

## Minutes

<b>Minutes date</b> 14 April 2020	<b>Project</b> 11205095-004 Delft-FEWS 2020	<b>Number of pages</b> 1 of 4
<b>Contact person</b> Nadine Slootjes	<b>Direct number</b> +31(0)88 335 8080	<b>E-mail</b> Nadine.Slootjes@deltares.nl
<b>Meeting date</b> 17 March 2020	<b>Meeting</b> Delft-FEWS CSB #17 (2020-01)	

### Present

R. de Crook, A. Tavendale, M. Philippart, M. Ebel, T. Flowers, A. Smith, R. de Crook, S. Laeger, E. Welles, N. Slootjes, M. Ververs, G. Boot.

### Absent

M. Philippart

### Introduction and attendance

On 17 March 2020, the 17<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	Adam Smith	Yes
Dutch Waterboards	Roger de Crook	Yes
Federal Office for the ENvironment Switzerland	Martin Ebel	Yes
Rijkswaterstaat in the Netherlands	Marc Philippart	No
Scottish Environment Protection Agency	Amy Tavendale	Yes
National Weather Service (USA)	Trey Flowers	Yes
Environment Agency (UK)	Stefan Laeger	Yes
Deltares-USA	Edwin Welles	Yes
Deltares NL	Nadine Slootjes Marcel Ververs Gerben Boot	Yes

### Agenda

The agenda was as follows:

12:00 (CET)	Opening	Welcome, presence and apologies
12:05 - 12:15	Deltares preparation and business continuity during the Covid-19 outbreak	Nadine
12:15 - 12:20	Confirmation of minutes previous meeting	Minutes CSB #16
12:20 - 12:30	Vacancy CSB member representing hydropower	
12:30 - 13:00	Status update Release 20.01 / Roadmaps 2020-2025	Presentation by Gerben

13:00 - 13:35	Standardisation Support & Maintenance + financing the roadmaps	Presentation by Marcel
13:35 - 13:45	News from the community + topics/recommendations international Delft-FEWS User Days	Input from CSB members
13:45 - 13:50	Any other business	All
13:50 - 13:55	Next meeting	Date and topics
13.55 - 14:00	Closure	Summary and actions

### Opening

Nadine Slootjes opens the 17<sup>th</sup> CSB meeting by welcoming everyone.

### Deltares preparation and business continuity during the Covid-19 outbreak

FEWS Product management prepared an email to all support clients on our measures in relation to the COVID-19 outbreak to ensure that we will be able to provide support for the Delft-FEWS software as before. We are following the news and developments very closely and are adjusting any of the new measures where necessary.

### Minutes & Actions previous meeting

Action		Due by	Status
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	Completed
15.1	Action 10.2 Collate testing experiences into one document  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	Edwin Welles & Marcel Ververs November 2019	Completed
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	Completed

### Vacancy CSB member representing hydropower

There was a response to the vacancy for the CSB member representing hydropower from TVA. The CSB believes that TVA in name of Gabe Miller would be a good fit for the job. It is a strong partner for the North-American community, good motivation to join the CSB. It is decided unanimously to welcome Gabe Miller in the CSB.

### Status update Release 20.01 / Roadmaps 2020-2025

Gerben presents the status of the 20.01 release and the activities planned for the Roadmap 2020.

In relation to the release, it is discussed if the COVID-19 situation could affect the release planning.

It is expected that the release probably will not be affected, because Deltares and the Delft-FEWS development team are used to work remotely. Due to the measures taken to avoid infection, we also expect that the development team will not get sick all at the same moment. In case of illness, our team is robust enough to have back-ups. In case the planning doesn't meet the expected deadline, the impact will be limited due to the fact that there are no roll-outs planned before 1 July 2020,

Some activities are scheduled for 2020, however, the developments are part of proposals that are not yet granted. The question raises what should be done when proposals keep the status "in proposals". The CSB advises to communicate the proposed activities (that are on hold) to the community to open up funding opportunities for developments from the community. In addition, the CSB-members give the advice to describe the benefits of the specific feature(s) to stimulate discussion and crowdfunding / reach-out to community and potential contributors.

