CAP MEETING Minutes

MEETING NAME: HMEI CAP MEETING (2022-12-21)

DETAILS

Meeting held via MS Teams on December 21, 2022, starting 15:00 hr. and ending at 16:27 hr.

ATTENDEES

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

Opening comment from Chair

Note: **AR, our Interim Chair,** has a conflict meeting and has requested **JC** to act as the Chair for this meeting.

JC welcomed the team to the meeting.

The main topic discussed in this opening concerned The Website.

JC suggested **RL** takes over the role of **TC** who resigned from Council 2 weeks ago. On the other hand, **CP** mentioned that **TC** is up to what must be fixed in the first place before the website gets launched as well as **JW**. But there shouldn't be an urgency as a we are in a period of membership renewals and that we need our old website up online for membership payment via Braintree (PayPal Company). Before launching the new website, **CP** will do a test by paying a membership with the company credit card to check if everything is working properly. **BD** is mentioning the idea of a private section only accessible to our members where we could load documents and Tenders, this functionality should be explored as Jim Anderson, our resigned Chairman, denied the necessity of this private section.

All that must be discussed with **MBM**. An email will be sent on that matter.

Actions: **CP & TC** to contact MBM to organise a Team meeting	**DUE:** first week of January

Opening comments from the Secretariat - AK

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:

(1) Elections for the vacant chair position:
   a. We have two candidates:
      Mr **Michal Najman** (Meteopress)
      Mr **Joshua Campbell** (Campbell Scientific)

b. The voting will be conducted through Google ballot as from 15 January 2023 until 15 February 2023.
c. Results will be approved by GA Extraordinary virtual session to be held on 15 March 2023

(2) ToRs for HMEI council must be discussed and approved in this CAP.
(3) Current HMEI membership is now 133. We have still 7 members who have not paid their dues (4 + 3 Russian/Belarus). We've terminated information services since the end of September – Tenders & HMEI info - to those members (except Russian). They are now considered as resigned for 2022. Since the beginning of December, we have now 30 members who have paid their dues already, number similar to last year.
(4) Regarding exhibition during the second week of the WMO Cg-19, AR will contact WMO Secretariat and CICG (Geneva Conference centre) Responses are very positive regarding an exhibition taking place at the same time as WMO Cg-19.
(5) The website Team should organise ASAP a meeting mid January to work on the new website layout and content. Mariya agreed to proceed at a very reasonable price. TC will work with her by mid January. Thanks to Rebecca for taking up the torch concerning the website.

- **Unresolved issues**

(1) Council members should give their input regarding the website so they could be taken into consideration by **MBM** & **TC** & **RL** on their next meeting.
(2) Letters 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

   Drafts should be prepared by **BD** as soon as possible.

Actions:	
AK to organize the ballots via Google and distribution list	**DUE:** 15 January 2023
AR to take contact with WMO and CICG about exhibition	**DUE**: January 2023
BD to drafts 20th Anniversary letters	**DUE**: ASAP

Review Minutes from previous CAP Meeting

Minutes from CAP Meeting 22-11-30 approved.

PENDING ACTIONS:

1. **Code of Ethics**
   BD has sent it to Tatsuya and his team on 30 Nov 2022. If no response by the January 10, 2023, he will get back to them to have it signed.

2. **Elections**
   The nominations are over, and elections should start on 15 January 2023. Up till now, we have two candidates, and we are waiting for their CV and motivation letter. **RL** noted how it is difficult to accept a chair that does not have CAP / HMEI council experience. We should look at the articles to see if there is a way to address this and change the rules. This issue will be examined by a small committee, **IG, TS & BD.** This is too late for this election, but it will be useful for the other elections in the future.
   AR will chair the election committee along with **TS** and **IG**.

3. **Exhibition during Cg-19**

AR has been in contact with WMO: they are agreeable to allowing an exhibition to be held in conjunction with CG 19. We are aiming for the second week - the Tuesday, Wednesday, Thursday of the second week of CG - the last day of May and the first two days of June. CICG may handling this exhibit registration and if not, we'll ask UKI Media and Varysian for a quote if they wish to do it. The price will probably make the difference.

Regarding the General Assembly, WMO will accept only HMEI Council members, not the HMEI members. We should designate one Council member as the focal point for interventions as there is a lot of documents to be read before the GA. A letter with the Council members names will be addressed to WMO for approval.

JC mentioned that this is really late into the year while marketing budget are already set for the undergoing year. That's not going to be easy for marketing team.

Actions: **AR** to contact WMO and CICG to discuss the organisation of that exhibit **DUE**: ASAP...

