

## *Document N° 3*

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### **First ALADIN PAC Meeting Vienna, 26 January 2006 Minutes**

#### 1. Welcome and opening of the meeting

The chairman welcomed all participants (annex 1) and welcomed them for the first ALADIN PAC meeting. He informed that R. Tolasz unfortunately was not able to participate due to unpredictable circumstances. He is subsidised by R. Brozkova. As observers the chairman welcomed D. Klaric, project manager of ALADIN, and Ch. Blondin, who acted as secretary of the meeting.

#### 2. Adoption of the draft agenda

The draft agenda (annex 2) was adopted with two new items proposed by E. Brun

- Interfaces between various governing bodies
- ALADIN involvement in EURRA

#### 3. PAC matters:

##### i. Mechanisms for consultation of ALADIN members

The question is about consultation of directors, PM and CSSI in between GA and PAC sessions.

The MoU states clearly that the PAC advises the GA.

A director or the PM only through the Chairperson of the GA, via a request addressed to the PAC Chairperson, can task the PAC to study a specific question

##### ii. PAC terms of reference

The draft of the ToR (annex 3) was agreed with the addition to allow observers to the meetings and that the members designated by the GA can be deputised in agreement with the chairman of PAC. PAC is recommending to GA to approve the draft ToR.

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Question was raised about the duration of PAC members mandate (the MoU states it for the Chairperson and the Vice-Chairperson only). PAC agreed that the PAC in case of necessary PAC member replacement can advise the GA.

#### iii. Interfaces between various governing bodies

One aspect is the role and responsibilities of the Local Team Manager, and the way they will be able to make sure that the programme is executed. To be discuss under item 6-iii.

The ALADIN Governance map (annex 4) was presented and adopted.

The calendar of PAC meetings was discussed. The PAC Chair will question the GA about the links between PAC and GA meetings. If there is no extraordinary GA automatically leading to a PAC meeting at a six-monthly distance from the regular schedule, the PAC chairpersons will contact the GA Chairpersons to decide whether a full PAC meeting has to be organized or a reduced meeting of themselves plus PM and CSSI chairperson (to study some specific questions) is sufficient.

The general opinion is to be pragmatic and flexible the first year before any more firm statement and to try to keep this pragmatism (see previous paragraph) further on.

#### 4. ALADIN Strategy and planning:

##### i. Towards the ALADIN strategic plan: status and tentative planning

Status (in PM opinion) and tentative planning:

- Which input (ambitions, risks, scope,...)
- Which constraints (structures, resources, context, ..)
- Which legacy (mobility, solidarity, research-operational mix, ...)
- Which arbitration and for which aims?
- Etc...

The PM recalls the passed situation in which the problems were solved more or less on the spot, whilst the new governance asks for a more planned approach. There is a risk to be too strict because ALADIN is not used to such a framework and it is clear also that there is a need for flexibility and adaptation.

The period/range covered by the strategic plan has to be determined. Also the level of detail required is a key question.

The general opinion is that ALADIN can adopt a classic approach starting from a vision (10 years), then general objectives/running documents (5 years) then annual plans (1/2 year). The level of detail will adjust to the range (pyramidal structure).

There is a clear need to have a clear idea of what ALADIN wants to work out of the AROME – ALADIN links. The status of others organisations (RA VI, ECMWF, EUMETSAT, ...) have to be analysed to help in positioning ALADIN in its environment.

A proposed timetable and roadmap is the following one:

- Canvas of the “vision” prepared by the PM for the Brussels GA (= the questions to be addressed in the next 6 months)
- Canvas of the annual plan as discussed at this PAC

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- Progressive approach to build the running documents and organise the work around them, by the PM

PAC agreed that a task force should be established to draft the strategic plan (“the upper part”, not entering in the detailed scientific programme). In the task force the different groups inside ALADIN should be represented as in PAC. Members or Group of Members should be asked at the Brussels GA to designate a contact point for the PM to discuss the task-force composition.

The questions to be added to the previous questions presented by the PM, encompassing the internal/external analysis (SWOT) :

- Where ALADIN stands?
- What ALADIN has to achieve? Which scope for ALADIN?
- What is the added value of ALADIN?

This task force should also identify key difficulties and propose key success factors to tackle and solve them.

