

Our reference
11202147-004-ZWS-0007

Page
4 of 6

The following additional topics were suggested by the CSB members:

- Quality data verification
- Hindcast analysis – evaluation (How to use ensembles in your forecast?)
- Forecast verification – check on quality results
- Process of new developments, break down of bigger chunks of new developments, impact of new developments
- Automation of forecasting process + include smart alerting and alarming systems (products and services) + impact based forecasting.

Marc shared a link to a web viewer with an example on how to present ensembles.

How do we want to organise that?

- Use the Delft-FEWS Portal (currently in the design phase) to exchange information
- Static part (sharing documents) and dynamic part (raising questions)
- Create an interactive community page (this requires moderators!)
- Create a “safe” environment where parts of the page are open and some require a login.

The new portal should facilitate the community of practice. A first prototype will be available at the Delft-FEWS User Days in November for review and comments.

Some remarks to take into account:

- Preferably mobile friendly
- Confluence will be used to exchange information between users. The portal should allow you to exchange examples with other users.
- WMO working group is also trying to build up a community and looking for a way to find solutions on how to do that. Is Deltares able to share the results with other working groups? We think it should be possible to share the approach and the outcome of the process of getting to the prototype.

CSB#12: Face to face meeting in Delft

The following topics were mentioned to be discussed in the next (or other) CSB meeting:

- Change of focus from water levels to impact based services and products
- Ensembles (100+) and the impact on process, impact on systems, impact on statistics, product design etc
- Automation forecasting process (workflow management)
- Link output into DSS of customers

The outcome of the discussion is to invite active HEPEX-user(s) to join this meeting or even present something.

Any other business

There was nothing to report.

Summary, actions and closure

Nadine summarised the meeting briefly and thanked everyone for their contributions. Next meeting will be in November, the day before the international User Days 2018.

Action list

Action	Due by	Completion Status date
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Minutes

Date
October 9, 2018

Our reference
11202147-004-ZWS-0007

Page
5 of 6

Action		Due by	Completion Status date		
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	Close
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 Added Feb 2018: Contact new clients in Australia together with BOM	Deltares Deltares, Jeff Perkins	2018 May 2018		Completed
7.2	Summarize all benefits/advantages in a list / disadvantages. To Do: add memo to presentation and share with CSB	Deltares	June 2018		Completed
9.1	Share patch release notes with Amy Tavendale for review of relevance of information that is added and whether additional information is needed	Deltares, Amy Tavendale	May 2018		Completed
9.3	Share list or recipients of FEWS-NEWS letter	Deltares	May 2018		Completed
9.4	Start a discussion in the GO-FEWS community about Delft-FEWS related videos created by members of the Delft-FEWS community (potentially a contest).	Roger de Crook	June 2018		Completed
10.1	Share list of Delft-FEWS components as input for client testing activities.	Deltares	September 2018		Completed
10.2	Collate testing experiences into one document	Edwin Welles	September 2018		Open
11.1	Send around topics for the next meeting	Deltares	October 2018		Open
11.2	Share information about what is tested for each software release	Deltares	December 2018		Open

Attachment(s)
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Minutes

Date
October 9, 2018

Our reference
11202147-004-ZWS-0007

Page
6 of 6