



**The Minutes
of the twenty fourth session of the HMEI General Assembly (GA-24)**

**Wednesday, 4 October 2023
15:00 – 16:30**

**Hall 4, Room R, Palexpo
Geneva, Switzerland**

1. Opening by the HMEI Chair.

1.1 The twenty fourth session of the HMEI General Assembly (GA-24) was opened by the HMEI Council Chair, Mr. Joshua Campbell at 15:00 CET (14:00 UTC) on 04 October 2024 at the Geneva Palexpo, Hall 4, Room R, during the MTWE. He welcomed all participants at the GA session and introduced the panel and guests and wished all GA-24 participants every success at this meeting. In particular, he thanked the staff of the HMEI Secretariat, Dr. Alexander Karpov and Corine Perreman for their dedicated work in support of HMEI and for the organization of this General Assembly, as well as our fellow member, UKI Media Event who provided all facilities for HMEI booth and this room & equipment for GA-24.

1.2 He also thanked WMO for their support & collaboration in the presence of WMO ASG (Assistant Secretary-General), Dr Wenjian Zang.

1.3 He extended special thanks to the WMO Secretary-General, Professor Petteri Taalas who served the meteorological community for the last eight years and provided an outstanding input to fruitful collaboration between WMO and HMEI. We were in hopes of being able to give him an HMEI Recognition of Service award here at this meeting, but his duties called him to Amsterdam. He did make time though in his busy schedule to meet with HMEI Vice Chair and myself, and we presented that HMEI Award to him and expressed our gratitude for his service to the community. HMEI looks forward to continuing the partnership with the WMO leadership going forward.

Adoption of the agenda

It was noted that the provisional agenda for the session circulated among HMEI membership prior to the GA-24 as **HMEI GA-24/Doc.1**. The session adopted the agenda without changes which is reproduced as **Annex I** to the Minutes. The list of GA-24 participants is reproduced at the end of this report.

2. Address by Assistant Secretary-General of WMO (ASG), Dr. Wenjian Zang

WMO ASG, Dr Wenjian Zang, thanked the Chair for the opportunity to address the meeting on behalf of the WMO Secretary-General.

He recalled the important topic being discussed at the WMO Congress on Public Private Engagement (PPE) between the different sectors working within the Global Weather Enterprise. He commented on the value that WMO places on HMEI and its vital importance in representing the private sector in these activities. He noted the contribution of HMEI representatives made serving at WMO Expert Teams and thanked these HMEI experts for their essential input.

He stressed that HMEI is a key partner to WMO providing a reliable interface between the private and public sector, representing environmental instrument manufacturers and service providers.

Dr. Wenjian Zang mentioned that this year is a special year for all of us as it is the 150th Year Anniversary of WMO. The 150th year of the International Meteorological Organization (IMO) and WMO is celebrated by the global meteorological community during the year 2023. This anniversary will underline the important historic milestones of the Organization, including its contributions to meteorology around the world. Over the years, WMO has been developing a new approach for greater engagement between the public, private and academic sectors operating in the global weather enterprise. Together with HMEI, WMO refined guidance and policies to encourage and enable Members to pursue mutually beneficial partnerships and engagement to enhance weather, climate and water services for business, individuals and society as a whole. WMO moves together, with imminent people leading WMO to where it is right now, with National hydrological and meteorological services (NMHSs) and contributing to the success of all private sector which provides the basic instrumentation support and services for WMO and NMHSs.

In May-June this year, the 19th WMO Congress (CG-19) approved a number of strategic objectives and priorities, and also created new global initiatives like Early Warning for All (EW4All), Global Basic Observing Network (GBON) and Global Climate Observing System (GCOS) and Global Greenhouse Gas Watch (GGGW). The major challenge is that only half of the WMO members have in place adequate early warning services, and this is a common challenge for private and public sectors to establish Early Warning systems for all. The most common worldwide challenge is to make global observing system available for all, for free and open use.

By establishing the Systematic Observations Financing Facility (SOFF) WMO implements a new way of financing basic observations and will address missing weather and climate observations around the world. The major goal is to increase technical expertise engaged in the further development of the global observing and early warning systems.

Dr. Wenjian Zang also mentioned the challenge of the Global Greenhouse Gas Watch (GGGW) as WMO is working with the broader greenhouse gas monitoring community to develop a framework for sustained, internationally coordinated global greenhouse gas monitoring. The monitoring is based on ground-based measurements, satellites, and modelling tools. There is a need for services to optimize the systems and a greater involvement of the Private Sector is required.

WMO places importance on HMEI for its contribution to joint activities and welcomes participation of HMEI experts in WMO expert teams and meetings. WMO wants to increase the involvement of the private sector to improve services, science and increase innovation.

Dr. Wenjian Zang mentioned the importance of HMEI website as a rich source of information and thanked HMEI for the WMO special dedicated page as well as its logo aligned with the HMEI logo demonstrating the strong partnership. That provides a great foundation for further strengthening collaboration between our two organizations.

Finally, Dr. Wenjian Zang thanked HMEI for the opportunity to address the meeting. He invited all attendees to the WMO reception at 17:00 in the meeting area in front of the HMEI Booth to celebrate the 150th WMO Anniversary.

Mr Joshua Campbell thanked Dr Wenjian Zang for his intervention and time dedicated to our Assembly. He took the opportunity as well to inform the Assembly that there has been a transition of Director for the WMO Infrastructure department. We used to collaborate with Anthony Rea, but he left the WMO at the end of September this year and he has been replaced by Dr Nir Stav, from the Israel Meteorology Office. HMEI is looking forward working with him to continue relationship with the WMO, working together to improve not only the technology but also the services. We need the innovation and the agility of the private industry in order to bring the forefront of technology to bear in the framework of government institutions which provide the sustainability for those technologies in those services to actually be of value to the citizens. A brief resume for Dr Zang is reproduced in [Annex 2](#).

3. Acceptance of previous GA Minutes

The session was informed that the minutes of the twenty-third session of HMEI General Assembly (GA-23, Paris, France, 11 October 2022) was circulated among members and amended by the Secretariat in the light of comments received on its first draft. Considering that there were no additional comments received prior and during this session, GA-24 approved the minutes of GA-23 and authorized the HMEI Chair to ratify the document. The meeting agreed that the Secretariat should keep posted the Minutes of GA-23 on the HMEI Website. GA-23 Minutes is reproduced as [Annex 3](#) to this report.

4. Chairman's report

The chair thanks ASG Dr. Wenjian Zang for his constructive speech and his emphasis on importance of the engagement between WMO and HMEI.

The chair provided a report covering the period from the previous session GA-23.

This GA-24 is his first General Assembly of conducting as Chair. He is proud to be a part of the Association and even more pleased to be able to work with this very efficient Council. HMEI has very dedicated councilors who are putting in quite a bit of time with multiple meetings a month, but at a minimum one meeting a month, to address the opportunities that there are to collaborate within industry. HMEI also has a supportive secretariat with Dr Alexander Karpov and Corine Perreman. They are stationed at the WMO on the 7th floor. WMO is providing HMEI very nice accommodations within the building and so if you're in need of visiting HMEI Secretary, you can get in touch with Dr. Karpov or Corine to organize your visit.

The Chair presented some slides starting with a brief description on what HMEI is, a nonprofit organization with 130 members as individual entities that are coming together representing the interests of developers, manufacturers, and service providers. We strive to advance technology standards, operational use and sustainability of equipment, software, systems, and services supporting the weather, water and climate value chain. Our core value is that we affirm and support the central role of Met services as the authoritative voice for alerts public health and safety. We share our technical expertise with the WMO and other international organizations to ensure policies are informed by the best science and practice and we support the Global Weather Enterprise (government, private and academic organizations). We also believe that the private sector engagement is an effective strategy to improve the quality and sustainability of Hydromet services and can help to bridge budgetary, technical and human resources gaps in national public institutions. One of our core purposes is to build a bridge of trust between industry and public institutions that includes WMO and National Met Services around the globe. A few years ago, at a special extraordinary session of Congress, there were three specific items that were passed that laid the foundation for much of the work that we're doing today. One of the first ones is the data exchange policy, to encourage nations to share their meteorological data in an open format. Another one was the Global Basic Observation Network to establish a basis for a global observation network. The third item that was passed was the Systematic Observation Financing Facility or SOFF, in which, by the way, we do have HMEI representation.

These three basic items allow us to engage with the community and share our expertise. Some of the initiatives that we've undertaken over the past several years have resulted in some useful publications. The main publication is IO136, which sets specifications for tenders of automatic weather stations. It was done to create the specifications for GBON and SOFF. We made a joint effort with the World Bank for sustainable hydrological and meteorological observation networks in developing countries. It has been noted throughout history that these surface observation networks require a capital investment. They are procured, they're installed, but then they fall into disrepair, not providing anymore the value that they could. This document talks about sustainable observation networks operations and tries to give national Met services in particularly in developing nations, insight into what is required to fund these networks year after year so that they're functioning for 10 to 15 years. It gives some examples of a total cost of ownership, and it's split up into three major sections that cover hydrological networks, meteorological networks, and then it gets into some total cost of ownership.

At HMEI we have an opportunity to collaborate with the WMO. Participating in WMO Expert teams, working groups, task teams and other constituent bodies as an individual is quite complicated if not impossible. HMEI originally has a consultative status with WMO and then promoted to a Working arrangement status. That allows you as a member of a HMEI to join WMO expert teams and working groups representing the industry, not your individual company, but to join these working groups and task teams to contribute to the policies, efforts and initiatives that are going on within the community at large. We want to see more member participation.

There are two major technical commissions within the WMO: Services Commission and Infrastructure Commission. Apart from those commissions WMO has Standing committees divided in expert teams, task teams, working groups. Basically we, as members of HMEI, can have our profile into the WMO expert database and from that database, getting selected by the chairs of these committees, commissions, working groups, expert teams, to participate in those constituent bodies, providing advice from a standpoint of industry.

The key individual in our Council is Jay Wilson who is responsible for WMO and HMEI relationships in these working bodies. You may reach her at Josephine.Wilson@otthydromet.com. So, if you're wondering how you could get more active, participate, reach out, just email her for more details.

There are other important bodies within the WMO like the Research board, the Regional associations, the Policy Advisory Committee, the Technical Coordination Committee, and the Scientific Advisory panel. As you can see, there are other areas that also may use your expertise. You'll see invitations coming from HMEI for your participation in some of these teams and groups. Express your interest so we can get you on to those teams & groups and we can participate as an industrial community and create better policy as we move forward.

We anticipate future opportunities for further collaboration in the areas of earth observations systems design and evolution. For example, there is a proliferation of commercial observing networks in the oceans and HMEI could provide certain guidance in this area. There will be also opportunities for observations such as hydrological, climate, marine, etc. HMEI has a role in assisting WMO to build bridges to that private community in a mutually beneficial way.

The session noted that the Chairman's report has been circulated and posted on the Web prior to GA-24 as **HMEI GA-24/Doc.4** and members had an opportunity to review it and provide comments as appropriate. His presentation is appended as **Annex 4** to the Minutes.

5. Change of Association name

The Vice-Chair, Mr. Ashish Raval presented our new Association name. He thanked all the HMEI membership who participate in the voting to allow this change of name for HMEI possible. A tremendous amount of work has been done in representing the entire private weather enterprise.

For many years, the industry has evolved, our services have evolved and the value chain that we serve for our customers has evolved as well. So, we wanted to make sure that the hydrometeorological equipment industry, HMEI, also evolves over time. Accordingly, as a Council, we had a strategic session and a lot of discussions with WMO responsible officers. We now have a great name to be more inclusive towards services and software and Big Tech, to conclude the entire value chain. So, we have now changed our name officially to **Hydrometeorological and Environmental Industry Association (HMEI)**. This will allow us to incorporate all the big tech, all the services companies, a lot of maintenance companies and software companies in our industry. We believe that this will attract more participation from the industry and work with WMO more closely so we, as an industry, can better support the entire value chain in greater detail than before.

GA-24 approved the name change of HMEI and endorsed **Resolution 1 (HMEI GA-24) – Changes in the name of the Association**, which is reproduced in **Annex 5** to the Minutes.

6. Update HMEI Articles of Association and Rules & Procedures

Ilse Gayl, who worked together with Jay Wilson & Brian Day on modifying our HMEI Articles & Rules presented the main changes to these documents:

Following the change of our Association name, we also needed to update our Articles of Association and Rules and Procedures. Again, just like the motivation for the change of name, it was an attempt to really

improve HMEI and how we could best serve our membership. Therefore, we've changed a lot of things. The changes have been published and circulated among our members before this GA.

We have changed things throughout all those documents, so the Rules of Procedure changes that we made can be summarized this way.