#### ii. ALADIN strategic objectives, challenges and requirements

Image of the project (from the PM survey):

- Alive and kicking
- Full of contradictions (positive and negative ones)
- Lost in front of a too strong difference of approach between ‘core NWP’ on one side, and ‘peripheral aspects’ on the other side

Lack of coordinated transversal efforts for the “operational support issues” like documentation, files transfer, coordinated change of procedures ... is today the main source of troubles, since nobody feels responsible on one hand, and there are too many responsible people to contact on the other hand.

PM explains two extreme work options: streamlined NWP work plans with responsible entrusted of the operational issues (tried before, but never worked); more flexible but redundant structure where almost each national team has to cope with the whole of operational issues. The deal to get a middle ground will be between diminishing local autonomy on operational decision and securing the overall robustness of the ALADIN system, the main added value being to save time and resources, which can be used for other programme priorities.

The idea is to apply to the operational issues the structure used to the scientific and maintenance work. The “leader” have to have more power to be able to “make it happen” in their domain of responsibility. In particular, those leaders should cooperate very closely with the LTMs, when they are not LTMs themselves.

In conclusion of an intensive discussion, PAC was of the opinion that ALADIN needs a complete project management structure, within the

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matrix organisation (annex 5) applied to all operational-support issues and not only to scientific and maintenance ones.

#### iii. ALADIN involvement in discussion of Euro-NWP strategy

The issue relates to the EUMETNET and Met. Office initiative in pursuit of “Euro-NWP vision”.

The questions for ALADIN are the following:

- Do we need a common position?
- If yes, how to validate it?
- If yes, how to ‘port’ it?

E.Brun reported on the scoping meeting.

In addition he stressed the importance to have an ALADIN common position, something which was recognised by PAC. A.Mokssit reminded that the discussion also is of interest for non EU ALADIN members, and that their presence has to be accounted for.

PAC was of the opinion that the MF position paper for the PAC meeting should be improved by describing the success and achievements of cooperation in different NWP consortia in Europe. The fact that user position is not emphasized is a weakness. The Met. Office paper ignores the code collaboration for instance.

Some items have to be rewritten to highlight the key success factor coming from the two-way collaboration in the consortia.

The position paper should also appear to express a pro-active position contributing to satisfy the strategic vision of ALADIN members (and perhaps a wider community: HIRLAM, ...). E.Legrand asking for comments with a deadline will do this for the Brussels GA via a circulation of a corrected version.

The 15-17 March meeting at ECMWF will be an opportunity to state this position. However the final set up this meeting is not achieved. The assumption is that all EUMETNET members and non-EUMETNET Consortium Members would be invited. F.Neuwirth will make sure that the ALADIN members and EUMETNET members are informed of the date of this meeting via a letter from H. Malcorps and JP. Chalon respectively.

A contact with HIRLAM will be initiated by PM before the GA.

#### iv. ALADIN involvement in EURRA

E.Brun introduced the EURRA context.

The main issue is to decide on a common proposal/project of the ALADIN (and HIRLAM) consortia to EURRA, since it is a strategic action for monitoring climate change, providing downstream applications with relevant data.

E.Brun stressed that the common project will be drafted via a thorough consultation of ALADIN teams. Answering A.Mokssit’s concern that EURRA be limited to Europe domain only, E.Brun explained that the Mediterranean basin has to be embedded, so that the re-analysis will encompass neighbouring countries of the Mediterranean Sea.

The PAC agreed on the need for a common project, with HIRLAM if possible, stating that the scientific solution is built to cover a wide enough domain to be of use to non-European countries.

M. Monteiro reported on Portugal’s already decided contribution to EURRA, so the coordination of national initiatives is of importance.

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The next steps involve discussion at ECMWF council, but the EEA way to select the subsidized action(s) is not known. In the case of an ALADIN (and HIRLAM) common project, MF will not be candidate to coordinate it.

PAC is recommending GA to commit on a common project, involving HIRLAM and task the PM to seek for a coordinator within the ALADIN and HIRLAM community and national contact points to support this coordinator. E.Brun will ask F. Bouttier to modify his paper to reflect the above discussion for presentation at the Brussels GA.