Standard Business Topics:

1. **OPEX - Financial report**

Our budget for November 2022 is implemented as planned. **TS** presented a PPT report stating that the budget is following expectations. Membership fees are starting to come in. First deadline is 15 January. Budget is under control with no major differences from last year except for the social charges. Expenses regarding the Website are still ongoing and must be observed closely, maintenance costs are now estimated at around 1'000CHF per month. This website must be finished as soon as possible so that we can start delivering more value to members and get new members onboard. We have salaries and social charges at around 105'000CHF which leaves us with roughly 20'000CHF to cover additional costs as exhibitions, social media and website. It's going to be the key on getting new member companies onboard to have more flexibility.
Regarding any proposition for budget to cover outreach activities or else, **TS** asked everyone to come to him with ideas by the end of February latest.
AK underlined that we have the Young Engineer Award coming up this year with a price tag of 3'000CHF. So far, we have no nominations and every council member should reach out to companies to present some interesting projects.
The budget includes two or three exhibits a year for the Secretariat (travel, hotel & food expenses)
Regarding council members, there is no expenses out of HMEI budget for traveling or hotels but there is always a gathering together dinner endorsed by HMEI. There is also a high-level consultative dinner with the Council and WMO on a friendly basis.

November Monthly Report has been accepted.

Actions: **TS** to send this PowerPoint presentation to the Secretariat	**DUE**: When available

2. **Alignment session – final reports**

JW has created a Google working platform that allows us to put all our documents in a somewhat of a central place where we can act on them collaboratively instead of numerous e-mails. She set up this area where we can have the Code of ethics, the full CAP meeting reports, HMEI articles and Rules of Procedure, any presentations or vision including purpose and our ToRs.
JC presented the new structure of HMEI Council according to the alignment session which brought forward the idea that we want to have the reorganization of Council area of responsibilities, including terms of references:

a. **CEP:** Chair – Vice Chair + Secretariat
b. **CAP:** CEP + Council members
c. **Council:** 3 or 4 main WMO interaction council positions (**Static**) that are steady and engaged. These positions are intended for WMO interaction and also manage, by name, the HMEI representatives on ETs, WGs, TTs, Committees, and Commissions, to ensure appropriate industry association engagement and reporting. And additional positions (**dynamic**) that can flex for special initiatives or needs, for short or longer period.
d. In any of these positions, static or dynamic, we should be reaching out to **HMEI membership** for people that can participate and work in a committee style endeavor to accomplish the needed work, even though they may not be on council.

For a better understanding of that new proposed structure, it would be nice to have a two-days HMEI council strategy & planning session, eventually in conjunction with WMO Cg (01-02 June 2023) in Geneva. **TS** underlined that it would be good to first get over the elections to set up a strong & united HMEI core. **AK** suggested a virtual preparation meeting before those two days, meeting that could be orchestrated by **Georgina** according to **JC**.

Regarding location, we could rent a mountain hut or a conference room in a hotel. Another idea is to book a room at WMO building. To be discussed.

Actions: **JC** to contact **Georgina** for availability & location to be discussed	**DUE**: Next CAP

3. Membership report (AF)

AF has a meeting with two companies, Theta Scientific & Weather Flow. He has been through the list of exhibitors at AMS, there are 48 prospects. The spreadsheet will be sent to the Council for them to visit those companies during AMS. **AR, IG, JC & AF** will visit their booths to present HMEI.

Current HMEI membership is 133. OTT Hydromet Fellbach Gmbh is resigning because of consolidation with OTT Hydromet Gmbh. Membership fees are slowing coming in, 28 so far.

Actions: AF to send the list of potential members participating at AMS	**DUE**: Before AMS

4. Website Overview

A meeting is expected for mid January between **TC** and **MBM** to fix what needs to be adjusted up to our standards. **RL** agreed to take over **TC**'s website responsibilities since he resigned from Council 2 weeks ago.

Again, any final comments should be sent ASAP to **the Secretariat** 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:** ASAP
CAP to send their comments to **The Secretariat** to centralize facts	**DUE:** ASAP
TC to organise a meeting date with MBM	**DUE:** mid January.

5. External / social media Communications

No report.

Actions: N/A	**DUE**: N/A

6. Internal collaboration tools review (JW)

Excellent tool accessible via the link:

https://drive.google.com/drive/folders/16VU6EusdyqkT0dh43IP-uiqQbzQLRIHo

7. Tender services

No change. The combined email via our distribution list works well. Some members are asking for specifications sometimes & Nivedita from TendersInfo is very reactive. No complains there.

8. IT Support

Nothing new to report. Nominal

Actions: N/A

9. Exhibitions & Events

- Cg-19 – already covered above. **AR** to contact WMO secretariat & CICG for the exhibition.
- AMS – Council members present at AMS to meet for a breakfast together.
- Singapore – Asia Climate Forum. No HMEI presence except for **AR.** To be discussed as we have a free booth at our disposal. The organisers are making us visible on their website and communications.

Actions: **JC** to confirm time & place for the breakfast gathering during AMS	**DUE**: Before AMS

Other business:

HAPPY HOLIDAYS, EVERYONE!
Happy New Year 2023

Date of next CAP Meeting: Wednesday 25 January 2023 - 13:00 UTC

Please note that this is a recurring meeting the **last Wednesday** of **every month**. Thank you for making HMEI Council a priority.

Date of next CEP Meeting: Wednesday 18 January 2023 - 13:00 UTC