

## Minutes

### 1. Opening and welcome

Daniel (Chair) opened the 1st ACCORD Extraordinary Assembly meeting. Daniel welcomed the delegations (see [Appendix I](#)).

He also welcomed specifically newcomers:

- Mr Abderazzak Rahal, Director of Forecasting and Meteorological Services at the *Institut National de la Météorologie*, in Tunisia.

### 2. Adoption of the agenda

Daniel asked if there is any comment on the agenda, or any AOB.

*No comments.*

Daniel declared the agenda adopted.

### 3. Progress of WG-MoU2

Claude shared information about the WG-MoU2.

#### a. WG Activity

The WG held 6 online meetings of about 2h each since the last A/A meeting in December.

The WG addressed vocabulary, definitions, organisation (governance, management, resources), and technical texts.

#### b. Proposals submitted to the E-A/A

##### *Proposals in draft MoU2*

Definitions and descriptions have been adapted in order to reflect the changes in the way of working from the start of ACCORD until now.

- Definitions and descriptions have been adapted to reflect the present organisation of the NWP codes across several source code projects. This adaptation also enables better take into account the fact that ACCORD shares part of the codes with other R&D communities (Articles 1-2 and Annexe II).

- For the Governance, a few proposed modifications reflect adaptations of the working practices that the ACCORD Bodies have taken since 2021 for an improved efficiency (Article 5).

Technical vocabulary has been checked with an aim for simplification throughout the document.

The technically-oriented Annexe II has been partially re-written

- Its scope has been widened from only technical quality assurance toward source code management in general.
- Conversely, some technical descriptions could be removed from the core text of the MoU.

The role and the ToRs of the Documentation Officer position have been added (in Article 6 and in Annexe VI).

A new function of “code co-integrators” is proposed with its function described in Annexe VI (additional text).

Two new possibilities of expenses for the ACCORD budget, consistent with the new scientific strategy, have been made explicit (Article 7).

The A/A members are invited to check the document “[3.b.preMoU2-1](#)”:

The document is a full Memorandum;

- Proposals approved by the A/A on 9 December are included and coloured in **pale green**;
- Proposals submitted to the E-A/A on 10 March are made visible in tracking mode;
- new or modified text considered as a major change is coloured in **pale red**, new or modified text considered as a minor change is coloured in **pale blue**, removed text is furthermore noted with ~~striketrough~~ (the colouring is done as well);
- For the sake of clarity when referencing Articles, Items and Annexes with respect to the current MoU, **the numbering of Articles, Items and Annexes is kept identical to MoU1**. New Items are identified by a Letter (A, B) and removed Items are kept in ~~tracking mode~~ (so that the numbering isn’t affected);
- The three items regarding STAC/PAC which are subject to choices for discussion at this A/A meeting (see previous section - items 87, 88, 94), are coloured in **light orange** with the original text of MoU1.

### ***Options regarding the representation in STAC/PAC***

The WG concluded that some adaptation of items 87-88-94 was needed, with the following guidelines:

- The duration of mandates is proposed to become two and a half years (instead of two years like now), renewable with no limitation (this also holds for the chairpersons of STAC). For the chairpersons of PAC, the renewal is only once per position. The duration of 2.5 years enables all positions as well as the Chairpersons to be renewed only once at half-term of the MoU.
- A fair representation of all “component groupings” (aka “families”) should be kept.
- Each ACCORD Member shall be represented in only one component grouping.
- New members should tell which grouping they want to join, at the time they are signing the MoU.

The WG has furthermore been devising on three options submitted to the A/A for discussion and choosing one option.

- Option 1: no change except the mandate of STAC/PAC members becomes 2 ½ years (instead of 2)
- Option 2: adopt the 2½ years duration of the mandate mentioned in option 1 and remove “initially” and the last sentence of item 87. Replace HIRLAM-C by UWC.
- Option 3: Same as option 2 with a dedicated text in the definition section of the MoU to explain what the component groupings are, and the initial list of ACCORD Members per component grouping.