#### 5. ALADIN programme/project in 2006/2007:

In the opinion of the PM, the ALADIN project in 2006/2007 is in a quite good situation

:

- The project seems not to be in crisis or unattractive
- There is a lot of existing reflection,
- A roadmap for getting the missing bits and pieces exists
- A lot of preparatory material on well defined issues is available

Depending on re-arrangement of priorities by the PAC (and the GA), the PM is confident to be able to restructure the work plan accordingly to the preparatory document he presents (with apologies for the very late sending).

E.Brun demands to have segmentation between governance, strategy, research and operational subjects. F.Neuwirth states that this is a sound starting point but that the paper because of the late arrival has to be refined in the next weeks through an iterative process.

The concrete translation for the local teams (in term of a concrete work plan) has to be more explicit, since the directors in practice have to commit on resources, or say they cannot cope with some request.

The revised version of the paper will circulate for comments of the PAC members in two weeks time..

If feasible, an updated paper will be presented to the Brussels GA, stated that this is the spirit used by the PM to structure the 2006-2007 work plan.

- i. See above the general discussion which extended to that item.
- ii. Idem
- iii. ALADIN planning: events and expected outcome: PAC took note of the paper prepared by the PM and stressed the importance to have suitable candidates for the various positions within the project.
- iv. Proposed interim organisational arrangements: Before the first CSSI meeting in May suitable persons for the project team (thematic working groups) have to be nominated, including the extension mentioned to operational-support-type activities. The PM will ask the ALADIN members for goodwill, while showing the advantages of the new aim. For LACE-related issues the PM of LACE will be the first contact point for the ALADIN PM.

6. Resource matters

6.1 Manpower requirements and allocation

i. Critical manpower requirements for 2006/2007 in relation to ALADIN objectives and priorities

ii. Committed manpower contributions versus critical requirements

The PM thinks there is enough manpower for the programme, if the LTM's and her/his group have the support of the relevant directors of the Weather Services of the ALADIN members. In the opinions of PAC the Directors should be in position to know better via the LTMs the real benefit for their own Service or the importance for the programme of the work done by their staff. Anyway, any decision that a director has to take and with a significant impact on the programme has to be reported without delay to the PM to react appropriately. Measures to tackle securely critical tasks could be enforced.

iii. Involvement of local team managers (LTM)

In addition to what is stated in the MoU, the PAC asks the LTM for:

- More involvement in transversal tasks
- More liaison tasks with the directors
- Strong connection with the CSSI and the PM

A key success factor will be the excellence of the PM/LTMs relations. LTM's are the principal contacts of the PM to achieve and monitor the work plan. Regular meetings (teleconference for instance) can be helping in this respect, especially to verify the projects progresses, without shortcutting the CSSI on scientific issues.

The PAC tasks the PM to describe the matrix structure needed to put the programme on the right tracks.

6.2 Budget matters

i. 2006 budget requirements

ii. In kind contributions

iii. Flat contribution

The PM presents the history of mobility (in person x month), showing a peak of mobility during the ALANET period. Since STORMNET has not been sponsored, the actual weak amount of mobility is not so easy to correct.

Based on experience and the need to cope with new items, the PM comes with a number of 140 person x month.

Additional fresh money would thus beneeded for :

- PAC and CSSI Missions : 12 600 €
- Extra mobility : 58 700 €
- Total : 71 300 € already identified → flat rate ~ 8 600 €

MF prepared a document describing its voluntary and in-kind contribution to the project. This could be the template asked to fill by other members.

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F.Neuwirth sees it necessary to have for the GA a clear justification of the fresh cash money and what for it will be spent.

PAC agreed that :

- PM will circulate MF template and ask for voluntary and in kind contribution to each member with a desirable deadline to answer so that the global picture is available for the Brussels GA;
- PAC will advice the GA to go preferably to the ceiling flat rate budget of 7800 € as decided in the last GA in Bratislava, the corresponding expenses being described by the PM : CSSI and PAC missions, mobility to secure the ALADIN-HIRLAM cooperation, the sought new transversality in operational-support-type tasks,
- PAC will propose that, if a country is not able to pay in 2006 this amount, the GA accepts because of the late start in 2006 as the flat rate budget the common amount that every member is able to pay, with the two important comments :
  - The flat rate budget should not be below half of the ceiling, and the amount of 3 900 € has to be made available “immediately”;
  - The GA gives a indication which of the actions presented by the PM will not be financed through the flat rate budget;
  - If the GA is not able to come up with a precise figure between the ceiling and half its value, the GA Chairperson will iterate with the directors and the PM to come up with a final figure for 2006 at a reasonable date.

iv. Proposed mechanisms for transfer and management of contributions

v. Budget accounting methods

PAC advices:

- No overhead in the budget,
- Exchange rate of last year fixed throughout the current year,
- Each country computes its average labour cost.

