OpenCDMS ONLINE MEETING,

19 August 2020 **at 15:00 Geneva time**

Original: English

Meeting notes

Agenda

1. Opening (Peer)

2. Real time collaborative tools for authoring documents and spreadsheets (15 Minutes, Ian)

3. OpenCDMS governance considerations (45 minutes; Steve and Denis to lead)

4. Short status reports (45 minutes including discussion)

     - Technical collaboration for ACP 2.4.2 and Data model review (Ian to lead)

     - ACP 2.4.1 (William to lead)

     - Implementing use of the Contributor License Agreement, Agreeing the OSI and Creative Commons licenses to be used, bringing in predecessor systems (Steve and Marcellin to lead)

5. AoB (10 minutes; all)

    – Suggested date for CliDE and CliDEsc presentations

6. Date of next meeting and closure (Peer)

    – Subject to meeting discussions, the next meeting may be held on Wednesday, 2 September, 15:00 – 17:00 Geneva time.

Participants:

1. *Ms Etna Cervantes*
2. *Mr Eduardo Porras*
3. *Mr Steve Palmer*
4. *Mr Ian Edwards*
5. *Mr Samuel Machua*
6. *Mr Marcellin Habimana*
7. *Mr Jose Guijarro*
8. *Mr Denis Stuber*
9. *Mr William Wright*
10. *Mr David Stern*
11. *Mr Nirina Ravalitera*
12. *Mr Peer Hechler*
13. *Mr Jeremy Tandy*

Notes (actions and key agreements highlighted in **bold**)**:**

2. Real time collaborative tools for authoring documents and spreadsheets

Ian presented a summary of the discussion relating to the choice of real time collaboration tools (which is available online). The team agreed with the recommendation to adopt the Met Office instance of Office 365 through SharePoint for the next 6 months. **The choice of tool will be reviewed in six month's time.** Agreed documents and spreadsheets will be made available on GitHub.

3. OpenCDMS governance considerations

Steve presented the work of the sub-group tasked to propose changes to the OpenCDMS Project Management Committee. Denis questioned the presentation with individuals placed before their roles and reminded the sub-group of discussions around the placement of roles first (as adopted in the Project Charter) as part of the communications strategy.

Peer noted that full consensus has not yet been reached on the specific details of the proposal. **The sub-group will present a final version of the proposal at the next meeting in two weeks' time for final discussion and adoption (circulation of updated document by Wednesday, 26 August).**

Steve noted that the stakeholder analysis needs to be developed, especially to include end users of climate and hydrological services.

4. Short status reports

a) Technical collaboration for ACP 2.4.2 and Data model review (Ian to lead)

Ian presented the recent work within the technical collaboration and explained that working groups have been formed with specific terms of reference to ensure progresses is made on the deliverable of the ACP Project (2.4.2).

In its 12th August meeting, the IPL-WG agreed to complete "exhaustive lists of processes available in each existing solution by the end of August, in order to improve awareness among the teams and allow to progress to agreeing a core set of processes to be made available through OpenCDMS".

On Tuesday 25th August at 12:00 UTC, a decision will be made by the IPL-WG coordinator on whether to proceed with the meeting based on whether initial lists of processes have been submitted by: Climsoft (Ian), MCH (Etna), R-Instat (David), Climatol (Jose).

If process lists have been circulated before the meeting, then the working group will meet to discuss these. If the process lists are not yet available, then the meeting will be postponed to allow more time for work on this task.

Ian to propose by 2 September 2020 an additional working group for the data model work with appropriate terms of reference. Engagement of WMO Expert Teams will be discussed upon identification of Working Group ToRs.

Issues that are not covered by existing working groups should be captured within the relevant GitHub repositories for future working groups and attached to relevant milestones.

b) ACP 2.4.1 (William to lead)

The team has been working on gathering requirements relating to advice for future capacity building missions and to provide guidance on features that OpenCDMS developers can take into account (and potentially also improve capabilities of other existing CDMSs)

The first step has been looking at what has been learnt from existing implementations of Climsoft, MCH and CliDE. The team intends to complete the first version by end of August. A report draft has been started.

Next step will be to arrange conference calls with ACP focus countries and regional partners in each of the three sub regions to get feedback and add further requirements. William asked whether WMO could set up online meetings and also asked whether letters of introduction could be written. Peer suggested that the additional step shouldn't be necessary, **but that WMO will assist with contacting NMHSs and regional partners.**

c) Implementing use of the Contributor License Agreement, Agreeing the OSI and Creative Commons licenses to be used, bringing in predecessor systems (Steve and Marcellin to lead)

Marcellin reported that the contributors should check that their details are recorded correctly in the contributor license agreement. Currently twelve people are listed. Steve has suggested an amendment to the OpenWIS Association CLA related to documentation.

Peer asked the group to look at the document and provide comments by Wednesday, 26 August. Marcellin will send the link to the document on the Met Office SharePoint site.

Regarding the open source license that is adopted, Steve noted that a creative commons license should be adapted for documentation. Steve suggested "Attribution-share-alike". **Steve will provide a draft document for discussion and asked for input from the group.**

A broad discussion of licenses ensued. Jeremy clarified that the OpenWIS project is now under GPL3. Ian said that it was better to start with a more liberal license and then restrict later rather than start too restricted. **In the next meeting a sub-group will be created to make recommendations.**

5. AoB

Suggested date for CliDE and CliDEsc presentations

Ian reminded the team of a related Doodle poll and that the CliDEsc presentation will not be recorded and that people should attend if they want to see the presentation (scheduled to be held

on Friday, 28/08/2020, 1000 UTC). A CliDE presentation will be recorded and provided to the group for individual watching.

Will clarified that CliDE is the CDMS and that CliDEsc adds services and replicates some of the capabilities of CLICOM.

6. Date of next meeting and closure (Peer)

The next online meeting will be held on Wednesday, 2 September, 15:00 – 17:00 Geneva time.