The WG itself recommends option 3.

Explanation of this option 3:

- The “initial” wording is kept but with a reduced scope (not for the committee composition, only for the list of members in the groupings).
- It is totally left to a Member to decide which grouping to join. The Assembly only would record the change, but not have to approve it.
- There can only be four groupings unless the Assembly decides otherwise by unanimity (by virtue of items 81-83 since changing the number of groupings would require an amendment to the core text).
- Météo-France forms a single-member grouping.

The WG-MoU2 recommends option 3 in which the WG’s own reasoning has been pushed at the most in terms of adaptations in the MoU:

- the mandates are two and a half years,
- the four groupings are clearly identified,
- there is an exclusive representation, ie any one Member is represented in one grouping only,
- new members have to tell which grouping they want to join.

After presenting all those items, Claude gave back the floor to Daniel who opened the floor for comments. Daniel also invited Florinela to make comments if she wished, as co-chair of the WG-MoU2.

*Florinela: Thank you chair, Claude for this presentation. As the co-chair of this Working group, I confirm that we met a few times to work on the memorandum, make comments, proposals, as explained by Claude. I also wish to stress the work by Anne-Lise and Claude to put the proposal in a very readable and comprehensive form for the Assembly.*

*I would like to add that the WG now wants to have a focus on Membership, IPR and Licencing. (Note: this is Item 3.c in the agenda)*

*I’d like to thank the WG for the work done so far and the constructive spirit.*

*Daniel, checking for any other comment by Assembly members on the proposals: I see that there are no more comments. So we conclude that all modifications are adopted, with option 3 for the PAC/STAC representation.*

**The Assembly approved the changes and decided on option 3 regarding the STAC/PAC representation.**

Claude thanked the WG for the work done and the Assembly for its trust.

### **c. Guidance for other parts of the MoU**

Claude explained that the WG will continue its work after this extraordinary A/A meeting by addressing the remaining texts of the MoU.

The WG intends to focus in particular on the Articles related to membership, IPR and licensing. The correspond Articles are:

- Article 3 (Members and Acceding Members)
- Article 4 (Rights and obligations of Members)
- Article 9 (IPR)
- Article 10 (Licensing the common codes to third parties)
- Article 12 (Associate Members)

Claude reminded that the Assembly is expected to provide the WG-MoU2 guidance on the remaining texts (those not addressed under Item 3.b.) and to express opinions on the Articles 3-4-9-10-12 (membership, IPR and licensing)

*Daniel opened the floor for comments.*

***Marianne:** thank you for the work done in the group so far and for your presentation Claude. It was indeed very clear. It is important that the WG itself has a good discussion. Do we have any trouble, is there anything wrong ? if nothing is not working well, if nothing has to be fixed, then do not touch it.*

*My recommendation would be to only fix issues. I do remember that those articles that you're going to deal with next had been difficult to discuss and to write, when we created ACCORD. So I think that we should keep as much of their texts as possible. Those articles are of a more legal nature than the previous ones. If any change is required there, it must be very clear why we need it. If nothing really needs to be fixed, then do not change anything. You could polish the text a bit, but not too much.*

***Radmila:** I do support what Marianne just said. I'm myself part of this WG. We work in very good condition and I think Marianne you are right. Given the geopolitical context, we should be very careful. It is not a shame to be careful and conservative.*

***Daniel (checking for any other comment):** No other comments. We can agree that we should only change those articles where problems have arisen or could arise, for clear reasons. Maybe we could give the Assembly members one more week to think about what could be considered as a problem ?*

***Claude:** We can give Assembly members until the end of the week to send their comments to myself and Florinela. We would then share them with the Bureau and the WG.*

*Given the comments that have been made now, we should indeed only look at the problems we can identify in connection with the remaining text, or where we see clear reasons for improving the clarity (and avoid potential problems later).*

***Daniel:** I then propose to close this Item. Thank you for the comments and to you Claude and Florinela for co-charing this WG.*

**The Assembly members are given until Friday 14 March to check whether they foresee any issues with Articles 3-4-9-10-12 or any other part of the text not yet addressed by the WG, and are invited to send their comments to Claude and Florinella as co-chairs of the WG-MoU2.**

## **4. Transition phase 1 / phase 2**

Claude reminded the timeline of the transition regarding the management positions.