The first category is the clarification of our Council Advisory Panel (CAP), which is really the entire HMEI Council; HMEI Chairman, Vice Chairman and Treasurer Weary compose another body called Council Executive Panel (CEP). These three people are responsible for annual reviews of the Secretariat staff and to also support newly elected councilors to help them understand their portfolio of responsibilities.

Regarding the Councilors, we modify their area of responsibility to make them flexible to work in Teams according to the needs of the Association. Therefore, instead of having one person elected for one type of responsibility, we may now work together in subgroups in various domains. Now the entire Council can at any time assign a particular councilor with meeting a particular effort that the Association needs right now. We can redefine responsibilities outgoing for every councilor, except for the chair, vice chair and treasurer who all have fixed responsibilities. They may also do other things, but they have to do those assigned initially.

Finally, we also clarified that councilors doing some project may also include other members or colleagues to help them with that task. They don't have to be on the Council and that really makes us much more powerful because even though you may not have been elected to Council and would never dream of doing something like that, you might still be able to make a very valuable contribution that's much smaller in commitment and requires less public exposure. That's also a privilege of HMEI membership.

Finally, we clarify the definition of member in good standing.

The Articles of Association changed similarly. We change the name throughout all the documents, and we've made a series of administrative changes. The most important was to rewrite our vision and mission that was part of our strategic planning process. We've dedicated one and a half days earlier this year for that. This strategic planning process was led by our Chair Emeritus, Brian Day. We really rewrote our vision to articulate the association's commitment to strengthen partnerships across all sectors in the areas of weather, water and our environment and we will do this through open communication, supporting the implementation of standards and innovation that promotes sustainability.

This is now reflected in our Articles of Association and that was really important for us to clarify for ourselves as people who have taken a lot of time for this and consequently for our member companies on why we're here.

Following the proposal by HMEI Vice-Chair, the meeting adopted **Resolution 2 - Changes in HMEI Articles of Association and Rules of Procedure**, which is reproduced in [Annex 6](#).

7. Report on results of the 7th High Level Consultative Meeting (HLCM-7)

The High-Level Consultative Meeting is the opportunity for the HMEI Council to connect with the WMO leadership to increase our cooperation and discuss any opportunities at hand and pertinent issues that would help forward either current initiatives or spring about new initiatives. This is the 7th HLCM; It has been on hold for a few years because of the Pandemic, but this last year, the WMO Secretariat accommodated this HLCM during their Congress in Geneva and it has been decided to hold those meetings annually.

The main topic of this HLCM-7 was to draft together a Code of Ethics (CoE) consecutive of the Working Arrangement adopted as Decision 52 by WMO Executive Council 70. The CoE is a document that help us

as HMEI members to understand how to conduct ourselves when we participate in constituent bodies, expert teams and other WMO meetings. It has now to be accepted, approved, and signed by WMO SG and WMO President during EC-78, which will be held in June 2024. For this, it needs to be reviewed by the WMO Public Advisory Committee.

It has been discussed as well about coordinated events with the Public Private Engagement (PPE) along with proactive industry involvement in the activities of WMO Regional Instrument Centers (RICs) and WMO Regional Training Centers (RTCs). It is believed that this joint activity would make a very positive impact to further improve cooperation between WMO and HMEI within the frame of PPE. There will be joint WMO/HMEI activities, including Monthly meetings and preparation of PPE events (OCPs and PPE Regional forums)

Phase II Tenders Specification Project (Upper Air) will be launched in the first quarter 2024.

A joined seminar/webinar to educate WMO & members on sustainability will be arranged during the third quarter 2023.

The Action plan as approved by HLCM-7 is attached to the Minutes as [Annex 7](#).

8. HMEI Council Advisory Panel (CAP) activities report

The HMEI Vice Chair in his capacity as the Coordinator of the HMEI Council Advisory Panel (CAP) presented a report on CAP activities since the last session of HMEI General Assembly (GA-23).

Mr. Ashish Raval described the HMEI Council Executive Panel (CEP) and Council Advisory Panel (CAP) with the following composition:

Council Executive Panel (CEP)

- **Chair:** Mr. Joshua Campbell (Campbell Scientific)
- **Vice-Chair:** Mr. Ashish Raval, (Synoptic Data)
- **Budget & OPEX oversight:** Tom Smith (DTN)
- **Executive Secretary:** Dr. Alexander Karpov
- **Executive Administrator:** Ms. Corine Perreman

The HMEI CEP meets online once a month (every 3rd Wednesday of the month), a week before CAP, to discuss the items to be included in the agenda for the upcoming CAP meeting. The agenda includes the most important issues of the current and long-term activities of the Association. It's then sent to the CAP members prior to its next meeting.

The HMEI Council Advisory Panel (CAP), as approved at GA-15 in 2013, comprises the HMEI Council Executive Panel (CEP), together with the members of the HMEI Council.

Council Advisory Panel (CAP)

- **Council Executive Panel (5)**
- **Membership & recruitment oversight:** Anton Felder (Kisters)
- **Special Committee Projects:** Rebecca Leonardi (Wx Risk Global)
- **HMEI Service Providers:** Ilse Gayl (AEM)
- **WMO Commissions Collaboration:** Josephine Wilson (OTT Hydromet)
- **HMEI Council Chairman Emeritus:** Brian Day

The HMEI CAP meets online once per month, one week after CEP (every 4th Wednesday of the month).

CAP welcomes all members to provide their input for discussion at CAP meetings. The activities of HMEI were:

Creation of a new website & projection of better marketing actions for HMEI and its membership.

Hiring of a new contractor to maintain, improve and secure this new website.

Election of our new Chair following the resignation of our ex-chair, Mr. James Anderson.

Change of our Association name to include all the companies, from Equipment to Services, Academic and Government.

Revisions and amendments to our Rules & Procedures and Articles of Association.

Holding of the HLCM-7 during the WMO Congress.

Onboarding of Google, one of the Big Techs involved in the value chain.

Ongoing talks with other Big Techs to join HMEI.

Participations at the Regional Forums, working closely with WMO PPE office to reinforce our collaboration.

Our big achievement this year was to organize on a very short notice an HMEI exhibition during the WMO Congress in the end of May. Of course, thanks to some very constructive feedback from the participants, we'll improve this exhibition, but we were happy to organize this event on a small scale for a very limited fee.

At the same time, the HMEI Council conducted a Strategic Vision meeting during Congress to redefine our Action Plan to better serve our membership and build a good collaboration with the WMO. We have now a better future road map on what are the activities we wanted to market HMEI within WMO as well as through the WMO members and our community.

To better understand our members and what they are waiting from us, we are conducting a survey so we, as the HMEI Council, may empower all our members to really prosper and do a constructive job for our community.

We are working on the implementation of a new CRM – ZOHO – to reduce the number of emails that our Secretariat is sending out to better define who is getting what kind of emails according to their content. We are also looking at social media strategy, making sure that members may advertise for their new services and products, that new members are presented to our membership among other newsletters and LinkedIn posts.

CAP activities report is attached to the Minutes as [Annex 8](#).

During discussion, Mr Karl Guthrie (Meteoblue) underlined that the Private sector is undergoing changes and it's very challenging for HMEI. The following aspects were noted:

- *Customer focus*

Traditional equipment manufacturers have been focusing on the national Metservice customers and that's very good because without the National service we wouldn't be here as service providers. This is essential. However, the service industry is not a supplier to the National service. It is a customer and sometimes a competitor. That changes the game plan, so we need to address these different interests in the future.

- *The requirements for the needs of a particular sector*

The customer doesn't really care about norms and standards as much as his own interests and needs. Pressure is put on them being threatened to talk about climate change by moderators. To take an example, many geologists we have in the service industry downstream are very different from the equipment industry.

- *Customer first, business second*

We see new entrants from outside the industry and we, as the Service plan industry, we have to be very careful to always put customers first, business second. There is a business for us and we need to make sure that it stays that way to avoid destruction in the future.

HMEI Vice Chair confirmed that HMEI also works on new entrants, we're working with the team, the WMO and the Big Tech to canalize them. In the past we have seen that a lot of these companies have just gone directly to WMO starting to fulfil their agenda. So that was one of the decisions we made in bringing all these people to understand the full value chain and not just the small subset of them. Because they come from a different industry, they don't understand our industry, the needs and how things have been involved. Therefore, we are working very cautiously to bring in all the Big Tech and the new entrants to come through HMEI.

9. Executive Secretary's report

The Executive Secretariat's report covering activities since the last HMEI General Assembly meeting (GA-23, 11 October 2022) has been distributed among the membership prior this session for review as **HMEI GA-24/Doc.9** and a brief presentation was given to the meeting by Dr Alexander Karpov, HMEI Executive Secretary.

HMEI Secretariat follow up activities

The Minutes of GA-23 (Paris, 11 October 2022) and GA-Ext. (Virtual session, 15 March 2023), drafted by the Secretariat were distributed amongst Members for review. During the reporting period the Secretariat coordinated the follow up HMEI GA resolutions and recommendations.

The Secretariat provided support to the work of HMEI Council Executive Panel (CEP) headed by HMEI Chair, Mr Joshua Campbell and HMEI Council Advisory Panel (CAP) headed by Mr Ashish Raval, which have been convened on a regular basis via Microsoft Team meetings. The agenda for each session was coordinated and the minutes of sessions drafted by the Secretariat. Over **12** CEP and CAP sessions were held during the reporting period. The outcomes of these meetings addressed major aspects of HMEI ongoing activities and initiatives. The follow up has been accomplished by the Councilors and Members concerned in coordination with the Secretariat.

Information services and HMEI Website

The Secretariat continues to carry out its routine duties including various notifications and alerts, answering the general correspondence, issuing invoices and receipts of membership subscriptions, and maintaining the accounts of the Association. Almost **100** HMEI Circular (CM) and Information (INF) messages at the requests of Members, CAP and WMO, were e-mailed during the reporting period. It should be noted that since contracting the TendersInfo in 2013, over **6400** alerts have been sent to HMEI members.

Considering the comments and wishes expressed by the Membership, HMEI Council determined to implement further modification of the website. In particular, it was decided that arrangements to ensure the renovation of HMEI Website should become the priority activities for CAP and the Secretariat. The contract with Mr **Jitu** (expert from India) has been signed to ensure website regular maintenance, organize a proper CRM, and graphics, as well as LinkedIn posts on HMEI activities. One can already see a number of significant positive changes in the website content. However, it should be noted that a periodic audit of our members profile pages shows that many of them are still incomplete. Therefore, to finalize migration to the new HMEI website, Members are encouraged to complete and regularly update their individual pages.

HMEI Chair elections 2023

Following the resignation of Jim Anderson, HMEI Council decided to proceed with a new HMEI Chair election through correspondence. The Secretariat prepared and disseminated all necessary documentation for nomination and voting and ensured monitoring the whole voting campaign.

Registered documents were submitted to the Selection Board chaired by A. Rawal and assisted by I. Gayl and T. Smith. According to the HMEI Rules of Procedure and upon Selection Board recommendation, **Mr Joshua Campbell**, as the candidate who obtained the highest number of votes, is elected as the HMEI Chair for the term of 4 years. The appointment of HMEI Chair was ratified by HMEI General Assembly (Virtual session, 15 March 2023) through its Resolution.

HMEI Award for Young Engineers

Unfortunately, no candidates have been nominated during 2021-2023 and therefore, since the awarding of the Prize in 2019, the Association was unable to carry out the Award campaign during the reporting period. The Council has decided to take additional measures to assess and improve this situation and to hold Award nomination campaign in 2024. The Secretariat will provide all necessary support to this important event.

Budget implementation

The financial performance of the Association is reported monthly to the CAP meetings and is formally audited on an annual basis. The HMEI Auditor's report for the year 2022 is presented in the separate document HMEI GA-24/Doc.10 to this session

Membership drive initiatives

At the time of writing this document the total number of HMEI membership was 129. Unfortunately, the opportunities to promote the role of HMEI and its membership on annual basis provided through MTWE and other shows were not possible during almost 3 years due to pandemic.

However, since January, 7 new members joined the Association, but also 6 members resigned/terminated. It should be noted that thanks to Council continued efforts supported by WMO, Google joined the HMEI in August 2023. Council decided that we need to keep on recruiting new members, especially the Big Tech (e.g. Amazon, Microsoft, IBM).

Membership annual fee issues

The Secretariat insists on the fact that the membership fees are essential to run our not-for-profit Association. Fees are due on the 1 January and several reminders are being sent each year to ensure membership fees are paid. There were 4 members who did not pay their annual fee in spite of several reminders:

- 1. Delta-T Devices / UK**
- 2. NOVIMET (Now BOWEN) / France**
- 3. Sun Create Electronics Co. Ltd. / China**
- 4. TomorrowNow.org Inc. / USA**

Following Council decision, all HMEI services have been cut for them and a termination letter has been sent.

