**CHy Task Team on Interoperable Models and Platforms (TT E2)**

**3rd Teleconference, Thursday 17 May 2018, 7 am CEST**

**Tentative Agenda**

1. Adoption of the agenda
2. Presentation of the new TT member, Mr Etienne Le Pape
3. Review of actions identified during the previous teleconference
4. Discussion on the content of the Reference Guide (not discussed during first two teleconferences): how much more guidance is needed for each item in each of the templates
5. Planned way forward for the dissemination of the model/platform templates to  Regional Hydrology Advisors, NMHSs, OPACHE, AWG of CHy (not discussed during first two teleconferences)
6. Other Business (update on the UNU questionnaire)
7. Next Call

**Meeting Minutes**

**Participants**

The following experts attended the teleconference: Hwirin Kim, Yeshewateswa Hundecha, Etienne Le Pape, Jeff Perkins

Sends apologies: William Scharffenberg

From WMO Secretariat: Paul Pilon, Tania Gascon, Roberto Silva Vara, Giacomo Teruggi.

Hwirin Kim moderated the teleconference.

1. **Adoption of the Agenda** (**Annex I**)

The agenda was adopted without any changes..

1. **Presentation of the new TT member**

Etienne Le Pape introduced himself: working in SCHAPI (France) on flood forecasting models in real-time. All members introduced themselves to Etienne.

1. **Review of actions identified during the previous teleconference**

**General remark:**

* Has the Secretariat been kept in copy to communications between TT members? **Yes. The Secretariat has received input from Bill (around end of April) and from Hwirin (shortly before the telecom). No other exchange occurred among TT members, therefore no revised templates have been circulated. In the following, a detailed report on the action to be taken is provided. Please refer to the minutes of 2nd teleconference to better understand the discussion behind each action.**

**ACTION 1a**: Bill to write a short description for the next videoconference, as an example, of time requirements and complexity to install, configure and implement a model for a forecast application. Everyone to add in their model template the categories “cost” and “complexity” (of application). **PENDING. Bill to share with the rest of the TT a template including cost and complexity.**

**ACTION 1b**: Discuss via email about a possible name to label the category “complexity”, considering 1) installation and configuration 2) capacity building. Indicate the level of expertise needed at each step (e.g. IT expert, GIS expert, Hydrologist-BSc or MSc or PhD). **PENDING. No exchange between TT members on this issue yet.**

Same categories mentioned by Yeshewa can be considered for inclusion in other templates. All authors to include them in their respective tables (Refer to table below for leads and reviewers). **PENDING**

**ACTION 2a:** Bill to provide the rest of the group his revised template by April 20 at the latest. **DONE**

**ACTION 2b**: Once received from Bill, everyone to consider his revised inputs in the redrafting of their templates. Once revised all to send their templates to the assigned reviewers. Iterate the process of including Bill’s input via email to the rest of the group. If agreement not met, then call for a teleconference. Anticipate completion of revised template distribution and completion of reviews prior to the next videoconference. **PENDING: Hwirin shared a draft shortly before the teleconference, but still needs to finalize her input.**

**ACTION 3a**: New separated rows to be included for the language of the model/platform interface and for the language of relevant documentation and guidance materials. Bill to do for the hydrological template and will share with other TT members by 20 April. **DONE**

**ACTION 3b**: Each template’s main author is to ensure consistency with Bill’s example. This item is embedded into Actions 2b and 3a. This is to be completed prior to the next videoconference. **PENDING: Hwirin and Jeff to provide feedback on that.**

**ACTION 6a:** share the UNU request to the Task Team to assess their feedback, either in filling in the survey, or in looking for potential synergies and sharing ideas with TT E2 members. **DONE**

**ACTION 6b:** Secretariat to bring Etienne Le Pape in the TT as soon as possible. **DONE**

**Review of the available templates (if any)**

The review is still ongoing, as reported above. As a reminder, the below table summarizes responsibilities for each template:

|  |  |  |
| --- | --- | --- |
| **Template** | **Main author** | **Reviewer** |
| **Hydrologic Model** | Bill | Yeshewa |
| **Hydraulic Model** | Jeff | Bill |
| **Reservoir model** | Hwirin | Jeff |
| **Platforms** | Jeff | Hwirin |

**Discussion on the review:** Jeff inquired if a review process of the templates is planned, to check the correctness of the information presented on each model.