### a. Nomination process of CSC Leaders

LTM's were asked to provide the list of the CSCs they are using operationally at their institute, either within a deterministic forecast system or in an ensemble prediction system. The table below summarizes the outcome of this inquiry (all LTM's have answered).

AROME	ALARO	HARMONIE-AROME
Algeria	Belgium	Denmark
Austria	Croatia	Estonia
Belgium	Czech Republic	Finland
Bulgaria	Hungary	Iceland
France	Morocco	Ireland
Hungary	Poland	Lithuania
Morocco	Romania	Netherlands
Poland	Slovakia	Norway
Portugal	Slovenia	Spain
Slovenia	Türkiye	Sweden
Tunisia		
Türkiye		

*Table 1: lists of ACCORD Members according to their operational use of a CSC*

Claude asked the Assembly members to:

- Discuss the lists per CSC and confirm the criterion of “operational use”.
- For the sake of complete clarity, each Member is invited to check and confirm their membership in this or that list.
- Approve the CSC groups for the next steps in the CSC Leader nomination process.

Regarding the organisation of the nomination in each group, Claude suggested the Assembly to:

- Start sharing information on how Members see the organisation of the nomination process for their CSC group(s).
- Each Member who takes the lead in organizing the next steps in a CSC group, shall inform the PM+CSS and indicate the name of a contact person.

*Daniel opened the floor for the discussions.*

**Daniel:** *We have a formal step which is to validate the list of members in the three groups. Then have an open discussion on the follow-on process.*

**Mariska:** *Spain seems to be missing in the ALARO group as they are using the ALARO CSC inside their EPS.*

*No other comments. Open aspect then: should Spain be added in the table under the ALARO list ?*

**Jaime:** *We are under discussion. Please do not add it now. Let me check this further in the institute.*

*Claude: Agreed, So can AEMET keep me informed and we'll handle the final updating of the table in the Bureau ?*

*(Confirmation provided by Jaime during the AOB): We would like to be only on the HARMONIE-AROME list.*

With this additional clarification provided, **the Assembly approved the composition of the three CSC groups (as in Table 1 in these minutes).**

*Daniel: Then as the next step, if you want to be leading the discussions in a CSC group, please start discussing with the other members in that group.*

*Are there any further comments?*

*Sami: Regarding the Harmonie-Arome group and the connection with UWC, we haven't yet fully defined our program structure and its composition in UWC. We expect however that the future UWC PM will become the CSC Leader in ACCORD. Regarding the timing, we expect this decision to be taken by mi-september. Therefore we won't be able to give a name in July (ie for the A/A on 7 July).*

*Claude: A suggestion could be that UWC propose an interim person for helping us in ACCORD in the preparation steps for the next phase (i.e. the steps until mid-september at least). UWC might consider proposing the existing Harmonie-Arome CSC leader until the new UWC PM is nominated. Could this kind of solution be discussed?*

*If you can confirm the UWC PM position by the autumn, then this person could be available for the Area Leaders selection.*

*Sami: I agree, but maybe we could ask our actual CSC leader for her opinion since she's connected.*

*Jeanette: I do agree. I had already expressed that I'm willing to be there for the transition.*

*Claude: for the Arome group, Anne-Lise and myself will check with MF and the other listed NMHSs how to organise the discussions.*

*One might also note that the Alaro group is largely constituted of RC-LACE members (but not only).*

*In general, my suggestion is the following (two-way):*

- *Any ACCORD member who would like to lead the discussion in a CSC group should contact me, the PM.*
- *I will myself keep in touch with key persons of each group, who already have an organisational role at present, in order to assess that there is no blocking point for any group.*
- *The Bureau would analyze any difficulty that may arise.*

Daniel thanked the members for their early comments, and noted that the discussions now should start in each group. Daniel thanked Claude and Anne-Lise for offering their support to those groups who would ask for it.