It should be reiterated that Members are encouraged to timely accomplish membership payments in full compliance with HMEI Regulations.

Collaboration with WMO

During the reporting period the Secretariat in coordination with CAP facilitated the nomination and participation of HMEI representatives in the work of the WMO technical commission's working bodies. At present, almost 50 HMEI experts are serving as HMEI representatives at the WMO's Expert and Task teams.

Working meetings and contacts between WMO Infrastructure Department (which is the focal point for coordination with the HMEI) and the HMEI Secretariat continued to ensure timely actions on the relevant recommendations adopted by WMO and HMEI. To our great regret, Dr Anthony Rea, who did much to

strengthen our cooperation, resigned from WMO in mid-September. The Secretariat will have to establish a working relationship with Dr Nir Stav, the newly appointed Director of the Department.

During the reporting period the Secretariat has coordinated with WMO the accreditation to Cg-19 HMEI Council members, established working contacts with WMO and the contractor (CICG and Matthys) fixing organizational issues in the preparation and running the HMEI exhibition during Cg-19, facilitated participation of HMEI representatives at various working-level WMO meetings, ensured collaboration with WMO PPE Office on the WMO-HMEI Code of Ethics (CoE) editing process.

The Secretariat also accomplished preparatory work for HLCM-7 including coordination of the agenda and timing with the WMO higher management, issuing invitations, booking the room, display, and other facilities, drafting the HLCM-7 Minutes and its coordination with participants and distribution the final version among HLCM-7 participants. Action plan as approved by HLCM-7 comprises 6 action items to be accomplished jointly and individually by WMO and HMEI in the 2023-2024 time frame.

The Secretariat established personal contact with WMO responsible officer for CPDB/Community Platform to ensure better coordination in the monitoring HMEI experts activities in the WMO working bodies and management of CPDB. The current list of HMEI experts will be sent to the membership on a regular basis requesting comments/confirmation on the composition and results of attending the meetings.

GA-24 noted the report and wished every success to the Secretariat team in providing effective support to growing activities of the Association. Full text of the report is attached to the Minutes as [Annex 9](#).

10. Approval of the audited 2022 annual account. Budget for Fiscal Year 2023 & 2024

Tom Smith, the Councilor responsible for Budget & OPEX oversight, presented the Auditor report and detailed the finances of the Association.

10.1 Financial documents has been distributed among Members as **Audited 2022 Annual Budget. Budget For Fiscal Year 2023 (HMEI GA-24/Doc.10)** for comments. Considering that there were no additional comments received prior and during this session, the GA-24 approved the audited 2022 annual account which is attached to the Minutes as [Annex 10](#).

10.2 The session was also informed that the HMEI **Budget for Fiscal Year 2023** is set by the HMEI Council. Considering that there were no additional comments received prior and during this session, the GA-24 endorsed the Budget for Fiscal year 2023 and requests the Secretariat to follow up in coordination with CAP.

The Budget for Fiscal Year 2023 is presented at the end of [Annex 10](#).

11. Other business

HMEI Chair noted that regarding HMEI engagement in the Public Private Engagement (PPE), we have two our experts responsible for the HMEI representation at WMO Expert Teams Coordination, Mr. Pekka Utela (Vaisala) & Mr. Foeke Kuik (Campbell Scientific).

The Chair then introduced Mr. Pekka Utela, inviting him to brief the meeting on his work for the Systematic Observation Financing Facility (SOFF).

As a summary, SOFF is a Systematic Observation Financing Facility to finance the establishment of national monitoring networks in developing nations. The goal is to significantly increase the number of surface weather stations and radio sounding stations in developing countries.

SOFF is a multi-partner trust fund of the United Nations. It's a program to provide support for developing countries for them to be able to implement GBON (Global Basic Observing Network) compliance. The funding comes from various Foreign Aid and Development Organizations directly from countries. And this support includes expert advice by other meteorological services and funding to invest in infrastructure. When new systems are being acquired, implemented and operational, SOFF will provide also operational expenses and support to the operation operational expenses of these systems. This will significantly increase the number of surface weather stations and radios and stations around the world with a higher density of observations both in time and space, which would improve the certainty of the numerical weather prediction models.

The governance is the executive organization and the SOFF Secretariat is doing all the practical work. There's a steering committee with members from WMO and UNDP and the funding organizations. The steering committee makes all the top decisions. There's the Advisory Board where HMEI has a seat. The role of the Advisory Board is to provide recommendations, advice, reviews and to facilitate dialogue. We don't have direct power on the advisory board, but we get to see the documentation, and everything prepared basically and comment on that.

There are three different phases: The first one is called the readiness phase: analysis in these developing countries of what would need to be done there to be able to achieve compliance. It's now active in 36 countries and will be expanded to 23 more countries soon, not only developing countries but also middle-income countries. The second one is called the investment phase: to acquire consumables to produce observations and data based on the results of the analysis. National Weather Services must apply for the funding. SOFF is not going to buy anything, banks and organizations implementing agencies (so-called Implementing entities) will. First Investment funding requests are expected for consideration in November 2023. The third one is the compliance phase: to maintain observations systems up to level to continue producing relevant data and observations.

This is a very ambitious program and HMEI is contributing as advisor.

All the documents about SOFF are on the WMO website: <https://www.un-soff.org/>

The Chair thanks Mr. Pekka Utela for his presentation as well as Mr. Foeke Kuik for their involvement in this important project in the name of HMEI.

Mr Utela's presentation is attached to the Minutes as [Annex 11](#).

12. Close of Meeting

Mr. Joshua Campbell thanked the WMO for providing us at no cost with an office for the HMEI Secretariat in the WMO building along with services like administrative, IT, technical and other facilities for a very reasonable fee. In 2023 this Agreement was extended for a consecutive four-year term until 2027.

We would like to also thank UKI Media Event, our fellow member, for giving us a free booth and room for our General Assembly. This is a very nice collaboration we have with them for years now and we are happy to continue our joint activities.

To conclude this General Assembly, HMEI Chair noted the following:

It's really nice to know we are in the middle of a science driven & technology driven community that is trying to solve some pretty important problems in the world. We've seen severe weather events that have caused

flooding & droughts, heat waves that have caused baseball size hail to fall out of the sky... All those elements are the result of the additional energy in the atmosphere that needs to dissipate somehow. And yet we are here as part of the community, both public and profits, in order to solve some of these problems that we are facing. So, it's rewarding to wake up every day and have such purpose in what we do. And I really appreciate the support that both the public and the members of the Association provide because it's together that we're going to solve these problems. This is a great community where we have cooperation and competition both at the same time and I think it's a wonderful thing to be a part of this. So thank you for coming today.

Finally, Chair, and Vice Chair thanked all participants for their valuable input to GA-24.

It was noted that the next HMEI General Assembly session (GA-25) will be held during MTWE in September 2024 in Austria, and we are hoping to see more members attending this General Assembly.

The session closed at 16:30 CET (15:30 UTC) on Wednesday, 11 October 2023.

Meeting Attendees

HMEI Members (in alphabetical order):

Advanced Environmental Monitoring – Ilse Gayl (HMEI Councilor)

Aviomet Ltd. – Janusz Jasinski

Baron Weather – Jon Tarleton

Campbell Scientific – Nick Demetriades

Campbell Scientific, Inc – Joshua Campbell (HMEI Chair)

Campbell Scientific – Foeke Kuik (HMEI Councilor)

Campbell Scientific – Paul Bridge

Campbell Scientific – Andy Mc Donald

Campbell Scientific – Brian Day (HMEI Councilor)

Campbell Scientific – Alessandra Liberto

DTN – Tom Smith (HMEI Councilor)

Gamic – Paul Malkomes

Geolux – Niksa Orlic

InterMet Systems – Alana Dachtler

Hukseflux – Eric Hoeksema

Kisters – Anton Felder (HMEI Councillor)

LEONARDO Germany GmbH – Maik Schümann

LI-COR Environmental – Kristin Feese

LI-COR Environmental – Mark Johnson

LSI Lasem – Andrea Certo

Logotronic – Gerhard Pevny

Meteoblue AG – Karl Gutbrod

Microcom Environmental – Roger Henry

MicroStep MIS – Martin Gazàk

Nowcast GmbH – Dirk Brändlein

OTT Hydromet – Jay Wilson (HMEI Councilor)

Radiometrics – Neil Brackin
SEED Studio – Meilily Li
SEED Studio – Lily Li
SEED Studio – Kevin Yang
Sommer – Christoph Somma
Spire Global – Kevin Petty
Spire Global – Jeff Rex
Synoptic Data – Ashish Raval (HMEI Vice-Chair)
Teconer Oy – Taisto Haavasoja
TOTEX – Toshi Mori
Vaisala – Pekka Utela (keynote Speaker)
Varysian – Tom Copping
Weathernews Inc. – Shoichi Tateno
Westenberg Wind Tunnels – Martin Kratzenberg
Westenberg Wind Tunnels – Daniel Virnich

Keynote Speakers:

Assistant Secretary General, WMO – Dr. Wenjian Zang
HMEI expert for SOFF – Pekka Utela

Guests:

Aviacom – Saad Laghiti

HMEI Secretariat:

Executive Secretary – Alexander Karpov
Executive Administrator – Corrine Perreman (also served a Minutes Secretary)

Accepted:

Chairman: _____ (Joshua Campbell)

Executive Secretary: _____ (Alexander Karpov)

Dated: _____ September, 2024

GA-24 AGENDA

- 1. Opening by the HMEI Chairman**
 - 2. Address by Senior WMO Officials**
 - 3. Acceptance of previous General Assembly minutes**
 - 4. Chairman's report**
 - 5. Change of Association Name**
 - 6. Update HMEI Articles and Rules**
 - 7. Report on results of the 7th High Level Consultative Meeting (HLCM-7)**
 - 8. HMEI Council Advisory Panel (CAP) activities report**
 - 9. Executive Secretary's report**
 - 10. Approval of the audited 2022 annual account. Budget for Fiscal Year 2023**
 - 11. Other business**
 - 12. Close of Meeting**
-

Wenjian Zhang, PhD, Assistant Secretary-General

Dr Wenjian Zhang has served as Assistant Secretary-General since 2016. Before that Dr Zhang was the Director of the WMO Observing and Information Systems Department and the WMO Space Programme.



Prior to this, Dr Zhang served as the Deputy Administrator of China Meteorological Administration (CMA) from 2006 to 2008; Director-General of Observing and Information Systems Department of CMA from 2004 to 2006; and Director-General of National Satellite Meteorological Centre of China (CMA) from 1998 to 2004. During his tenure at CMA, he supported strategic studies and plans for the modernization of China's meteorology. He led the effort to develop the 10-year (2000-2010) Plan of the Chinese Meteorological Satellite Programme and oversaw its implementation, including the development and operations of FY-2 (geostationary) and FY-3 (polar-orbiting) satellites, under the overall supervision of CMA and with support from the Chinese Government.

Dr Zhang majored in satellite meteorology in 1986, obtained a Master of Science (MSc) from the Chinese Academy of Meteorological Sciences in 1989 and a doctorate degree (PhD) from Peking University in 1993.

Dr Zhang commenced his duties as Assistant Secretary-General on 1 September 2016.



**The Minutes
of the twenty third session of the HMEI General Assembly (GA-23)**

Tuesday, 11 October 2022

09:00 – 10:45

**Room 722-724
Paris, France (MTWE)**

13. Opening by the HMEI Chair.

1.4 The twenty third session of the HMEI General Assembly (GA-23) was opened by the HMEI Council Chairman, Mr. James Anderson at 09:00 CET (08:00 UTC) on 11 October 2022. He welcomed all participants at the session of the HMEI General Assembly and introduced the panel and guests and wished all HMEI members and guests attending GA-23 every success at this meeting. In particular, he thanked the staff of the HMEI Secretariat, Alexander Karpov and Corine Perreman for their dedicated work in support of HMEI and its members. He introduced Corine Perreman as the new Executive Administrator to replace Robyn Thomas who retired in July 2021.

1.5 The Chair mentioned that this was a very important GA as HMEI is celebrating its 20th Anniversary this year and there will be mention of our premium members still with HMEI from the very beginning of its creation.

1.6 It was noted that the provisional agenda for the session circulated among all members prior to GA-23 as HMEI GA-23/Doc.1. The session adopted the agenda without changes which is reproduced as [Annex 1](#) to the Minutes. The list of participants is reproduced at the end of this report.

14. Address by WMO SG (video message)

WMO Secretary General, Petteri Taalas, thanked the Chair for the opportunity to address the meeting. He was sorry not to be able to attend this meeting in person but happy to address this video.

Prof. Taalas noted that HMEI is a key partner to WMO and is the interface between the private and public sector. He said to be very happy with the official collaboration with the private sector and that this collaboration enlarged from the instruments weather manufacturers to service providers.