For in kind and voluntary contributions, see above.

As far as the management of contributions is concerned, the ideal would be to select one service with adequate legal and financial practices and possibilities. For instance, a service in a position to manage trust funds would be ideal. Météo-France and ZAMG (because administrating the funds of LACE already) will be not available. PM will contact the chairman of GA in this regard.

7. Membership and cooperation matters

PAC agreed :

i. National Meteorological Service from FYROM

- has identified two young scientist who are willing to become the dedicated ALADIN manpower. Maria Derkova on behalf of the PM, will evaluate the potential.
- M-F will include FYROM in the M-F/ECMWF agreement, towards acceptance by ECMWF through its PAC and Council.
- It is proposed to invite FYROM by the GA Chairperson to present their case at the Brussels GA.

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ii. National Meteorological Service from Turkey

PAC is recommending to the GA Chairperson to answer the Turkish Met Service with insisting on the following items:

- Welcome the support of their government
- Reminder of GA, and not PAC, capacity to decide on their membership, and of the necessary commitments to join ALADIN
- Invite them to advocate their case to the Brussels GA, preferably with an already PM evaluated proposal.

iii. Cooperation with the National Meteorological Service of Moldavia

Romania will come with a proposal of an agreement between Romania and Moldavia. The PAC advises to generalize the process to other similar cases, through a common GA handling with delegation to one Member (here Romania).

8. Legal and financial matters

i. Royalty fees

ii. Royalties' use

The PAC advises the GA to follow the proposal on the table :

- Royalties fees of 40%
- Annual GA decision to use all or part of it as a contribution to the flat budget

The PAC tasks also the PM to assess the royalties fees revenues of 2005, so that the GA could decide to use it to help with the 2006 flat rate budget issue.

iii. ALADIN licences

The preparatory papers were validated by the PAC who advises the GA to accept them.

9. Review of the Brussels GA draft agenda

Item 8 should be rephrased (PM will propose the amendment to the GA Chairperson in agreement with the Chairman of PAC)

The list of PAC documents to present as preparatory papers for the Brussels GA on behalf of the PAC has been identified. The PM was tasked to finalize them

10. A.O.B.

11. Date and place of the next PAC meeting

21/22 September 2006, place to be agreed between Portugal and Morocco.

12. Closing the meeting

The Chairman thanked all participants for their active participation and especially the PM for his intense work for preparing the different documents.

The meeting was closed at 16.00



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Annex 1

List of participants to the first ALADIN PAC session, Vienna, 26/1/06

Chairman:	Fritz Neuwirth
Vice Chairman:	Cornel Soci
PAC Members:	Eric Brun Emmanuel Legrand Abdalah Mokssit Maria Monteiro Gabor Radnoti
Deputising for a PAC Member:	Radmila Brozkova (for Radim Tolasz)
Programma Manager:	Jean-François Geleyn
Observers:	Christian Blondin Dijana Klaric

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### Annex2 PAC first session's Agenda

1. Welcome and opening of the meeting
2. Adoption of the draft agenda
3. PAC matters:
  - i. Mechanisms for consultation of ALADIN members
  - ii. PAC terms of reference
  - iii. Interfaces between various governing bodies
4. ALADIN Strategy and planning:
  - i. Towards the ALADIN strategic plan: status and tentative planning
  - ii. ALADIN strategic objectives, challenges and requirements
  - iii. ALADIN involvement in discussion of Euro-NWP strategy
  - iv. ALADIN involvement in EURRA
5. ALADIN programme/project in 2006/2007:
  - i. Planning for the definition of the ALADIN work plan and of joint activities with HIRLAM
  - ii. Objectives and priorities for 2006/2007
  - iii. ALADIN planning: events and expected outcome
  - iv. Proposed interim organisational arrangements: CSSI and project organisation
6. Resource matters
  - a. Manpower requirements and allocation
    - i. Critical manpower requirements for 2006/2007 in relation to ALADIN objectives and priorities
    - ii. Committed manpower contributions versus critical requirements
    - iii. Involvement of local team managers (LTM)
  - b. Budget matters
    - i. 2006 budget requirements
    - ii. In kind contributions
    - iii. Flat contribution
    - iv. Proposed mechanisms for transfer and management of contributions
    - v. Budget accounting methods
7. Membership and cooperation matters
  - a. National Meteorological Service from FYROM
  - b. National Meteorological Service from Turkey
  - c. Cooperation with the National Meteorological Service of Moldavia
8. Legal and financial matters
  - a. Royalty fees
  - b. Royalties' use

