



## Minutes

**Minutes date** November 20, 2019      **Our reference** 11203626-004-ZWS-0005      **Project** 11203626-004      **Made by** Marcel Ververs

**Meeting date** November 5, 2019      **Number of pages** 5

**Meeting**  
Delft-FEWS CSB #16 (2019-4)

**Present**  
A. Tavendale, M. Philippart, M. Ebel, T. Flowers, A. Smith, R. de Crook, B. Balk, N. Slootjes, M. Ververs, G. Boot.

**Absent**

### Introduction and attendance

On November 5<sup>th</sup>, 2019 the 16<sup>th</sup> Delft-FEWS Community Strategy Board (CSB) meeting was held.

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

Organisation	Represented by	Present
Bureau of Meteorology in Australia (BoM)	Adam Smith	Yes
Dutch Waterboards (DWB)	Roger de Crook	Yes
Federal Office for the ENvironment in Switzerland (FOEN)	Martin Ebel	Yes
Rijkswaterstaat in the Netherlands (RWS)	Marc Philippart	Yes
Scottish Environment Protection Agency (SEPA)	Amy Tavendale	Yes
National Weather Service (USA)	Trey Flowers	Yes, remote
Deltares-USA	Edwin Welles	No
	Ben Balk	Yes
Deltares NL	Nadine Slootjes	Yes
	Marcel Ververs	
	Ilonka ten Broeke	

### Agenda

The agenda was as follows:

<b>14:00 (CET)</b>	Opening	Welcome, presence and apologies
<b>14:00 - 14:45</b>	Delft-FEWS 2025 vision	<ul style="list-style-type: none"> <li>Vision document attached.</li> <li>Discussion on financing</li> <li>Discussion about the highest priority developments for the Roadmap 2020-2021</li> </ul>
<b>14:45 - 15:30</b>	CSB representation of the community	<ul style="list-style-type: none"> <li>Discussion on the representation of the board in relation to the users.</li> <li>This topic is a response to a request from the Environment Agency (England) that they are keen to become a member of the board.</li> </ul>



## Minutes

**Date**  
September 10, 2019

**Our reference**  
11203626-004-ZWS-0002

**Page**  
2 of 5

<b>15:30 - 15:45</b>	CSB Presentation during the User Days	Just like last year, a 15 min CSB presentation is scheduled during the User Days.
<b>15:45 - 16:00</b>	Minutes	Please find attached the minutes of last meeting

### Opening

Nadine Sloopjes opens the 16<sup>th</sup> CSB meeting by welcoming everyone in this face to face meeting in Delft. Trey Flowers was not able to be present in person, but he joins through Gotomeeting.

### Minutes & Actions previous meeting

We did not discuss the actions of the previous meeting as the agenda for this meeting was already very full.

### Feedback from the community

We did not cover this item this meeting as the agenda for this meeting was already very full.

### Delft-FEWS vision for 2025

Gerben presented a final version of the Delft-FEWS 2025 vision of the Delft-FEWS Ecosystem with the objective to explain our plans and show what we will share with the community. His presentation starts with describing the situation (global architecture) before we implemented the latest roadmaps. He continues to describe the status of the latest roadmaps and then he presents a slide (see figure below) about the first focus points for the coming years separated into different topics. The main point of discussion was about funding of the new roadmaps.

### Planning and focus of annual roadmaps...

Topics		2020	2021	2022	2023	2024
Focus	Global CoP	Portal as hub webinars	videos webinars	videos		
	High quality software	Modularity Open source Code clean-up Release process Code-benchmarking	Modularity Open Source Patching	Patching Simplification		
	State-of-the art	Seamless grids Archive web search Web OC	Web OC Workflow assistant	Cloud services Workflow assistant	Cloud services	Cloud services
Continuous attention		Data / IT security Performance Cloud developments Documentation User meetings	Data / IT security Performance Cloud developments Documentation User meetings	Data / IT security Performance Cloud developments Documentation User meetings	Data / IT security Performance Cloud developments Documentation User meetings	Data / IT security Performance Cloud developments Documentation User meetings

The CSB members discussed the financing structure of the roadmaps 2025 and whether a % of increase of S&M would be acceptable. It was generally agreed that this would be fairer than in the past, but we should be careful that it is not going to be a replacement of a license fee. It was questioned whether taking a percentage is the best approach, or should we use a different method? Or could we do it as a percentage of the fixed elements of a S&M contract? It was decided that next meeting Deltares will present several financing options.



## Minutes

Date	Our reference	Page
September 10, 2019	11203626-004-ZWS-0002	3 of 5

For the North American clients, the least risky approach is adding a firm fixed prize element to the contract, however that should be linked to a clear description of the work that is going to be done. Nowadays the NWS is moving towards a more Agile procurement approach, which could change the situation.