Prof. Taalas noted that they are getting ready for the 27th Conference of the Parties to the United Nations Framework Convention on Climate Change (COP27), in Sharm el-Sheikh - Egypt On 20 November. COP27 will hold high-level and side events, key negotiations, and Press conferences, hosting more than 100 Heads of State and Governments and numerous pavilions showcasing climate action around the world and across different sectors. The major challenge is that only half of the WMO members have in place proper early warning services and the least developed nations have only impact-based forecasting services. The meeting recognized this is a common challenge for private and public sectors to establish Early Warning systems for all. The most common worldwide challenge is the global observing system not being in an optimal state including some major gaps in places such as Africa, Pacific, Caribbean, and some parts of Latin America where the data is not always available for free and open use.

We wish to implement and operationalize a loss and damage fund of several millions for the coming years for Observations & Early Warning Systems to minimize impact on populations & protect countries' economy in those fragile regions. The need is great.

There are several projects on development and funds are coming in.

By establishing the Systematic Observations Financing Facility (SOFF) WMO implements a new way of financing basic observations. SOFF addresses missing weather and climate observations around the world. The mechanism supports and accelerates the collection and international exchange of highly essential surface-based weather and climate observations in compliance with international standards to improve the quality and provision of weather forecasts, early warning systems, and climate services at all levels of society. This is possible thanks to the generous contributions by public and private sector partners. SOFF's immediate target is to raise approximately USD 1 billion in order to enhance the global observing system in those data sparse areas. The major goal is to increase technical expertise engaged in the further development of the global observing and early warning systems.

Regarding the Climate Risk and Early Warning Systems (CREWS) initiative, which was launched at the UN Climate Change Conference in Paris in 2015, there is a great challenge to introduce a number of innovative early warning systems initiatives in vulnerable areas around the world and boosted capacity of Multi-Hazard Early Warning Systems in several countries in Africa and the Pacific, including Least Developed Countries (LDCs) and Small Island Developing States (SIDS), most prone to tropical cyclones and floods. There are new donors, and the funds are coming in.

Prof. Taalas also mentioned the challenge of the Global Greenhouse Gas Watch (GGGW). WMO is working with the broader greenhouse gas monitoring community to develop a framework for sustained, internationally coordinated global greenhouse gas monitoring. Observation of the three main greenhouse gases - carbon dioxide, methane, and nitrous oxide, is essential. There is still considerable uncertainty about distribution and variability of greenhouse gas fluxes. Poorly observed areas include Africa, South America and substantial parts of Asia, as well as observations over the ocean and in high latitudes represent a

particular challenge. The monitoring is based on both ground-based measurements, satellites, and modelling tools. WMO is one of the co-sponsors of the Global Climate Observing System (GCOS), which reports to UNFCCC on an annual basis on the state of global climate observations, priorities, and challenges.

There is a need for services to optimize the systems and we need a greater implication of the Private Sector. WMO places importance on the private sector and, in particular, HMEI for their contribution to joint activities and welcomes participation of HMEI experts in WMO expert teams and meetings. The private sector has been part of the fabric of national, regional, and global activities for a very long time and development of new technology would not be possible without the private sector. WMO wants to increase the involvement of the private sector, not as competitors but as allies to improve services, science and increase innovation. WMO foresees many opportunities where the sectors can work together, particularly in areas related to modelling and service delivery. He believes that public and private interactions will become increasingly important in the future.

Finally, Prof. Taalas thanked HMEI for the opportunity to address the meeting and underlined that his door is always open for HMEI.

The complete WMO-SG video can be seen at:

https://drive.google.com/file/d/1CjsROnIodwS2QID8shwLogvYEheq3rPw/view?usp=drive_link

15. Acceptance of previous GA Minutes

The session was informed that the minutes of the twenty-second session of HMEI General Assembly (GA-22, Geneva, Switzerland, 4 March 2021) was circulated among members and amended by the Secretariat in the light of comments received on its first draft. Considering that there were no additional comments received prior and during this session, GA-23 approved the minutes of GA-22 and authorized the HMEI Chair to ratify the document. The meeting agreed that the Secretariat should keep posted the Minutes of GA-22 on the HMEI Website.

The session adopted the GA-22 Minutes without changes which is reproduced as **Annex 2** to this report.

16. Chairman's report

The chair thanks SG Prof. Taalas for his constructive speech and his emphasis on importance of the engagement between WMO and HMEI. After some already good examples of collaboration (in particular, the two standing committees focusing on observations: Standing Committee on Measurements, Traceability, and Instruments (SC-MINT) and Standing Committee on Earth Observation Networks and Monitoring Networks (SC-ON), there will be future opportunities for further collaboration in the areas of earth observations systems design and evolution. There is a proliferation of commercial observing networks in the oceans for example and HMEI could provide some guidance in this area. There will be opportunities for observations such as hydrological, climate, marine, etc. and taking an earth systems approach. HMEI has a role in assisting WMO to build bridges to that private community.

The Chair is hoping that HMEI can work together with WMO in the area of the hydrometeorological environment and under the Global Basic Observing Network (GBON) in a mutually beneficial way. Chair's presentation is appended as **Annex 3** to the Minutes.

17. 20th Anniversary of HMEI

The chair thanked all the HMEI membership who made this 20th Anniversary of the creation of HMEI possible. A tremendous amount of work has been done by all the members in dedication of representing the private weather enterprise.

HMEI would like to congratulate the companies who joined HMEI from its foundation in 2002 and made an exceptional contribution to the formation and development of the Association. The chair delivered a certificate of Honor to the following HMEI Members:

- **Vaisala OYJ** - Finland
- **MicroStep-MIS** - Slovakia
- **EKO instruments** - Japan
- **International Met Systems** – USA
- **The Republic Group Corp.** - USA

As much as the contribution of the companies is important, it's the individuals and their dedication to the Association, which is essential, giving their time, energy & ideas for the good development of the Association. Some retired Members of the Council are congratulated for their good work during all those years to bring the Association to where it is now:

- **Ben Dieterink** – Chairman of HMEI from the year of its foundation until 2011
- **Bruce Sumner** – Executive Secretary of HMEI from the year of its foundation until 2012
- **Christine Charstone** – Executive Administrator of HMEI from the year of its foundation until 2012
- **Bryce Ford** - HMEI Councillor since 2007 and HMEI Vice Chairman from 2018 to 2021
- **Andy Mc Donald** - HMEI Vice Chairman from 2009 to 2018
- **Graham Johnson** - HMEI Councillor from 2016 to 2021
- **Gerhard Pevny** - HMEI Councillor from 2010 to 2021
- **Foeke Kuik** - HMEI Councillor from 2014 to 2022
- **Brian Day** - HMEI Chairman from 2011 to 2019,

It was planned to launch a selection campaign for the award for the young engineer 2023 in connection with celebration of 20th Anniversary of HMEI. Further information will follow.

As a part of celebration, there will be a reception/cocktail organized during the MTWE at the HMEI booth every day at 15h30 for our members & friends to celebrate this remarkable event.

The proposed actions in connection with the 20th Anniversary of HMEI are appended as [Annex 4](#) to the Minutes.

18. HMEI Council Elections results

The following vacant positions within the HMEI Council have been voted:

- HMEI Councillor responsible for oversight on Membership and Recruitment
- HMEI Councillor responsible for oversight on WMO Commissions Collaboration

The meeting was informed on the results of voting carried out earlier in 2022. It was noted that based on ballots registered by the Secretariat and validated by HMEI Selection board (A. Raval-chair, I. Gayl, T. Smith), **Mr Anton Felder** (KISTERS) has been elected as HMEI Councillor responsible for oversight on Membership and Recruitment and **Ms. Josephine Wilson** (OTT Hydromet) as a as HMEI Councillor responsible for WMO Commissions Collaboration, both for the term of 4 years with Terms of Reference presented in the Annex 6 to this Minutes.

Following the proposal by HMEI Vice-Chair, the meeting adopted Resolution 1, which is reproduced in [Annex 5](#).

19. HMEI Council Advisory Panel (CAP) activities report

The meeting noted that HMEI Council executive bodies, as approved at GA-15 in 2013, comprises the HMEI Council Executive Panel (CEP) and Council Advisory Panel (CAP) with the following composition:

Council Executive Panel:

- **Chairman:** Mr. Jim Anderson, (AEM)
- **Vice-Chairman:** Mr. Ashish Raval, (Synoptic Data)
- **Executive Secretary:** Dr. Alexander Karpov
- **Executive Administrator:** Ms. Corine Perreman

Council Advisory Panel:

- **Council Executive Panel (4)**
- **Budget & OPEX oversight:** Tom Smith (DTN)
- **Membership & recruitment oversight:** Anton Felder (Kisters)
- **Special Committee Projects:** Rebecca Leonardi (Wx Risk Global)
- **HMEI representation at WMO expert teams:** Joshua Campbell (Campbell Scientific)
- **HMEI Service Providers:** Ilse Gayl (AEM)
- **Website development/oversight & Exhibitions:** Tom Copping (Varysian)
- **WMO Commissions Collaboration:** Josephine Wilson (OTT Hydromet)
- **HMEI Council Chairman Emeritus:** Brian Day
- **HMEI Council Advisor:** Bryce Ford

The HMEI CAP meets once per month using online meeting resources, and the agenda includes the most important issues of the current and long-term activities of the Association. CAP welcomes all members to provide their input for discussion at CAP meetings.

The HMEI Council Advisory Panel (CAP), as approved at GA-15 in 2013, comprises the HMEI Council Executive Panel (CEP), together with the members of the HMEI Council.

Council Executive Panel:

- **Chairman:** Mr. Jim Anderson, (AEM)
- **Vice-Chairman:** Mr. Ashish Raval, (Synoptic Data)
- **Executive Secretary:** Dr. Alexander Karpov
- **Administrator:** Ms. Corine Perreman

The HMEI CAP meets once per month using online meeting resources, and the agenda includes the most important issues of the current and long-term activities of the Association. CAP welcomes all members to participate or to suggest agenda items for CAP meetings.

The session took note on the summary of CAP Activities since GA-22 (March 2021 – October 2022) and invited CAP to continue its regular meetings with emphasis to HMEI General Governance, WMO Engagement, Global Weather Enterprise, WMO-HMEI Tender Specifications Project. It was also recommended to finalise soonest transition to the new HMEI website, make arrangements to improve management of WMO database in terms of effective monitoring HMEI Representative's activities at the WMO working bodies.

20. Executive Secretary's report

Dr Alexander Karpov, HMEI Executive Secretary provided a comprehensive summary on the secretariat follow up activities for the period March 2021– October 2022. The report covered major activities including: GA and HMEI Council follow up, Information services and HMEI Website, Council elections 2021-2022, HMEI Award for Young Engineers 2022, HMEI Budget implementation, Membership drive initiatives, Membership annual fee issues, Collaboration with WMO, including participation of HMEI experts in WMO working bodies, WMO-HMEI Tenders Specification project, preparatory work for the current GA-23.

The session noted the Secretariat's report and agreed that the Secretariat continued to fulfil its responsibilities in accordance with HMEI Basic Documents, decisions, and recommendation by the HMEI GA and Council, Working Agreement with WMO and Swiss regulations. It wished every success to the Secretariat team in providing effective support to growing activities of the Association. The report is attached to the Minutes as [Annex 6](#).

21. Approval of the audited 2021 annual account. Budget for Fiscal Year 2022

Tom Smith, new council for Budget & OPEX oversight, presents the finances of the Association. Membership is the challenge this year after the slowdown due to COVID-19 Pandemic (135 members). Expenditures, administration, website, project activities are within margins on the conservative side. We have flow reserve to invest in our website. We are in a strong position for the future.

Regarding the budget for year 2022, there will be an increase with outreach activities (exhibitions) and website completion and maintenance. We are in a good place for growth, with the help of our new website soon in operations.

9-1 The auditor's report for the year 2021 has been distributed among Members as HMEI GA-23/Doc.9 prior to GA-23 for comments. Considering that there were no additional comments received prior and during this session, the GA-23 approved the audited 2021 annual account.

The audited 2021 annual account is attached to the Minutes as [Annex 7](#).

9-2 The session was informed that the **Budget for Fiscal Year 2022** is set by the HMEI Council and is presented by Tom Smith, Councillor for Budget & OPEX oversight. Considering that there were no additional comments received prior and during this session, the GA-23 endorsed the Budget for Fiscal year 2022 and requests the Secretariat to follow up in coordination with CAP.

The Budget for Fiscal Year 2022 is reproduced in [Annex 7](#) after the auditor's report .

22. Tender Specification Project – Results of completion Phase I. Proposals for the next Phase.

Mr. Foeke Kuik, responsible for requirement specification documentation, in collaboration with Mr. Gerhard Pevny, as Project Internet Tool developer, presents the Tender Specification Project.