**In the absence of any other comment, the Assembly agreed with the above steps forward.**

## **b. Procedure for defining the MG structure (Area Leaders)**

The A/A on 9 Dec noted that more clarity should be provided on how the ALs shall be defined and nominated.

Regarding the Area Leader positions, two additional aspects need to be clarified:

- Define the precise list of Area Leader functions for the start of phase 2. Note: 8 such AL functions in phase 1.
- Define the precise ToRs for each function, which will complement the general ToRs agreed in the draft MoU2.

The proposed procedure for making the detailed list of Area Leader functions with their ToRs is outlined hereafter:

- Form a dedicated WG chaired by the chair of STAC and the existing PM
- The mandate of the WG is to make a proposal on the above two bullets, and its duration is until approval by the A/A (see timeline below)
- Specific procedure and timeline
  - The WG will be active from mid-April until (mid-May or) mid-June if needed
  - The next PM (13 May) will be invited to the WG discussion
  - STAC will review the proposal and make a recommendation for the A/A of 7 July
  - A/A on 7 July: to approve the list of Area Leader functions with their specific ToRs
- Suggested composition
  - chair and vice-chair of STAC, the existing PM, the existing 3 CSC Leaders, the ACCORD/CSS
- The A/A is suggested to give the Bureau a mandate to analyze any difficulty that could arise in the progress of the WG, including its composition

Daniel opened the floor to comments.

**Radmila:** *my first question would be whether we expect that the AL will change dramatically or just adjust according to the changes ? What about the DO ?*

*It is ok to give a mandate to the Bureau to follow the action.*

*You propose a new WG, will it interact with the MoU WG ? or is it orthogonal ?*

**Claude:** *The Doc Officer is part of the support team, it's not an AL. The person will work in coordination with the MG. We also have other positions in the support team: our CSS, CNA.*

*Regarding the changes in the AL definitions, we will have more clarity on the details once the AL-WG has provided its reasoning. My personal guess is that we will have to adapt them, but not dramatically. For instance consider changes to take into account the last 4 years, the achievements and the evolution of ACCORD since 2021. Also consider the bigger picture of where NWP is heading to, take into account the link to AI/ML for each AL function. And in general, take into account the new scientific strategy.*

*Regarding the full list of Area Leader positions, it might not change completely either, but again we should leave the AL-WG time to discuss it and provide details.*

*About the orthogonality of the two WGs, a few people would be in both groups so there would be some informal cross-communication. We could also organise meetings with the co-chairs if needed.*

**Radmila:** *thank you Claude for your explanation. I do support the proposal.*

**Marianne:** *I fully agree with what Radmila said. The DO is important to keep.*

*I agree for the Bureau to have the mandate for following the action.*

*Agree with what Claude said about AI/ML. It is not parallel to what we do, we have to take it into account in our usual NWP work. I agree with the link that is made for each AL although we should be aware that not each AL can be an expert in AI/ML. But they have to be aware of the link in their Area.*

*In ACCORD, classical NWP and AI/ML should not be in two different tracks.*

*About the coordination across the WGs, I support the link that is suggested with Saji and Florinela, and I think we are going in the good direction.*

*Daniel: thank you very much for your trust and Claude for the presentation and the clear answers.*

**The Assembly approved the procedure including forming a dedicated WG, its composition and its mandate.**

**The Assembly gave a mandate to the Bureau for analyzing any difficulty that could arise in the progress of the WG.**

## **5. Feedback from the scripting roadmap task force**

Claude made a briefing on the progress of the scripting roadmap task force:

- The A/A on 9 December approved forming a Task Force (TF) to work out a roadmap regarding the common scripting system (this topic has been recognized as very sensitive during the preparation of the scientific strategy)
- The TF met three times online (1h30)
- It decided to address the question from a rather high-level of software requirements (User Stories, agree on common vocabulary)
- The very first actions are now under discussion but will require some more fine tuning

No comments by the Assembly.

