

Constituting SG meeting for iOBS on 18-10-05

Agenda:

- *Welcome and Presence
- *Approval of the Agenda
- *Introduction to NelC's project steering model and NelC's project timeline
(information)
- *Going through the Collaboration Agreement (Information)
- *Agreeing on the Terms of Reference (Decision)
- *Staffing: PM and local competencies
- *Going through the Decision Point Checklist
- *Next meeting
- *AOB

Welcome and Presence

Invited:

[Dan Still](#), FI, CSC

[Heiner Körnich](#), SE, SMHI

[Jørn Kristiansen](#), NO, MET Norway

[Michaela Barth](#), SE, Chair

[Rob Pennington](#), US, Observer

[Sami Niemelä](#), FI, FMI

Presence: Rob Pennington excused due to sickness.

Quorum: see § 3.6 in Collaboration Agreement

Decision: The SG has quorum.

Approval of the Agenda

Agenda was sent out in time (§ 3.5 in Collaboration Agreement) on September 21st.

After deadline:

- Jørn would like to give a presentation, this will be done under item Collaboration Agreement
- Background information on proposed PM candidate from MET Norway was sent via email to all SG members on 18-10-03.

Potential conflicts of interests: MET Norway in case it comes to voting for proposed local candidate.

Decision: The agenda is approved pending the changes above.

Introduction to NeIC's project steering model and NeIC's project timeline (information)

https://docs.google.com/drawings/d/1NjA4n02axAzcNoy8vu8aPXY_MCuXP5NjeyVV7I-STS8/edit

Going through the Collaboration Agreement (Information)

<https://wiki.neic.no/wiki/IOBS> linking to
<https://wiki.neic.no/wiki/File:Collaboration-Agreement-iOBS.docx>

The two most likely candidates to join as future partners might be asked to join as observers to the SG.

The project starts with DP4.

Agreeing on the Terms of Reference (Decision)

Additions needed: Voting via email in advance is okay, but should be taken up in the next SG meeting minutes

Decision: The ToR are approved pending this one addition.

Staffing: PM and local competencies

An open position announcement for the PM position has been prepared by NeIC and sent to the SG members in advance.

A candidate for the PM position has been brought forward by MET Norway.

The proposed PM was part of the preprocessing project for NordNWP. FMI and CSC would be ok with the proposed PM, SMHI has to confirm (until Monday next week).

Other staffing:

FMI: task: quality control of new observation types

task: how to use this data within NWP and especially in data assimilation of nowcasting model

CSC: task: dataanalytics and deep learning

task HPC related might require different competence

task: attach to Glenna project or deepen IaaS connection

MetNo: PM?

task: preprocessing part (Anette, and potential two others)

task: PPI (Niko)

task: quality control together with FMI (new staff coming in beginning of next year)

SMHI: data assimilation, now casting

preprocessing

quality control and using machine learning for quality control

Service agreements for staff can already be prepared in advance.

Creation of project plan follows a well established template and might have to be done in synergy with MetCoOp development team.

Decision: NeIC to organise an interview with the proposed candidate. There will be no open position announcement.

Going through the Decision Point Checklist

https://drive.google.com/drive/folders/1HemS-_U8lg6W8Zl8B15iD_8-iYgWYiMd iOBS
google drive for SG

https://docs.google.com/document/d/1uXT15ai2-0PBS-_Duhs-Clv_Hwh6m86OJBGpfnURosk/edit#

When to start the project (DP1): Depends on availability of PM.

Decision: DP checklist items “Constituting meeting” approved.

Next meeting

Decision: Michaela to do a doodle poll

AOB

Suggested procedure for minutes: Michaela cleans up, SG members comment until one week from now, then upload to indico (publicly accessible).