The history to create a standard set of tender specifications and requirement specifications started a long time ago, Brian Day, as Chairman of HMEI, and Foeke Kuik, started talking to the World Bank in 2014. The World Bank was financing many projects for procurement of observation networks in developing

countries, and there were problems the way they financed those projects: the World Bank only financed the procurement of the observation systems, operational support was not included. Once the systems were installed, they were operational for some two to three years, but without funding for the maintenance and operational phase, the stations did not work very long, NMHSs often were not able to fund the maintenance and support for these stations themselves. Therefore, after a few years the data became unavailable and could not be used for weather prediction models and early warning systems anymore.

Brian Day and the World Bank agreed to launch a project with HMEI to prepare a documentation set for procuring meteorological observation networks that was not only for the procurement of the systems, but that also included life cycle support for the systems. The documentation had to be vendor agnostic, it had to include requirement specifications, but also other supporting documents such as guidance on preparing a statement of work, on factory acceptance testing, an example contract, testing of the systems, maintenance, and support guidance, etc.

The project started in 2016, through funding from the World Bank and through HMEI. Foeke Kuik was appointed as a consultant to prepare the documentation set. As a part of the project, a set of coherent weather station requirement specifications was prepared, compliant with all the WMO (GBON) documentation, including the CIMO Guide, WMO No. 8 (it was still called the CIMO guide in 2016). There are also many other supporting documents, for example, a statement of work, required factory services, acceptance procedures, maintenance and support guidance, calibration guidance, etc. Initially WMO published the documents in 2017 on their website to make it available for all WMO members, although they were not involved in the content of the documents.

In 2018 there was a second phase of the project, in which all the documents were reviewed By Foeke Kuik, Doug Body (Bureau of Meteorology, Australia), and Jitze van der Meulen (KNMI, The Netherlands), to convert them into a WMO structured document. All requirements were checked, references to other relevant WMO documents were added, and it was submitted to several WMO experts' reviewers. Once agreed on the content, the document was accepted as a formal WMO document. Contrary to the WMO No. 8, it is not a "document prepared by scientists for scientists", but it is intended for NMHSs that need vendor agnostic tender documents for the procurement of meteorological surface observation including life cycle support guidance.

WMO published the document as the Instruments Observing Methods Report No. 136, also known as IOM 136, Generic Automatic Weather Station (AWS) Tender Specifications, 2021. The document is available on the WMO website, the link is http://library.wmo.int/index.php?lvl=notice_display&id=22031

Initially there was a second development to make all documentation available in a web-based tool, managed by Gerhard Pevny. Although a first concept system was developed, additional funding was required to further develop the tool to a full operational system and to maintain it. This funding still has not been made available.

IOM 136 contains requirement specifications for all the basic observations in GBON compliant automatic weather stations, but several types of observations were not included, such as visibility, cloud observations, present weather, weather radar, and upper air observations. Also, a similar document for aviation weather systems would be useful but is not covered in IOM 136. Maybe in the future there will be funds available to continue this work.

The session noted that the Tender Specification Project's report was circulated prior to the GA-23 as HMEI GA-23/Doc.10. The report covers in details activities since the beginning of the Project. GA-23 noted the report and congratulates Foeke Kuik and Gerhard Pevny for the tremendous work they've accomplished.

23. HMEI engagement in the Global Weather Enterprise, including implementation of SOFF

Mr. Joshua Campbell, HMEI Council responsible for the HMEI representation at WMO Expert Teams Coordination, briefs the meeting on the HMEI engagement in the Public Private Engagement (PPE) with WMO.

While starting his presentation, Mr. Joshua Campbell mentioned the 20 years of HMEI being quite an accomplishment, with Bruce Sumner & Christine Charstone along with Ben Dieterink. It's been a grassroots effort to evangelize this industry association that could help us collaborate with the World Meteorological Organization. They did a wonderful job. And then Brian Day took it into this higher level of collaboration with the WMO and now we're all working together to continue to improve this relationship with the WMO, working together to improve not only the technology but also the services. All too often people view there's the public institution and there's the private institution and all these people are out there doing service and duty and all these private entities are out there to make profits, but that's not really the way it is. We need the innovation and the agility of the private industry in order to bring the forefront of technology to bear in the framework of government institutions which provide the stability for those technologies in those services to actually be of value to the citizens. So, we need each other and the reality about our industry is that unlike several other industries, sure, we compete sometimes, but there's a lot more cooperation that goes along and amongst the industry. Mr. Joshua Campbell underlines his appreciation of the opportunity to work with people within the industry as well as within the government side of things.

In 2021, there were several important initiatives passed in the special Congress of the WMO, and three of them in particular:

- Data exchange and data unification policy that encourages WMO members to share data amongst themselves.
- Global Basic Observation Network (GBON)
- Systematic Observation Financing Facility (SOFF).

They are not independent but play together. Looking at the data exchange or data unification policy, members of the WMO are encouraged to share the information from their networks in order to get data and information that will improve the certainty of the numerical weather prediction models. It provides an opportunity for nations to contribute to the developed nations as well as developing nations to hopefully have a way to set up their national meteorological monitoring networks and contribute data and information to this effort, and it is in concert with the GBON network as well as SOFF.

The Global Basic Observation Network is also part of the WMO initiative subset of the WMO Integrated Global Observing System (WIGOS). This is the basic network that will share point based or data and information into a global worldwide network of repository. There are certain laws that nations have that prevent them from sharing data across their borders, but with this being passed within the WMO, it sets the stage for countries to change their laws, because, as members of the WMO, these countries now have reason to share the data and information that they have for gathering because it's part of a past initiative within the WMO. Also, with the Global Basic Observation Network, there is a need for standards to be established to get the right instrumentation, hence the IOM 136 document about the Tender Specification Project (see point # 11). This WMO proof document was put together by HMEI and the World Bank in a six-year effort, as explained by Mr. Foeke Kuik.

An industry can send this document to the National Hydrometeorological Services to assist them in putting together appropriate tender documents. It may be a big challenge for the developing nations, but this document can help.

Moving on to SOFF with more detailed information from Mr. Pekka Utela (here below): SOFF is a Systematic Observation Financing Facility to pay for the establishment of these national monitoring networks in developing nations in particular. There is a steering committee and an Advisory Board. The steering committee met in June. A brief meeting was emailed to all the members. And they solidified the Advisory Board. They asked for two HMEI members, one to be a primary representative of the industry association and one to be a backup. Mr. Pekka Utela is the primary representative and Mr. Foeke Kuik is our primary backup. Mr. Pekka put together all the details about that. Therefore, questions should be addressed to him after his presentation as well as to Foeke Kuik. They'll be able to assist you in better understanding SOFF and how it works.

From a high-level view, this is the WMO, with a set up in commissions as well as boards and associations. HMEI is set up as a Switzerland based organization. Our bylaws function under Swiss law. We set ourselves up very similar to the World Meteorological Organization so that we could specifically collaborate with the WMO. They've changed to this new structure with two major commissions: the Services Commission and the Infrastructure Commission. Within those commissions, there are working groups, there are committees, there are task teams, there are expert teams. We have our newly elected member in the Council in the person of Mrs. Jay Wilson, whose responsibility is to increase the interactions between these commissions and HMEI. Mr. Joshua Campbell insists on the fact that, as an HMEI member, you don't have to be on council to be an expert on an expert team.

HMEI invites members to touch base with Mrs. Jay Wilson and Mr. Joshua Campbell in order to see how to participate in some of these task teams and expert teams. Members' participation is from an industry perspective. Being on an expert team doesn't mean pushing the wares of the company, it's to represent the industry as a whole. As part of that, a report must be completed after each meeting, and it will be distributed to HMEI membership to keep everyone informed because we work together to accomplish the goals of the WMO.

Mr. Pekka Utela (Vaisala), HMEI focal point for HMEI on SOFF provides a summary on the HMEI involvement in SOFF activities. To summarize what has been said about SOFF, Mr. Pekka Utela explained that SOFF was invented to provide funding for Observation Infrastructures in developing countries, GBON compliance to reach that level. They are planning on providing funding for operational expenses as well. If the systems provide data for international exchange, then the countries are going to get continued funding through SOFF.

SOFF is a fairly ambitious program and it's also the best effort to address this problem of lack of observation infrastructures in developing countries. So, if it succeeds, it's going to significantly increase the number of surface weather stations and radio sounding stations in developing countries.

The funding comes from various Foreign Aid and Development Organizations directly from countries. There's an initial amount of funding secured as Joshua mentioned. Starting from this year to 2025, their goal is to get 200 million U.S. dollars. But they are not quite there yet. So, what this means is that they have enough money to start the operations, establish the secretariat, and maybe start with some of the initial gap analysis studies in some of the least developed countries and small Island developing states.

The governance is the executive organization and the SOFF Secretariat doing all the practical work. And then there's a steering committee with members from WMO and UNDP and the funding organizations that have committed funding at this stage. The steering committee makes all the top decisions and then there's the Advisory Board where HMEI has a seat. The role of the Advisory Board is to provide

recommendations, advice, reviews and to facilitate dialogue. We don't have direct power on the advisory board, but we get to see the documentation, and everything prepared basically and comment on that. The steering committee gives us some tasks to review some material and maybe recommend something, perhaps prioritize, or at least comment on the prioritization of certain decisions.

The first meeting was in September as an online conference. Its purpose was to review certain documents and we were able to do it beforehand and give our recommendations and comments on those documents. They were very well received. Basically, most of our comments were accepted as the consensus decision of the Advisory Board. It means for us that it's worthwhile to be there and that we may have some effect there as representing a certain practical view in that Advisory Board. The other organizations have totally different roles, and they are mainly discussing the kind of outreach strategy and tasks, whereas we were commenting on the practical operational issues that they have defined.

To conclude, SOFF is not going to buy anything, banks and organizations implementing agencies (so-called Implementing entities) will. Traditional surface weather stations and radio sounding stations are going to be operated and data processing will take place in the Cloud so that they don't have to maintain an IT infrastructure. The technology is there, and we don't need supercomputers and modelling centres that cost a lot to maintain, and which are becoming obsolete after a few years.

The question is, are those National Met services still able to sell products based on those data or are those data going to belong to the private sector with no share revenues. Of course, those data must be in a format to support fair weather prediction models. GBON is purely about providing a certain basic set of observations for international distribution.

SOFF reaches its goal if there is data coming into the WMO network from the countries receiving the aid and the local meteorological service is going to be the responsible party for providing the data. But how they are going to organize it in the countries is still under discussion.

The Chair thanks Mr. Pekka Utela for his presentation and his involvement in this important project in the name of HMEI. He suggests continuing this discussion at our HMEI booth during this MTWE 2022.

24. Other business

The session noted that Mr. Pekka Utela's report on SOFF was circulated prior to the GA-24 as Doc-11_HMEI - SOFF update Pekka Utela. GA-24 noted the report and wished every success to the SOFF team. The report is attached to the Minutes as Annex 11.

It was announced that there will be a reception/cocktail organized during the MTWE at the HMEI booth every day at 15h30 for our members & friends to celebrate the 20th Anniversary of HMEI.

There were no other items proposed for discussion.

25. Close of Meeting

Mr. Jim Anderson thanked all participants for their valuable input to GA-23.

It was noted that the next GA-24 will be held during next MTWE in October 2023, and we are hoping to see more members attending this General Assembly.

The session closed at 10:45 CET (09:45 UTC) on Tuesday, 11 October 2022.