However, noting that the current available models and platforms have been described by people who has been actively involved in the model/platform development, there would probably be no need to undergo a formal review process, which might take on the other hand additional time and delay the whole finalization of the efforts undertaken.

It was noted that it might be advantageous to have additional guidance in the hydrological  model template (under usage) to stipulate if the model would be applicable for flash flood forecasting, or riverine flood forecasting, or rainfall/snowmelt flood forecasting, or any other category of flooding identified in TT E1.  The breakdown of possible applications should mesh with the various categories of models that TT E1 team is considering for their template.

1. **Review of the draft Reference Guide**

It was confirmed that Guidance material will be needed to introduce the topic of the Task Team. It would describe the overall initiative, including the glossary of definitions for completed sample templates, and for the templates to be completed.

**ACTION 4a**: Secretariat to share with Etienne all background material – CHy decision leading to the TT E2 activities; report of the CoP meeting in November 2017; available templates; website of the CoP meeting; presentation on the requirements for the models and platforms to be included in the inventory.

**ACTION 4b**: Etienne offered to share a template on technology used in SCHAPI possibly including Telemac and the POM. This effort would also provide an opportunity to check the user-friendliness of the templates, and how clear the “guidance” column entries are for a new user.

**ACTION 4c**: Secretariat to set up a “blind” webpage (i.e. not linked to any other webpage) to act as a repository for all the material developed so far. A disclaimer on what is the page’s purpose should be evident for any random user (not part of the TT) ending up on the webpage through a google search, i.e. something like “this website is a working space for the TT E2. All information herewith contained is public but should not be considered final yet. Finalized results will be uploaded on the official FFI website once available”.

**ACTION 4d**: according to the work plan of the TT E2 (page 13 of the [CoP report](http://www.wmo.int/pages/prog/hwrp/chy/E2E-EarlyWarningSystems/flood-forecasting/documents/CoP_FF_2017_Final_Report.pdf)), input is needed from Narendra and/or Yuri on NWP requirements for hydrological models. Secretariat to check status of advancement of the work plan and liaise with the TT to set new deadlines.

**ACTION 4e**: Secretariat to set up a 2-hour teleconference of TT leads (Hwirin and Yuri) to share advances between TT E1 and TT E2, before 15 June (tentatively week of 4 June). Roberto to send out a Doodle poll, noting Hwirin will not be available on June 6.

1. **Planned way forward for the dissemination of the platform and model templates to  Regional Hydrology Advisors, NMHSs, OPACHE, AWG of CHy**

As stated during 2nd teleconference, RHAs can also tap into the Regional Working Groups on Hydrology (WGsH). As the templates have not been finalized yet, a new deadline (provided the templates are finalized in the short term) was set as end of July 2018. Secretariat to coordinate the survey and identify the most effective way to target audiences to collect information. Consider a “beta-testing group” (e.g. France SCHAPI, Czech Republic, Argentina, PROHIMET, etc.), but first develop an introductory text, including the Reference Guide, would be needed to lure them into contributing to this activity (See item 4 above). Timing might be an issue (not more than a month needed for feedback): a strategy is needed for this effort.

Other operational services might be added to the list (e.g. dam operating agencies in Australia; provinces in Canada – responsible for flood forecasting instead of the NHS; etc.).

As part of the engagement strategy, it was proposed that an initial letter could be sent to the target audiences simply requesting the following: **request them to provide the names of the hydrological, hydraulic and reservoir routing models they use operationally and the name of the operationally used platform(s). This approach gives us a really useful audit of who uses what and then we can go back and request people to fill in the templates.**

**ACTION 5a**: TT E2 members to send to the Secretariat other proposed agencies that are performing operational hydrological forecasting. The Secretariat will propose an approach to minimize the work for the NHS to fill in templates, based on that described above (item 5).

**ACTION 5b**: Secretariat to develop a strategy for circulation and present it to the TT on the next teleconference call.

1. **Other Business**

UNU Survey: Giacomo updated the TT members about the latest exchange with UNU. TT members expressed their willingness to revise the outcomes of the UNU survey before final publication.

**ACTION 6c (numbering continues from past teleconference to avoid confusion between actions)**: Secretariat to re-circulate the survey and request UNU to share with WMO the survey outcomes.

1. **Next Call**

Proposed date is 15 June, 7 am CEST.

**ACTION 7a:** Secretariat to follow up with Bill and check on when he will be able to complete Action 1a and on his availability for a teleconference on 15 June. If Bill is not available on the 15th, a Doodle poll will be launched by Roberto.