

CAP MEETING Minutes

MEETING NAME: HMEI CAP MEETING (2022-10-26)

DETAILS

Meeting held via MS Teams on October 26, 2022, starting 15:00 hr. and ending at 16:32 hr.

ATTENDEES

<i>Name</i>	<i>Email Address</i>
JA - Jim Anderson	janderson@earthnetworks.com
JC - Joshua Campbell	joshua@campbellsci.com
TC – Tom Copping	tom.copping@varysian.com
IG – Ilse Gayl	ilse@aemonitoring.com
AF – Anton Felder (apologies)	anton.felder@kisters.de
AR – Ashish Raval	Ashish.raval@otthydromet.com
RL – Rebecca Leonardi	rleonardi@wxriskglobal.com
JW- Jay Wilson	josephine.wilson@otthydromet.com
TS – Tom Smith	tom.smith@dtm.com
BD – Brian Day	Brian.day@campbellsci.ca
AK – Alexander Karpov	akarpov@hmei.org
CP – Corine Perreman	cperreman@hmei.org

1. Opening comment from Chair

The Chair welcomed the team to the meeting.

3 topics in this opening comment:

- **Welcome to our new Council Member**

JA introduced **Josephine Wilson (JW, OTT Hydromet)** to the CAP even though everybody at CAP have already met her before. **JW** made a brief summary of her impressive career. We are all welcoming **JW** to HMEI, and we feel lucky to benefit of her expertise & knowledge including being based in Geneva & being familiar with WMO; all those points are going to be great assets for HMEI. Most of the **CAP** have met or knew her from the past, so it will be an easy path for her to collaborate with our team.

- **Met Tech World Expo in Paris & GA-23**

It was the big event of the year after a two-year absence of shows due to COVID-19. Almost everybody from the **CAP** did attend and we had a nice diner all together on the last evening of the show. **JA & AR** visited every non members' booth and several companies expressed their interest in joining HMEI. The outcomes of GA-23 will be discussed below.

- **Important announcement from JA**

JA is resigning from AEM effective November 1 and doesn't have immediate plan to join another member company in the near future. Therefore, he needs to resign his post as Chair of HMEI. He has been at Earth Networks - AEM for 20 plus years and it's time to move on and find new challenges. Following the discussion in yesterday CEP meeting based on the HMEI Rules of Procedure, the recommendation is that the Vice Chair becomes the acting Chair of HMEI. We need to discuss now the timeline for a new election as well as for how long the Council would like to have a transition period, if any. **JA** apologizes for not sharing it sooner. He explained that he didn't want to disrupt the General Assembly with this announcement. It seemed inappropriate as it has to be discussed through this group first before going external.

JC says thanks for the service he rendered and points out that according to the Articles of Association, the Vice chair becomes indeed the interim chair in the event of the vacancy of the chair. The details of the chair resignation will be discussed below.

Actions: Chair resigning	DUE: November 01, 2022
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2. Opening comments from the Secretariat

The report of the Executive Secretary was sent to **CAP** prior to the meeting and presented in Annex 1 to the Minutes. It was noted that:

Following **JA's** resignation announcement, the ES thanks the Chair for all his good services for the last few years in this position.

- **GA-23 & MTWE Paris**

The preparation for the MTWE & the GA-23 has been stressful as the new UKI team was not aware of our requirements to hold our GA-23 as it used to be with the former UKI Team. After working around the clock to try to solve various issues, **the Secretariat** has been able to solve those issues and our GA took place as expected during this MTWE, thanks to SatCom who kindly allowed us to conduct our GA in the meeting room before their sessions.

The Secretariat organised new booklets & postcards to promote HMEI membership. The booth as been installed (furniture, display screen, fridge, etc) and decorated with our new posters. It prepared Certificates of Honour presented to selected HMEI companies and individuals during the GA. It also made arrangements for 20th HMEI Anniversary cocktail (advertisement, drinks & food) held at HMEI booth.

The GA-23 endorsed several topics including the Minutes of GA-22, the 2021-2022 HMEI Council election results, the audited 2021 HMEI annual budget and actions in connection with HMEI 20th Anniversary (certificates, Young Engineer Award, Cocktail)

The Minutes of GA-23 will be prepared and distributed among the membership when ready.

Those presented at the WMO TECO are welcome to send a report about it.

- **Membership**

Current HMEI membership is now 134 with one new member from the USA, ESRI. We have still 9 members who have not paid their dues (6 + 3 Russian/Belarus). We've terminated information services since the end of September – Tenders & HMEI info - to those members (except Russian). **AR** will contact those members before a final letter signed by him will be sent out.

- **Unresolved issues**

- (1) CAP should provide comments on the new website layout and content.
- (2) Unpaid members should be contacted by phone/email before issuing the final notice.
- (3) Actions to be done in connection with our 20th Anniversary:
 - i. Congratulation message to the membership
 - ii. Letter to WMO with thanks for those 20 years of collaboration
 - iii. Announcement on social media and website

Actions: AR to contact the non-paid members & to sign their termination letters	DUE: ASAP
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3. Review Minutes from previous CAP Meeting

Minutes from CAP Meeting 22-09-28 approved.