Meeting Attendees

HMEI Members (in alphabetical order):

Advanced Environmental Monitoring – Jim Anderson (HMEI Chair)

Biral – Nathan Neal

Biral – Arthur Miller

Campbell Scientific, Inc – Joshua Campbell (HMEI Councillor)

Campbell Scientific – Foeke Kuik (HMEI Councillor)

Campbell Scientific – Johan Visagie

Campbell Scientific – Andy Mc Donald

DTN – Tom Smith (HMEI Councillor)

IBL Software Engineering – Martin Franek

InterMet Systems – Alana Dachtler

KISTERS – Anton Felder (HMEI Councillor)

Leonardo Germany GmbH – Petra Bartasonok

Leonardo Germany GmbH – Lothar Wörhoff

Logotronic – Gerhard Pevny (HMEI Councillor)

Meteomatics – Matthias Piot

Meteomatics – Brag Guay

MicroStep MIS – Martin Gazak

Nowcast GmbH – Dirk Brändlein

Nubila – Franco Prodi

OTT Hydromet – Jay Wilson (HMEI Councillor)

OTT Hydromet – Tobias Weil

Radiometrics – Neil Brackin

Spire Global – Kevin Petty

Spire Global – Jeff Rex

Synoptic Data – Ashish Raval (HMEI Vice-Chair)

TOTEX – Akihiro Nakazato

UKi Media & Events – Sandy Greenway

Vaisala – Pekka Utela (keynote Speaker)

Varysian – Tom Copping

Weathernews – Soichi Tatenos

Water In Sight – Louise Croneborg-Jones

Keynote Speakers:

Secretary General, WMO – Petteri Taalas

HMEI expert for SOFF – Pekka Utela

HMEI Secretariat:

Executive Secretary – Alexander Karpov

Administrator – Robyn Thomas (also served a Minutes Secretary)

Accepted:

Chairman: _____ (Joshua Campbell)

Executive Secretary: _____ (Alexander Karpov)

Dated: ____ October, 2023

Chair's Report

(Summary of major HMEI activities since GA-23)

1. On behalf of the HMEI Secretariat, I would like to welcome our Members to our 24th General assembly being held in conjunction with the Meteorology Technology World Expo (MTWE).
2. In reviewing the Program for MTWE and the list of exhibitors, this will be a tremendous opportunity for the exchange of information between the HMEI Membership and the WMO. I wish each of you success while you are in Geneva.
3. I am just getting my feet under me with respect to filling the role of Chair since March of 2023. This has been a busy and exciting year for HMEI council. We have a world class council that is working hard to accomplish the mission of the association. This year we conducted a strategic planning session where we reviewed the association's vision and mission, and publish the outcome here:
 - a. Vision: Empowering the weather, water and environmental community, strengthening partnerships across public, private and academic sectors, protecting lives and enabling prosperity for all.
 - b. Mission: We execute our Vision by facilitating open communication and close collaboration, helping implement standards, and fostering innovation that promotes sustainability.

The council planning session yielded several actions that have been and are currently being undertaken, which include:

- c. Name Change:
 - d. Update of Articles of Association and Rules of Procedure:
 - e. Renewed effort to complete Code of Ethics with WMO:
 - f. Launch of Phase 1 of new website:
 - g. Planning for Phase 2 of Website to start:
 - h. Member Survey initiated to incorporate into next planning session:
 - i. Reinstated High Level Consultative Meetings (HLCM):
 - j. Dedicated process for HMEI Expert interaction with WMO:
 - k. Continued participation, reporting, and updates regarding EW4A, SOFF, GBON, G3W, Unified Data Sharing Policy, WIS2.0, and other community initiatives:
 - l. Joint publication for Charting a Course for Sustainable Hydrological and Meteorological Observation Networks in Developing Countries and joint seminars with the World Bank and WMO on the same:
4. **Name Change:** To be inclusive of a greater segment of the HydroMet value chain, Council put forward, and Members voted in favor of, a resolution to change the associations name to the HydroMeteorological and Environmental Industry (HMEI) Association. While the acronym

stays the same, our name now more accurately describes our inclusion of manufacturers, software developers, and service providers. The Vice Chair will present more detail on this in the HMEI GA-24.

5. Update of Articles of Association and Rules of Procedure: It has been several years since these important documents have been updated. Council put forward, and Members voted in favor of, a resolution to update these documents to accommodate, among other things, the new name, the updated vision and mission statements, updates to CEP and CAP definitions, and prepare for the adoption of the Code of Ethics. This will be covered in more detail by at HMEI GA-24 by Ilse Gayl of Council.

6. Renewed Effort to complete Code of Ethics with the WMO: Council has been working with the WMO to create a mutually agreed upon Code of Ethics to set the methods and expectations of interactions between the two organizations. It is expected that this will be reviewed by the WMO this fall and then put forward to Executive Council and ultimately WMO leadership for approval in early 2024. This will serve to enhance Member interactions with the WMO. We will update you throughout the year as this effort progresses.

7. Launch of Phase 1 of new website: Council launched phase 1 of a new website this year. This addressed overall stability and security of the site. Members have an opportunity to populate the new website with their information and offerings.

8. Planning for Phase 2 of website to start: It is recognized that with the release of phase 1 complete, there is need to plan and deliver a phase 2 update that helps streamline HMEI communications with Members. It is envisioned there will be a member-login section where information, reports, and Member contributions can be made. Council plans to initiate the planning of this process this week.

9. Member Survey initiated to incorporate into next planning session: Council has initiated a survey of Members to gather ideas and needs that can be incorporated into the efforts of the association. We encourage all members to fill this out before the end of business 05 October 2023 so we can understand your needs and views as we plan 2024 initiatives.

10. Reinstated High Level Consultative Meeting (HLCM): After a 4-year period of inactivity (largely due to COVID), HMEI Council held HLCM-7 with the WMO Leadership on the 27th of May 2023. An update of recent activity from WMO and HMEI was shared amongst the attending parties. Several valuable insights and action items resulted from this interaction, including a focus to present the Code of Ethics at EC-78, better coordinate OCP and PPE Regional events, consideration of launching Phase II Tender Specification Project to consider upper air, look into how PPE engagements can enhance the benefit of RTCs and RICs, and hold a joint WMO-HMEI-World Bank webinar on the Sustainable Observation Network publication. It was a fruitful collaboration, and we will seek to keep an annual cadence of this meeting as we go forward. I will give more detail in a specific report at HMEI GA-24.

11. Dedicated process for HMEI Expert interaction with WMO: HMEI has Consultative Status with the WMO. This presents an opportunity for Members of HMEI to participate in WMO

constituent bodies as representatives of industry. It is imperative that the Member represent industry and not the special interests of their company, and that they abide by the soon-to-be-approved Code of Ethics. In addition to this, there are two logistical hurdles that often cause delay. First, the need for the HMEI Member to populate their profile in the WMO Expert Database. Second, the need for the HMEI Member to be selected or assigned to the Constituent Body, which is often accomplished through the interaction the HMEI Secretariat and Chair of the WMO Constituent Body. Jay Wilson, HMEI Councilor for WMO Commissions Collaboration, has worked to create a process for these hurdles and will be providing education on how to participate. This is some of the most productive and important contributions we can make as these constituent bodies are where the initiatives of the WMO take shape, progress, and are ultimately moved to approval and action.

12. Continued participation, reporting, and updates regarding EW4A, SOFF, GBON, G3W, Unified Data Sharing Policy, WIS2.0, and other community initiatives: These are just a few of the WMO initiatives that HMEI Members interact with. As described above, HMEI has the opportunity to participate in these initiatives and keep Members informed so that needs can be addressed by both public and private entities as we collectively innovate to address the challenges we face. Phase 2 of our website will seek to provide a member-login information center where can report on the actions of these and other important initiatives. Until that is done, we will seek to update Member via email and HMEI webinars. Please feel free to reach out to HMEI Council if you have questions or ideas concerning these initiatives.

13. Joint publication for Charting a Course for Sustainable Hydrological and Meteorological Observation Networks in Developing Countries (Sustainable Observation Network publication) and joint seminars with the World Bank and WMO on the same: One result of the HLCM-7 was a successful [joint webinar](#) to present the Sustainable Observation Network publication. We look forward to further joint webinars as this document is adopted by the community.

14. It is worthwhile to note the tie between the latest **Sustainable Observation Network (SON)** publication, the Tender Specification Document (**IOM-136**), **GBON**, and **SOFF**. HMEI opened a project to develop Tender Documentation populated with specifications from WMO Guide-8 for synoptic weather stations. It was envisaged that this pilot project would be of benefit to end users in both the Developed and Developing Worlds in the creation of tender documents for their projects. The result of that effort was IOM-136. That document was used as the basis for GBON specifications as the relevant specifications were carried forward. It was further recognized that developing nations could benefit from additional guidance that considers the entire value chain and Total Cost of Ownership (TCO) of observation networks so such costs could be accounted for in the initial project to ensure continued operations of the network, hence the recent joint SON document. With these documents a NMHS can create a sustainable plan (SON), tendering documents (IOM-136/GBON), and tap into global resources (SOFF) to implement a network that will feed the Global Basic Observing Network in a sustainable fashion and thereby enhance NWP and forecasts. There is still work to be done to harmonize and expand the subject matter of these documents, but there is a solid core to start from as we support the establishment of observation networks and better forecasting for the community.

15. There are several other activities that HMEI Council coordinated and communicated to membership. These include WMO Regional Association Meetings, Open Consultative Platform (OCP), Executive Council, and Congress, as well as numerous commission and constituent body meetings for working groups and expert teams.

16. On behalf of Council I would like to express my sincere gratitude to the members of HMEI, the World Bank, and the WMO, that have contributed and continue to contribute to the important initiatives we have covered here, as well as many more that have not been mentioned.

17. Lastly, I would like to thank you for your efforts to further the initiatives of this community. Our collective work impacts the lives and livelihoods of billions around the world. There is so much to do, there is no way we can accomplish it as individuals. I look forward to finding ways to incorporate more HMEI Members in the initiatives mentioned above. There is not a requirement to be a member of Council to participate. We will be reaching out from time to time to gather contact information of interested parties so that as initiatives from HMEI, WMO, World Bank, and entities come to light, we will have a pool of qualified resources to engage. Thank you for your willingness to contribute.

Again, I wish you all the best while you are in Geneva and look forward to seeing you at HMEI's Annual General Assembly held in Hall 4 – Room R on October 04 at 15:00 hrs.

Best Regards,
Joshua Campbell
Chair | HMEI

Resolution 1 (HMEI GA-24) – Changes in the name of the Association

THE GENERAL ASSEMBLY,

NOTING:

- (1) Articles 1, 6, 9, 10, 11, 15, 16 and 32 of the Articles of Association
- (2) Proposal by the HMEI Council to change the name of Association in order to more accurately reflect the current composition of the Association
- (3) Results of voting by the Membership on the proposed changes

DECIDES

- (1) To Keep HMEI Initials and change the full name of Association to Hydro- Meteorological and Environmental Industry and amend HMEI Articles of Association and the Rules of Procedure accordingly
 - (2) Request the Membership to use the new Association's name in their activities
 - (3) Request the Secretariat to inform Swiss social insurance, other relevant institutions and UBS on changes in the name of Association
-

Resolution 2 (HMEI GA-24) – Changes in HMEI Articles of Association and Rules of Procedure

THE GENERAL ASSEMBLY,

NOTING:

- (1) Articles 2, 6, 10, 11 and 29 of the current Articles of Association;
- (2) Proposal by the HMEI Council to update the Articles of Association and the Rules of Procedure in order to more accurately reflect the current state of the Association;
- (3) The comments received from the Membership on the proposed changes

DECIDES

To approve the updated HMEI Articles of Association and the Rules of Procedure as presented in Appendices of this document and request the Secretariat to publish these governance documents of the Association on the HMEI Website.

Meeting Actions

	Action	Responsibility	Due	Status
1.	To present to EC-78 a document on Code of Ethics between WMO and HMEI for approval	WMO Secretariat (T. Kimura)	May 2024	
2.	To coordinate joint WMO and HMEI activities, including regular PPE office and HMEI Council working meetings, preparation of PPE events including OCPs and PPE Regional forums	WMO Secretariat (T. Kimura) HMEI (J. Campbell, A. Raval, J. Wilson)	According to the PPE Office work plans	
3.	WMO to consider launching Phase II Tender Specification Project (Upper Air), taking WMO Members' needs and priority of INFCOM activities into account	WMO Secretariat (A. Fischer) INFCOM (M. Jean)	I Quarter 2024	
4.	HMEI to present how involvement HMEI experts and individual HMEI companies can bring benefit to the work of RTCs and RICs for WMO's consideration	HMEI (J. Campbell)	I Quarter 2024	
5.	Decide on arrangements to publicize and further promote Publication "Charting a Course for Sustainable Hydrological and Meteorological Observation Networks in Developing Countries"	WMO Secretariat (A. Fischer) HMEI (J. Campbell, B. Day)	III Quarter 2023	
6.	To initiate talks with Big Tech inviting them to formally join HMEI. Invite Big Tech to nominate their focal point for coordination with HMEI	HMEI (J. Campbell, A. Raval) WMO (T. Kimura, J. Hasegawa)	June 2023	

HMEI CAP activities report

(Summary of major HMEI activities since GA-23)

1. Submitted by Ashish Raval, HMEI Vice-Chair

2. Implemented regular cadence for CEP and CAP Meeting.

- a. The CEP meeting happens 30-45 Min every 3rd Wednesday
 - i. CEP (Council Executive Panel)
 1. Mr. Joshua Campbell – Chair
 2. Mr. Ashish Raval – Vice-Chair
 3. Mr. Tom Smith – Treasurer
 4. Mr. Alexander Karpov – Executive Secretary
 5. Ms. Corine Perreman – Executive Administrator
- b. The CAP Meeting happened 90 Minutes every 4th Wednesday of the month.
 - i. CAP (Council Advisory Panel)
 1. All of CEP Above
 2. Mr. Anton Felder – Membership & Recruitment
 3. Ms. Ilse Gayl – Service Providers
 4. Ms. Rebecca Leonardi – Website and Special Committee projects
 5. Ms. Josephine Wilson – WMO Commissions Collaboration
 6. Mr. Brian Day – Honorary Chairman Emeritus