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c. ALADIN licences

9. Review of actions and recommendations to the General Assembly

10. A.O.B.

11. Date and place of the next PAC meeting

12. Closing the meeting

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### Annex3 PAC's Terms of Reference

1. Goal  
The ALADIN Policy Advisory Committee advises the General Assembly in cooperation with the Programme Manager
2. Objectives
  - I. Review and update of the ALADIN strategic objectives, taking into account user requirements and the application priorities of the Members and acceding Members
  - II. Prepare strategic plans relating the agreed strategic objectives to a scientific and development strategy
  - III. Advise with the assistance of the Programme Manager on any cooperation or other strategic issue, including new proposed activities or perspectives
  - IV. Support the Programme Manager in the negotiation of strategic cooperation agreements, based on negotiation mandates defined by the General Assembly
  - V. Review the Annual ALADIN report about the work plan and the realisation of the manpower commitments of Members and acceding Members, as presented by the Programme Manager
  - VI. Submit recommendations to the General Assembly
3. Approach and Functions
  - The Policy Committee is composed of six persons, plus a Chairperson and a Vice-Chairperson, all designated by the General Assembly. The PAC members represent the full Membership of the ALADIN Consortium, and are designated through consultation mechanisms to be agreed by the General Assembly, and bring together strategic expertise on science, applications, management and policy. In exceptional cases deputies in agreement with the Chairperson of PAC can represent the members of PAC in the PAC meetings.
  - Unless otherwise agreed, the PAC Chairperson and Vice-Chairperson are designated among General Assembly members, in order to facilitate efficient liaison with the General Assembly.
  - The PAC Chairperson and Vice-Chairperson are appointed by the General Assembly for a period of two years and may be appointed not more than once.
  - The PAC reports to the General Assembly and meets at least once a year, prior to the ordinary meeting of the General Assembly.
  - The PAC may invite observers to take part in the meetings.

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Annex 4  
ALADIN governance map

Definitions:

- *Advice*: Deliver a formal statement on the way to deal with a matter to be considered by another body, especially for decision
- *Approve*: Accept formally a decision proposal issued by another body
- *Decide*: Issue a formal statement valid for execution and serving as a reference in dispute
- *Contribute*: Set out information for consideration by a body
- *Propose*: Set out a decision proposal to be approve by another body

	AG	PAC	PM	Others (CSSI, SSC, LTM, ...)
Chairperson, Vice-chairpeson	Decide			
MoU amendments and Membership	Decide	Advise	Advice	
PAC ToR and membership	Decide	Advise	Contribute	
PAC Chairperson and Vice-chairperson	Approve	Propose	Contribute	
ALADIN strategic Plan and other plans	Decide	Advise	Propose	Contribute
Objectives and ToR of External Evaluation Reviews	Decide	Advise	Propose	
ALADIN assets , IPR and use of the ALADIN system	Decide	Propose	Contribute	
Licences and Royalties fees	Approve	Propose	Contribute	
Strategic co-operations	Decide	Advise	Propose	Contribute
AG observers	Decide		Propose	Contribute
Subsidiary bodies	Decide	Contribute	Contribute	Contribute
ALADIN PM	Decide	Contribute		
ALADIN project organization	Approve	Advise	Propose	Contribute
Annual work plans and resources commitments	Approve	Advise	Propose	Contribute
Annual budgets and accounts	Approve		Propose	Contribute
AOB	Decide	Contribute	Contribute	

Annex 5  
ALADIN's work pre-PAC graphical representation