PENDING GENERAL ASSEMBLY DISCUSSIONS AND ACTIONS:

a. GA 23 comments

JC mentioned a very poor membership attendance at GA-23 and everybody agreed that we should go back to our standard schedule which was 2pm on the second day of the Expo. The Secretariat has already talked to Sandy's team about that and it's in their file for the next exhibition.

JA said the presentation of all working documents went well and received very good attention and comments from participated members.

The Secretariat pointed out that the SG video was well received by the members and the PowerPoint presentations were concrete and well designed.

All working documents and presentations should be distributed timely to the membership with the GA Minutes.

JC mentioned that it would be great to celebrate our 20th Anniversary not only to give certificates to the founding members but also recognizing individuals and companies who have provided a valuable input to the HMEI activities. It would be beneficial to recognise certain non-council members who facilitated engaging with the WMO and/or the community at large. TS mentioned that the subject of SOFF should be shared with our members to find out how much they would like to be involved and how. JW pointed out that we should be clear about the details/requirements of engagement we would like to have with the WMO.

Regarding TECO

JA attended some TECO sessions and thought they were lighter than in the past, not robustly detailed as before. The presentations seemed to be rather superficial. Some presentations were on the weather observation systems sustainability, which would be given a high priority in the future.

Actions: GA minutes & PowerPoint presentation to be distributed	DUE: When available
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b. Alignment session

JC commented that in that alignment session participants have come out with the idea that we need to build trust with public entities, within membership together, with building trust within Council. In this process we must reconsider Councilor's ToR and their titles in compliance with a structure that covers membership engagement and administrative activities like the finance and website subjects and that covers public entity engagements. (here we need the report from Co-Chair of the Alignment session TBD)

c. Resignation & transition of the Chair

Following AK's recommendation at the executive meeting, the Council at this CAP should figure out the best next steps going forward.

There are 3 key points to be resolved:

- Who will become acting chair and what's the recommendation? By rule, it makes sense that the Vice-Chair becomes the acting chair.
- When would elections for a replacement be held?
- Should the Council be requesting a transition period for the current Chair?

During the discussion, ideas have been presented on how to proceed.

IG presented the strong/weak mayor solution, where the Council nominates a mayor of their choice by opposition of the people electing a mayor. Maybe the **Council** should choose its own Chair because not everyone wants to become a Chair and it's understood that it's a lot of work and time that our Vice-Chair is maybe not ready to endorse for all kind of reason so why impose this rule to someone who has no choice because of our Rules. **RL** endorses the idea of electing someone for Chair who has been Council member before. **AR** thinks he could have a right not to accept this Acting Chair position and if somebody from the Council is interested in being the Chair, maybe make him the acting chair until he's confirmed?

JW made a point about changing the rules first before going any further in the direction of electing someone from the Council for that position. That would be maybe the proper way to do it. We could then select some Council members who are interested in that position and present them to a wider audience for them to have the last word and not letting the membership without a word on this.

JA underlined that according to the Bylaws and Rules, the Vice Chair becomes the Chair and that the new chair is elected at the next GA which gives us time as it's not before a year. He also suggested that all council members shouldn't be elected for a single position but given tasks according to the Association's needs. **TC** backed up this last suggestion.

JC talked about the Articles 1 to 4, about the election of the chair and vice chair and that at least two members need to nominate a chair and nominate the vice chair and they are elected by the voice of members of the General Assembly. We did hold an interim election to appoint **AR** as vice chair. So maybe we departed from that just a little. Whether we do the extraordinary online session like **JW** is proposing, call that an extraordinary General Assembly and we go through this procedure where we change the articles, but which will then have to be voted on by Members.

BD made clear that it's pretty much been decided that **AR** will take over the role of "interim" Chair. Regarding what has been done before, typically, we've elected the chairman during the WMO Congress? In this case, that would happen next June. The question is on what we're going to do with our Articles of Association and Rules and Procedures. It's not just how we get the new chair. There's a lot of issues that people have raised over the last couple of months. We need to take a real hard look at what those changes are. It will take time and we need a Chair now.

With the announcement of the Chair's departure, **JC** moved that council appoint the Vice Chair to be the Interim Chair and then take two months or so to determine how to elect a new Chair according to the articles and rules. After a new chair is in place, **Council** can review the articles and rules to determine if any modifications need to be made. **TC** seconded.

Subsequent discussion resulted in a motion to establish a sub-committee comprising **IG, JW, TC, and BD**, to brainstorm chair election options and report back to the **Council** in a couple weeks. Amendment seconded by **IG**, and since all were in favour, the amendment was passed.

Actions: Based on Sub-committee proposals AK to draft a timeline for elections

DUE: ASAP

4. OPEX - Financial report

Our budget for September 2022 is implemented as planned. **TS** presented a PPT report stating that the budget is following expectations. Expenses regarding the Website are still ongoing and must be observed closely as there is no detailed information on how much maintenance costs were during the past years, estimated at around 1'000CHF per month. **TS** concluded that we have the money for this and it's an important matter to spend that money for the future. It's going to be the key on getting new member companies onboard.