3. Launched New Website (HMEI.ORG)

- a. The New Website is responsive and on newer platform
- b. Flexible, Secure, Scalable and Modern
- c. HMEI owns the code and the hosting
- d. HMEI Hired a contractor for on-going Maintenance and Support

4. Elections of New Chair

- a. As an Acting Chair fast tracked an election of new Chair so that we don't have the position vacant for a full year.
- b. Election for Name Change
- c. Election for change in Articles of Association and Rules of Procedures

5. Code of Ethics

- a. Code of Ethics document has been re-submitted to WMO with final comments for approval prior to the Congress. Currently with PPE Office for review and hope to approve once the new SG takes office in January 2024. Effort led by Brian Day

6. HMEI /CiCg / WMO – Joint Exhibition for WMO Congress

- a. Conducted a very cost-effective exhibit at CiCg during WMO congress for 30 HMEI members to align with the WMO Congress.
 - b. HMEI Member Survey – Feedback
 - 7. Currently in the Process of refining the TOR for Council Members so we can make sure that we have the right number of Council Members and we can have an effective Interaction with WMO**
 - 8. Held a 2-day Strategic Alignment Session during WMO Congress**
 - a. New Vision Statement
 - b. New Mission Statement
 - c. HMEI – The Hydro-Meteorology and Environmental Industry (HMEI) Association.
 - 9. Value proposition for attracting New Members**
 - a. Focus on more service providers
 - b. Big Tech. – Cloud Technology providers
 - i. Google already a member
 - ii. Talks on going with Microsoft, Amazon, Facebook and Alibaba
 - 10. Held a 2-day Strategic Alignment Session during WMO Congress**
 - a. New Vision Statement
 - b. New Mission Statement
 - c. HMEI – The Hydro-Meteorology and Environmental Industry (HMEI) Association.
 - 11. Marketing Activities – Phase II**
 - a. Contract for Web-site Maintenance
 - b. Implementing an economical CRM system
 - i. Communication with Members will be easy and tracked
 - ii. Member Survey
 - iii. Member Voting
 - iv. Primary and Secondary Contacts
 - v. Quarterly Newsletter
 - vi. Email Management on Tender Alerts
 - vii. Social Media Strategy
 1. LinkedIn Graphics
 2. Webinars
-

EXECUTIVE SECRETARY'S REPORT

(October 2022 - October 2023)

HMEI Secretariat follow up activities

1. Despite the severe consequences caused by COVID during 2019-2022, HMEI Membership HMEI Council and the Secretariat did everything possible to resume and continue their normal activities to accomplish the main goals of the Association. A definite confirmation of the stability of the Association is the preservation of its membership in the difficult conditions of the pandemic and post-pandemic and the maintenance of their business activity. This, of course, deserves deep respect and appreciation towards all members of the Association.
2. During the reporting period the Secretariat continued to fulfil its responsibilities in accordance with HMEI Basic Documents, decisions, and recommendation by the HMEI GA and Council, Working Agreement with WMO and in compliance with Swiss regulations.
3. Recently, employment contracts for HMEI Executive Secretary and HMEI Administrator have been reviewed and endorsed by CAP. The contracts came into force on 31 August 2023. The Secretariat will, as before, do our best to justify Council's trust to ensure the effective work of the Secretariat for benefits of the Association.

GA and HMEI Council follow up

4. The Minutes of GA-23 (Paris, 11 October 2022) and GA-Ext. (Virtual session, 15 March 2023), drafted by the Secretariat were distributed amongst Members for review. GA-23 Minutes, amended in the light of comments received are submitted as GA-24/Doc.3 to the current General Assembly session for approval. During the reporting period the Secretariat coordinated the follow up HMEI GA resolutions and recommendations.
5. The Secretariat provided support to the work of HMEI Council Executive Panel (CEP) headed by HMEI Chair, Mr Joshua Campbell and HMEI Council Advisory Panel (CAP) headed by Mr Ashish Raval, which have been convened on a regular basis via Microsoft Team meetings. The agenda for each session was coordinated and the minutes of sessions drafted by the Secretariat. Over **12** CEP and CAP sessions were held during the reporting period. The outcomes of these meetings addressed major aspects of HMEI on-going activities and initiatives. The follow up has been accomplished by the Councillors and Members concerned in coordination with the Secretariat.

Information services and HMEI Website

6. The Secretariat continues to carry out its routine duties including various notifications and alerts, answering the general correspondence, issuing invoices and receipts of membership subscriptions, and maintaining the accounts of the Association. Almost **100** HMEI Circular (CM) and Information (INF) messages at the requests of Members, CAP and WMO, were e-mailed during the reporting period. It

should be noted that since contracting the TendersInfo in 2013, over **6400** alerts have been sent to HMEI members.

7. The HMEI membership database continues to be maintained and updated. It should be noted that the HMEI information service receives a positive assessment from a number of members of the Association. However, due to the prolonged transition to the new HMEI website, we note and fully understand a certain dissatisfaction on the part of the Association members.

8. In recent months, another stage of updating the website has been completed. This work was accomplished by Maria Bentz (President, MBM Agency, mariya@mbmagency.com) who was appointed as a contractor.

9. Considering the comments and wishes expressed by the Membership, HMEI Council determined to implement further modification of the website. In particular, it was decided that arrangements to ensure the renovation of HMEI Website should become the priority activities for CAP and the Secretariat. The contract with the scope of work for our new contractor, Mr **Jitu**, based in India, at a cost US\$1'000/month has been signed to ensure website regular maintenance, organize a proper CRM, and graphics, as well as LinkedIn posts on HMEI activities. A new HMEI website design will be delivered in October this year.

10. It should be noted that a periodic audit of our members profile pages shows that many of them are still incomplete. Therefore, to finalize migration to the new HMEI website, Members are encouraged to complete and regularly update their individual pages.

HMEI Chair elections 2023

11. Following the resignation of Jim Anderson, HMEI Council decided to proceed with a new HMEI Chair election through correspondence. The Secretariat prepared and disseminated all necessary documentation for nomination and voting. Two candidates were nominated for the vacant seat of HMEI Chair. Registered documents were submitted to the Selection Board chaired by A. Rawal and assisted by I. Gayl and T. Smith. The Board approved the results of the voting as follows:

- **Mr Michal Najman** (Meteopress) – **25 votes**
- **Mr Joshua Campbell** (Campbell Scientific) - **41 votes**

According to the HMEI Rules of Procedure **Mr Joshua Campbell**, as the candidate who obtained the highest number of votes, is elected as the HMEI Chair for the term of 4 years. The appointment of HMEI Chair was ratified by HMEI General Assembly (Virtual session, 15 March 2023) through its Resolution.

HMEI Award for Young Engineers

The Young Engineers Award was intended to encourage innovation and promote more active participation of upcoming member's employees within the Association. Unfortunately, no candidates have been nominated in 2022-2023 and therefore, since the awarding of the Prize in 2019, the Association has failed to accomplish the Award campaign in 2022-2023 due to the lack of candidates.

The Council has decided to take additional measures to assess and improve this situation and to hold Award nomination campaign in 2024 and may be even revise some of the guidelines to

encourage more active participation. The Secretariat will provide all necessary support the campaign for this HMEI Award, including nomination and selection procedures. Interesting to note that it will be the 4th selection campaign since the establishment of HMEI Award in 2014.

Budget implementation

12. Budget 2021/2022 implementation during the reporting period is being accomplished in accordance with the guidance and recommendations given by GA-22 and HMEI Council. Monthly budget reports prepared by the Secretariat were coordinated with Mr Tom Smith, the HMEI Council Focal Point for the Budget and OPEX oversight. The financial performance of the Association is reported monthly to the CAP meetings and is formally audited on an annual basis. The HMEI Auditor's report for the year 2022 is presented in the separate document HMEI GA-24/Doc.10 to this session.

Membership drive initiatives

13. At the time of writing this document the total number of HMEI membership was 129. It should be underlined that despite COVID-19, the membership has not been diminished and was relatively close to our "record" - 150 members reached in 2018. Unfortunately, the opportunities to promote the role of HMEI and its membership on annual basis to be provided through MTWE and other shows were not possible during almost 3 years due to pandemic.

14. Since January we have 7 new members, but we have also 6 resigned/terminated/englobed members, meaning we have 1 additional member since the beginning of 2023.

15. It should be noted that thanks to Council continued efforts supported by WMO, Google joined the HMEI in August 2023. Council decided that we need to keep on recruiting new members, especially the Big Tech (e.g. Amazon, Microsoft, IBM).

16. During the reporting period the following 12 companies became HMEI members:

	Company	Country	Joined on
1.	China Meteorological Services Association (CMSA)	China	17-May-23
2.	ESRI Earth Science Solutions	USA	06-Sep-22
3.	Google, Inc.	USA	26-Jun-23
4.	Hydroxy Systems Pvt. Ltd	India	01-Feb-23
5.	LI-COR Environmental	USA	08-Aug-23
6.	Meteosis Teknoloji AS	Turkey	08-Dec-22
7.	MeteoWeather - Arabia Weather	Jordan	21-Jun-23
8.	Onset HOBO Data Loggers	USA	03-Nov-22
9.	SEED Technology Co., Ltd	China	06-Feb-23
10.	Skyfora (Hurricane Unwinder)	Finland	05-Apr-22
11.	THETA Instruments Co.,LTD	China	03-Apr-23
12.	Tianjin Yuanyao Aerospace Technology	China	02-Aug-23

13. Unfortunately, the following 6 members, for a variety of reasons, decided not to renew their HMEI memberships and resigned in 2022 – 2023:

	Company	Country	Resigned on
1.	Anemoment LLC	USA	14-Sep-22
2.	FT Technologies	UK	01-Jan-14
3.	LCJ Capteurs	France	23-Nov-18
4.	Peleng Joint Stock Company	Belarus	02-Jun-21
5.	RPO-ATTEX	Russia	01-Jan-12
6.	Weather Impact	The Netherlands	01-Jul-20

14. The following companies have been subsumed (bought by):

	Company	Country	Membership since	Subsumed by
1.	OTT HydroMet Fellbach GmbH (ex Lufft)	Germany	01-Jan-13	OTT Hydromet
2.	Theodor Friedrichs & Co.	Germany	01-Jan-09	METEK

Membership annual fee issues

14. Current HMEI membership is 129 with 4 “unpaid” fees (plus 2 members from Russia who unable make their payment due to current banking restrictions). In compliance with HMEI Rules and Procedures, the prompt payment of the annual contribution is one of the major responsibilities of the Membership (see HMEI Rules of Procedure, Article 34). Several reminder notices have been sent in 2022 and 2023 and personal contacts were used to encourage payment. In compliance with HMEI regulations, a termination letter was sent to those 4 members below who have not paid their fee. However, as agreed by Council, there will be a door left open for them to rejoin before the end of the month.

1.	Delta-T Devices	UK	01-Jan-06
2.	NOVIMET (now BOWEN)	France	09-Jan-18
3.	Sun Create Electronics Co. Ltd.	China	01-Jan-16
4.	TomorrowNow.org Inc	USA	10-Jun-22

16. As in previous years, the Secretariat realizes that the start of the year 2023 has been busy for everyone but requests immediate attention to this matter by all concerned so that HMEI can continue to provide all services to the company entitled as HMEI member.

17. The use of HMEI electronic tracker by the Secretariat ensured the regularly updating membership data, checking payment details and other statistics, and greatly facilitated coordination/communication with Members. However, it should be underlined that still much effort and time is being spent by the Secretariat chasing members who are tardy in paying their membership contributions. Members, therefore, are encouraged to timely accomplish membership payments in full compliance with HMEI Regulations.

Collaboration with WMO

18. WMO-HMEI Working Arrangement foresees mutual consultation and collaboration, including development of standards and promotion of compliance, guidance on technical specifications, projects design and Public-Private Partnership (PPE). This activity is led by HMEI Council assisted by the Secretariat.

19. During the reporting period the Secretariat in coordination with CAP facilitated the nomination and participation of HMEI representatives in the work of the WMO technical commission's working bodies. These joint activities aimed towards the advancement of the technologies, products, services, systems, processes, and procedures used within National Meteorological and Hydrological Services (NMHSs). At present, almost 50 HMEI experts are serving as HMEI representatives at the WMO's Expert and Task teams. The reports by HMEI Representatives attending WMO and other meetings shared among the membership.