### **Standardisation Support & Maintenance and financing the roadmaps**

Marcel presents the ideas from Delft-FEWS PM in relation to standardization of the Support and Maintenance contracts, including financing the Delft-FEWS 2025 activities.

The following comments/advice are given:

- Timeline: make a clear distinction between new and existing clients
- Why 3-4 different levels, what are the details, what do you get? → It hasn't been decided yet how many levels. This are just first thoughts. From the current analysis, it seems that most of the clients will fit in the highest class. We expect less critical systems to fit in intermediate levels. Standalone applications, consultants will probably fit in the lowest level. We agree that the levels need to be detailed more.
- Take note of the fact that a new contract will be seen as a way to hide/increase costs.
- Question: Would you differ between the WIS (Water Information Systems) and forecasting systems (Decision Support Systems, DSS)? How are you going to way the service levels with respect to these different types of users? → Marcel: we prefer that there is no difference between the different types of users. They should all fit in the service levels. → In that case it is good to emphasize in describing the service levels how the WIS-users will benefit from the services. Marcel: We will discuss this in the GO-FEWS user group. We can clarify and discuss different types of contracts. This will be part of the process of developing the S&M levels.
- Some systems are not critical during 95% of the time, but when you are in a critical situation, you would like to scale up to a different service level. Would it be possible to take that into account? Marcel: I take note of that. Maybe as an additional element to the list of elements.
- Take into account what's involved in for example not taking the release every year. This differs per year for some clients.
- It is expected that standardization also fits within Times & Materials contract.
- Financing parts of the back-end developments as part of the S&M is the most equal approach.
- In relation to accountability it will be important to give clarity from the start: what will be delivered during that year of S&M (roadmap features). Something needs to be provided to support the spending of money.

### **Feedback from the community**

Netherlands - some waterboards experienced performance issues in relation to the amalgamate module (the amalgamate module packs and optimizes the data internally in the database) Today, there was a conference call with Deltares. Specific systems need a specific decision-tree how to configure the amalgamate for the different systems. Deltares provides insights/instructions. For upcoming releases Deltares aims at simplifying this amalgamate module by making it more automatic and removing configuration options to avoid errors.

UK: Sharing Delft-FEWS outputs with others. One of the topics is related to a Web-portal for non-technical users (viewers). A broader question: moving to the cloud and availability of Delft-FEWS on mobile devices. SEPA has something on mobile (CITRIX feature). Web browser version of Delft-FEWS is part of the vision.

Nadine: relation of international user days. If you have interesting ideas/suggestion, please share it with Deltares/Product Management.

### Any other business

Would it be possible to have early insight into the list of potential developments in order to be able to contribute to these developments?

### Next meeting

In November last year we had a discussion to make a differentiation between a technical and strategic meeting. Based upon the topics to discuss for next meeting (roadmap and S&M) it is decided not to make a distinction.

The next meeting will be 9 June 2020, 12.00 CET.

### Closure

Nadine closes the meeting wishing everyone to remain safe and healthy during this COVID-19 outbreak.

### Action list

Action			Due by	Status
13.1	Share list of potential developments with other clients	Deltares	December 2019	Open
17.1	Share examples on the Delft-FEWS portal of (smaller) functionality/features which could be 'crowd-funded'	Deltares	June 2020	Open
17.2	Share status of 'Seamless integration for grids' (part of the outstanding Roadmap 2020 features backlog)	Deltares	June 2020	Open
17.3	Share a list of 'what will be developed in the next release' (Delft-FEWS 2020.02 will be the first version to have this list available on the portal)	Deltares	June 2020	Open
17.4	Further detail the different levels within a standardised S&M contract	Deltares	June 2020	Open