The discussion on how to finance the roadmaps for the Delft-FEWS 2025 vision continues with Roger explaining that the reason for having the roadmaps was to make big steps and be or stay state-of-the-art, that is not something that is done a part of normal maintenance. Do you need to expect for Deltares to stay-up-to-date automatically? The concept of Delft-FEWS is that everybody contributes and everybody benefits. Martin adds to that that there is no good alternative for Delft-FEWS, so maybe that helps in providing argumentation for an increase in S&M? Amy says that expectations have changed over the last years. Requirements have become higher. For example, the new functionality for 2018.02 is not always clearly beneficial. Deltares suggests that it may be necessary that Deltares explains the possibilities of the new software version better.

Martin suggests splitting up activities defined in the FEWS 2025 vision into standard maintenance and "improvements" to the system. A block of activities that require continuous attention is more part of standard maintenance.

Amy suggests thinking about setting up a new S&M approach with a limited amount of standard levels of support, so not the current flexible approach. Roger adds that it may be useful to categorize systems, also in how they contribute to the FEWS 2025 vision.

Marc has a question about one of the listed topics: the web operator client. Why do you want to limit the functionality? There is a group that wants to have a full functional web operator client and a group that wants a simplified Webviewer. The main reason for Rijkswaterstaat would be to make rolling out the client package a lot easier. To make a clear distinction between the simplified web operator client and a simplified Webviewer should we call it for example FEWS Mobile?

Marc also expresses his concern that it is important to keep a good balance between roadmap work and normal project related development work. Deltares agrees that that is one of the things they have learned from the Roadmap 2020. Furthermore, the already known developments will take place within projects and Deltares made an estimation of available capacity for non-project related developments. That capacity will be used for roadmap work.

### CSB Representation of the community

The next topic on the agenda was the CSB representation of the Delft-FEWS community. Deltares has received a request from the Environment Agency in England to be able to contribute to the strategic discussions in the Community Strategy Board. The CSB agreed that the Environment Agency are very welcome to join, as it was already the intention that the Environment Agency would join when the CSB originated.

This led to the discussion whether the whole Delft-FEWS community is represented properly or whether certain domains or types of users are not covered. According to the CSB the following Delft-FEWS domain(s) and types of clients are not represented:

- Hydropower
- Consultants
- Universities



## Minutes

**Date**  
September 10, 2019

**Our reference**  
11203626-004-ZWS-0002

**Page**  
4 of 5

There was consensus about the fact that the hydropower domain should be represented in the Community Strategy Board and that Deltares would actively contact multiple clients from the hydropower domain to find out whether they are potentially interested in joining. The CSB has discussed the possibility to have a representation of consultants in the board, but due to the potential benefits that would give in a competition it was decided not to do that. Universities were identified as another missing group of Delft-FEWS users in the CSB. This group is however very diverse and therefore it is not easy to find one person from one university to represent the whole group. Besides that, Delft-FEWS is being applied in the field of research in to many different ways. We propose to obtain input from the research community through our Deltares colleagues with strong links with universities.

The next step was to decide how we could practically fill in the structure of the CSB meetings with a potential larger group of CSB members with different backgrounds. It was proposed to differentiate between character of meetings, more strategic meetings and more technical meetings:

- 1x/year Strategic meeting (Vision 2025, yearly roadmap prioritization, progress)
- 2x/year Technical meeting (More technical topics e.g. software testing, Delft-FEWS Community of Practices)

A decision was made to have one strategic meeting, one technical meeting and one overall meeting face to face in Delft. The extension of the CSB with a client representing the hydropower domain should be an open invitation. CSB Members should be able to decide themselves in which meetings to participate and when not. Certain people could be agenda member for a specific meeting.

Martin suggested to use the portal to communicate the agenda for the CSB to a wider public a month ahead in time. We should also try to organize additional meetings between community members for special topics that will provide input for the CSB meetings.

### Any other business

There was nothing to report.

### Summary, actions and closure

Nadine thanked everyone for their contributions. Next meeting will be in February 2020. The date for the meeting will still have to be decided. The start time for the meeting will be 12.00 CET.

### Action list

Action		Due by	Completion Status date		
13.1	Share list of potential developments with other clients	Deltares	December 2019		Open
14.1	Organise Delft-FEWS release beta testing workshop in Delft for (Dutch) clients	Deltares	November 2019		Open
15.1	Action 10.2 Collate testing experiences into one document	Edwin Welles & Marcel Ververs	November 2019		Open



## Minutes

**Date**  
September 10, 2019

**Our reference**  
11203626-004-ZWS-0002

**Page**  
5 of 5

Action		Due by		Completion Status
			date	
	Action 11.2 Share details of what has been tested, share general overview what has been tested and an overview of systems that have been used for testing  Action 14.2 Share information to CSB how North American clients have been organised into a joined beta testing schedule			
16.1	Schedule new CSB meetings for 2020 with information about topics to be discussed (strategic or technical) and add new CSB members to invitation.	Deltares	February 2020	Open

**Attachment(s)**  
0