20. Working meetings and contacts between WMO Infrastructure Department (which is the focal point for coordination with the HMEI) and the HMEI Secretariat continued to ensure timely actions on the relevant recommendations adopted by WMO and HMEI. The most recent meetings addressed the coordination of preparatory work for the Cg-19 and HMEI exhibition in conjunction with Cg-19 and HMEI GA-24. To our great regret, Dr Anthony Rea, who did much to strengthen our cooperation, resigned from WMO in mid-September. The Secretariat will have to establish a working relationship with the newly appointed Director of the Department.

21. The HMEI Secretariat continues to enjoy administrative, technical, IT and other facilities/opportunities provided by the WMO in accordance with the Agreement between the WMO and HMEI Secretariats. In 2023 this Agreement was extended for a consecutive four-year term until 2027.

22. It should be underlined that majority of these services, including provision by WMO the office for the HMEI Secretariat is provided at no cost to the HMEI budget.

23. During the reporting period the Secretariat has accomplished:

- coordination with WMO the participation of HMEI representatives at WIS2.0 training workshop in Namibia (20-24 March 2023)
- coordination with WMO the participation of HMEI representatives at the High-Level Regional Forum of the Open Consultative Platform in WMO Regional Association II and V (Singapore, 18 April 2023)
- Collaboration with WMO PPE Office on the WMO-HMEI Code of Ethics (CoE) editing process
- Coordination with WMO the renewal of Agreement between WMO and HMEI Secretariats

Cg-19

24. The Secretariat provided support to:

- Coordination with WMO and approval of the list of Council members for accreditation to Cg-19
- Coordination with WMO technical and logistic issues for HMEI Reps attendance at Cg-19
- Coordination with PPE Office HMEI Reps attendance at the OCP meeting during Cg-19
- Informing HMEI membership on the Cg-19 election results

HMEI Exhibition during Cg-19

25. HMEI Council took the initiative to arrange HMEI exhibition in conjunction with WMO Cg-19. WMO has accepted HMEI request and confirmed a space for HMEI during the second week of the WMO Cg-19.

26. The Secretariat ensured:

- continued working contacts with WMO and the contractor (CICG and Matthys) fixing organizational issues in the preparation of exhibition during Cg-19
- organization of exhibition's opening ceremony, invitation for SG to address the opening
- request to WMO to make the announcement at the Cg-19 plenary and display on the main Cg' screen information-invitation for Cg delegates to visit HMEI exhibition
- serving as a Help desk for HMEI exhibitors during the exhibition.
- requesting HMEI exhibitors to provide comments on the exhibition to ensure further improvement in organization of similar events in the future (Baron, Meteopress and CAE provided their feedback, which submitted to CAP for consideration

HLCM-7

25. It should be noted that WMO-HMEI High Level Consultative Meeting (HLCM) is an important consultation mechanism for WMO and HMEI, which, unfortunately, due to various reasons has not met since 2019. Resuming these meetings is a big step forward allowing representatives from public and private sectors to openly discuss the areas where convergence and barriers between the organisations can be explored. It was agreed to continue HLCM meetings and hold the eighth meeting (HLCM-8) during EC-78 in 2024.

27. The Secretariat has accomplished:

- preparatory work for HLCM-7, coordination of the agenda and timing with the WMO higher management, issuing invitations, booking the room, display, and other facilities.
- arrangements for social events for HLCM-7 participants and HMEI Council
- drafting the HLCM-7 Minutes and its coordination with participants
- The final text of the Minutes was agreed on August 16 and distributed to all HLCM-7 participants.
- Action plan as approved by HLCM-7 comprises 6 action items to be accomplished jointly and individually by WMO and HMEI in the 2023-2024 time frame.

Council alignment meeting (CAM)

26. The agenda for CAM included discussions and elaboration the recommendations on HMEI Vision, Strategy and Deliverables. Following comprehensive discussions, CAM adopted a detailed HMEI Work Plan which specifies Target / Activities, Priorities, Responsibilities, Deadlines for Completion and Status of Implementation. The Work Plan is available at

<https://docs.google.com/spreadsheets/d/1TRiM5jla7gJsdUi-2KgnYjrBS4lYCi8y/edit#gid=1642569615>

28. The Secretariat ensured:

- coordination with CIGG all technical arrangements for holding Council alignment meeting (CAM) during 26-27 May (CIGG, Room 14) and coordination with Hotel Mon Repos necessary arrangements to hold CAM morning session on Sunday, 28 May at this hotel.
- regular contacts with CAM convenor, Brian Day on CAM pre- and in-session arrangements
- secretarial support for implementation HMEI Work Plan

WMO Community Platform (experts Database)

The Secretariat established personal contact with a new WMO responsible officer for CPDB/Community Platform (Bhanuka Kirinde BKirinde@wmo.int) to ensure better coordination in the monitoring HMEI experts activities in the WMO working bodies and management of CPDB. It was agreed to send the current list of HMEI experts to the membership on a regular basis requesting comments/confirmation on the composition. Based on the feedback, HMEI representation at the WMO working bodies will be then updated accordingly.

29. Regarding Google engagement in the work of WMO Task Team, Mr Omer Nevo was nominated as their expert. The Secretariat submitted his personal data to WMO for inclusion into the database and will be informed on allocation this expert to the specific WMO Expert/Task team

WMO-HMEI Tenders Specification project

30. WMO-HMEI HLCM-7 was informed on successful implementation of joint WMO-HMEI Tender Specifications project resulted in publication of the official WMO Report “Generic Automatic Weather Station (AWS) Tender Specifications” (Instruments and Observing Methods (IOM) Report No. 136) published in May 2022. Given WMO’s GBON SOFF initiatives, HMEI suggested that doing specifications for upper air is the next logical step where industry and WMO could further collaborate.

31. HLCM-7 agreed that WMO to consider launching Phase II Tender Specification Project (Upper Air), specifying coordination role of INFCOM and nomination of expert(s) from NMHSs to draft Tender Specification document. HMEI was invited to prepare the Outline for Phase II Tender Specification Project (Upper Air) with costs estimates and nomination of HMEI expert (s) to draft the document. More details on the progress initiating Phase II of the project will be presented in a separate document to this session (HMEI GA-24/Doc.7).

Other activities

Celebration of 20th Anniversary of HMEI in 2022

32. GA-23 noted and thanked all the HMEI membership who made 20th Anniversary of the creation of HMEI possible – the remarkable event in the life of Association. GA specifically congratulate the companies who joined HMEI from its foundation in 2002 and made an exceptional contribution to the formation and development of the Association. A certificate of Honor was presented to the following HMEI Members:

- **Vaisala OYJ** - Finland
- **MicroStep-MIS** - Slovakia

- **EKO instruments** - Japan
- **International Met Systems** – USA
- **The Republic Group Corp.** – USA

33. Selected retired members of the Council and the Secretariat are congratulated and received certificates for their excellent work during all those years to bring the Association to where it is now:

- **Ben Dieterink** – Chairman of HMEI from the year of its foundation until 2011
- **Bruce Sumner** – Executive Secretary of HMEI from the year of its foundation until 2012
- **Christine Charstone** – Administrator of HMEI from the year of its foundation until 2012
- **Bryce Ford** - HMEI Councilor since 2007 and HMEI Vice Chairman from 2018 to 2021
- **Andy Mc Donald** - HMEI Vice Chairman from 2009 to 2018
- **Graham Johnson** - HMEI Councillor from 2016 to 2021
- **Gerhard Pevny** - HMEI Councillor from 2010 to 2021
- **Foeke Kuik** - HMEI Councillor from 2014 to 2022
- **Brian Day** - HMEI Chairman from 2011 to 2019,

34. All preparatory work for celebration of 20th Anniversary of HMEI has been carried out by the Secretariat in coordination with HMEI Council.

32. The Secretariat facilitated interaction with the organizers of the Singapore Asia Climate Forum (ACF) exhibition (18-20 April 2023) ensuring provision of HMEI booth and HMEI Reps registration. HMEI membership were kept informed accordingly. Participation at ACF-24 should be further discussed with the new team of local organizers.

33. Regarding AMS-2024, HMEI Chair and Vice Chair volunteered to contact organizers to check whether they could provide HMEI with a free or discounted booth.

34. MTWE 2024 (USA) – The Secretariat thanks to UKi efforts has been granted a free booth. HMEI Secretariat is not going unless AMS don't give us a free booth.

35. In coordination with CAP and thanks to personal efforts by Anton Felder, the Secretariat arranged updating and publishing the HMEI Booklet "Information and Member Benefits", Edition 8, September 2023. This publication together with updated HMEI posters to be exhibited at the HMEI booth and disseminated between non-members at MTWE 2023 and other shows.

Twenty fourth session of the HMEI General Assembly (GA-24, Geneva, Palexpo, 4 October 2023)

36. Following HMEI Council decision the Secretariat notified the Membership by HMEI CM 2023-8 dated 23 August 2023 on the timing and venue for GA-24 and invited to attend the session. Invitation to address GA-24 session was sent to the WMO President, SG, President of WMO Commission for Infrastructure and President of WMO Commission for Services.

37. Documentation plan and other supporting documents were drafted by the Secretariat and responsible councillors were encouraged to prepare inputs in accordance with the agenda and stated

deadlines. Overall, 8 working documents are being submitted to GA-24 and sent to the Membership prior to the session.

38. All GA-24 pre-session arrangements were made in close coordination with HMEI CAP. Specials thanks should be extended to UKi Media & Events, our fellow member, for their support and excellent arrangements to hold GA-24 during MTWE-2024.

39. Along with traditional agenda items, GA-24 will be briefed on the outcome of WMO-HMEI High Level Consultative Meeting (HLCM-7) and results of voting on the change of Association name and changes in HMEI Articles and Rules. This information is presented to the session in HMEI GA-24/Doc.5, HMEI GA-24/Doc.6 and HMEI GA-24/Doc.7

Financial Statements and Auditor's Report for the year 2022



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ASSOCIATION OF HYDRO-METEOROLOGICAL EQUIPMENT INDUSTRY
GENEVA

FINANCIAL STATEMENTS AND AUDITORS REPORT
FOR THE YEAR ENDED 31ST DECEMBER 2022

Auditor's report to the general meeting of
Association of Hydro-meteorological Equipment Industry
Geneva

We have audited the accounting records and the financial statements (balance sheet and income statement) of HMEI for the year ended December 31 2022.

These financial statements are the responsibility of the board of directors. Our responsibility is to express an opinion on these financial statements based on our audit. We confirm that we meet the legal requirements concerning professional qualification and independence.

Our audit was conducted in accordance with auditing standards promulgated by the profession, which require that an audit be planned and performed to obtain reasonable assurance about whether the financial statements are free from material misstatement. We have examined on a test basis evidence supporting the amounts and disclosures in the financial statements. We have also assessed the accounting principles used, significant estimates made and the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

According to our findings, we did not find any evidence during our audit which would lead us to conclude that the annual financial statements do not comply with the law and the articles of association.



Geneva, 14th September 2023
CMAC Sàrl
Michael Parratt

ASSOCIATION OF HYDRO-METEOROLOGICAL EQUIPMENT INDUSTRY

PROFIT AND LOSS ACCOUNT
FOR THE YEAR ENDED 31 DECEMBER 2022

	<u>2022</u>	<u>2021</u>
	CHF	CHF
<u>Operating income</u>		
Membership fees	122 100.00	135 806.73
	<u>122 100.00</u>	<u>135 806.73</u>
<u>Other income</u>		
Bank interest income		
Other income	1 085.78	455.73
	<u>1 085.78</u>	<u>455.73</u>
Total income	<u>123 185.78</u>	<u>136 262.46</u>
<u>Expenditure</u>		
Project activities	6 854.78	2 093.34
Administration	117 946.63	110 000.64
Office expenses	1 033.77	4 054.20
Travel & hotel	6 731.40	-
Exhibitions	5 380.07	
Publicity & website development	8 895.34	29 503.45
Financial charges	896.68	1 311.15
Depreciation of office equipment	-	-
Audit & professional fees	4 690.12	5 102.44
	<u>152 428.79</u>	<u>152 065.22</u>
Surplus (deficit) for the year	<u>-29 243.01</u>	<u>-15 802.76</u>

Budget for Fiscal Year 2023

		Operating Income	
Budget		2023	YOY
Fees		130.000	6,9%
Interest		1.000	-8,0%
Project Funding			NA
Total Income		131.000	6,8%

		Operating Expenses	
Budget		2023	YOY
Budget		141.251	-4%
Salaries		89.541	2%
Social charges (Pension, AVS, tax)		16.647	-20%
Exhibition/Meetings Expenses		5.522	1%
Insurance & office expenses		8.308	-12%
Auditor		4.250	-10%
Outreach Activities (brochures, posters, etc)		15.000	13%
Local arrangements		1.260	-72%
Bank charges		723	-19%

Annex 11



Doc-11_HMEI -
SOFF update Pekka