September Monthly Report has been accepted.

CP mentioned that, after summing up all the expenses related to recent MTWE, the amount spent was around CHF 5'500, amount to be taken in account for future reference in budget evaluation.

Actions: TS to send this PowerPoint presentation to the Secretariat	DUE: When available
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5. Membership

Current HMEI membership is 134. We have one new member, **ESRI**, USA.

125 members have paid their membership up till now.

We still have 6 members (on top of the 3 Russian/Belarus companies) who haven't paid.

Benefits have been cut off two months ago and a termination letter should be sent ASAP.

JA pointed out that, along with **AR**, they've visited a lot of booths at the last MTWE. There's indeed a lot of interest in joining HMEI. This is traditionally the primary way that we've got new members by contacting them during Meteo shows. Only a fraction of the potential members of the industry is attending these exhibitions, so we have to figure out a way to attract companies outside of these events.

Actions: AR to draft a termination letter for those companies with nonpaid dues	DUE: ASAP
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6. Policy (WMO Commissions Collaboration)

JC mentioned the excellent report sent by **JW**. She mentioned that on the initiative of WMO, there will be a brainstorming session about how the private sector should be actively involved and consulted in terms of how to move forward with the WMO initiative as it will go to different disaster risk management approaches supported by targeted observations, Earth warnings, etc. There is a session set for December already. **JW** would like to make sure that HMEI be involved in this event. Her proposal is to go ahead with this. There should be several HMEI companies who would like to be involved in that. **JC** and **AR** suggest having a meeting next week.

Regarding WIS 2.0, there was a discussion in September, to which we haven't been invited, but we are already invited for another one in February or January. It will be about proper conceptualisation, like a Plug and Play with all the countries.

Actions: JC, JW & AR to meet to discuss about this involvement and how to proceed November	DUE: beginning of
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7. Services

IG has been discussing with **Karl G. Gutbrod** from **MeteoBlue** about sustainability issues on the amount of capital that we are spending globally on networks that either never work or work for a couple of years and then don't work anymore. A proposal was made that they would like to present it as an HMEI project if we can frame it together. **IG** was thinking about presenting this in connection with SOFF. Sustainability is very much on the mind of many people in the industry right now. There is no doubt that is very important.

Actions: IG to send this sustainability report to AK to be distributed to members	DUE: When available
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8. Outreach: Website Overview

- **Website update**

JA announced that our website is close to launch. **CP** insisted that regarding the content, it's not ready, important pages have been copied and pasted from the old website and are outdated by far. There is also a problem regarding the accessibility to the members' online catalogue which is not directly available. Members need to be able to control their profile page and publish their news. Several pages must be redone.

JC mentioned the member catalogue as essential for our community underlining that members should have access to every WMO reports in a private section within the website as a value for their membership. Being a member should give them access to additional publications & reports from WMO and HMEI located in the exclusive section reserved to members only. These interactions with WMO and the products/services catalogue are the HMEI member privilege which should motivate them to remain and working with us. This is missing on the website. **JC** underlined and wondered if we can have this in the future on this new website as an asset for our members behind a member password login. This is the main value for the membership, but **JA** disagreed.

JA suggest that this might be something that could be easily added afterwards. It must be discussed with **MBM** to find out if this feature exists on WildApricot. So far, the intention was to get something that looked halfway decent, that was on a solid platform, that was a content management system that HMEI controls.

Again, every final comments should be sent ASAP to **AR** to be compiled and later discussed with **MBM** on how to implement those on the new website if possible.

Actions:	
CP to make sure CAP has the link to our new website	DUE: Fri Nov 4
CAP to send their comments to AR to centralize facts & organize a meeting ASAP	DUE: ASAP

9. Communications

Regarding communication & social media, the proposal sent by **MBM** is still pending. No change nor progress.

Actions: CAP to discuss Mariya's proposal once the website is up & running	DUE: next CAP
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10. Tender Service

No changes. Nominal

Actions: Secretariat to continue sending those combined Tenders alerts	DUE: ongoing
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11. IT Support

Nothing new to report. Nominal

Actions: N/A

12. Exhibitions & Events

TC brought up that there is no exhibition scheduled in coordination with the WMO Congress – CICG - in June and membership would like to share their wares at the same time. **UKI** is organizing their MTWE in October

only, so there is a need to explore a possibility to organize an exhibition in June in conjunction with WMO Congress.

That issue was discussed at **CEP**, and it has been agreed to follow WMO procedure by sending first a letter of interest to WMO Secretariat and see what they would decide. WMO should be aware that HMEI membership is interested in this exhibition in conjunction with Cg-19.

Actions:

AK to send a letter to find WMO's position regarding a show in conjunction with their congress **DUE: ASAP**

Other business:

Date of next CAP Meeting: Wednesday 30 November 2022 - 13:00 UTC

Please schedule accordingly, giving our meeting the priority, our Association members deserve.

Please do send reports, just a couple of lines, on your activities as HMEI council as well as your expectations for the next CAP meeting.