## **6. Vice-chair of PAC**

Claud reminded the A/A that the STAC and PAC composition had been renewed and approved at the A/A of 9 December, except for the nomination of the vice-chair of PAC. Soon after the A/A meeting, the chair of PAC and the PM contacted Taimar Ala from ESTEA (note: the chair and the vice-chair of PAC must also be Assembly members).

*Taimar: had confirmed his willingness to become the vice-chair by an email exchange with Florinela and Claude.*

*Florinela: thanked Taimar for accepting this position. I believe we will collaborate very well.*

**The Assembly approved the nomination of Taimar Ala as vice-chair of PAC.**

## **7. Dates of 2025 Consortium events, including next Assembly**

**Extraordinary ACCORD Assembly (online)**

**Monday 10 March 9:00-12:00 CET**, progress by the MoU2-WG, scripting roadmap, update on nomination process and/or any other actions in relation to the phase 1/phase 2 transition => **today**

**Extraordinary ACCORD Assembly (online)**

**Tuesday 13 May 10:00-13:00 CEST**, progress by the MoU2-WG, scripting roadmap if not in March, update on nomination process and/or any other actions in relation to the phase 1/phase 2 transition (*the final agenda will be confirmed later*)

<https://meteo.webex.com/meteo/j.php?MTID=mfd249fd7f7b1ce5c2e3fc5a77db42a8c>

**ACCORD Assembly spring 2025** (online, half-day)

**Monday 7 July 14:00-17:00 CEST.**

Business as Usual such as Manpower 2024. Then updates on the transition steps; An important goal is to have an approval of the modified (full) memorandum and start the signing process.

<https://meteo.webex.com/meteeo/j.php?MTID=m324db01a6353e5b49b9bbd4e4e841ae6>

**ACCORD Assembly end of 2025** in person in Brussels, on the kind invitation of IRM/KMI

**Two half-days Monday 1 Dec afternoon - Tuesday 2 Dec morning - confirmed.**

Proposal to **plan another extraordinary A/A in the autumn (2nd or 3rd week of October)**, in order to assess the progress on the necessary steps for the phase 1 / phase 2 transition => **Plan it now and dismiss it later if not needed** ? (Budget, compensation tables, annual contribution, ...)

*Daniel: We should plan this additional meeting as soon as possible and cancel it if not necessary.*

*Mariane: agreement*

The Assembly agreed to plan an extraordinary meeting in the autumn. Claude will prepare a framadate poll.

## **8. A.O.B.**

None.

For the sake of clarity of the minutes: The intervention of AEMET (Jaime) is reflected in Item 4.a.

## **9. Closing**

*Claude: I would like to thank everyone for discussing and accepting the proposals submitted today, and for the trust in the work of the various groups who are preparing the shaping of phase 2: the roadmap TF, the MoU2-WG, (the next AL-WG).*

Daniel joined and thanked the many persons and groups who have been or are currently active in preparing the future ACCORD phase: the Task Teams and the participants in the Strategy drafting team, the members of the scripting roadmap Task Force, those of the WG-MoU2, and finally the members (old and new) of STAC and PAC.

Daniel closed the meeting at about 11:30 (CET).

## Appendix I: Participants

Member	Delegation
<b>ALGERIA</b>	Mohamed MOKHTARI (LTM)
<b>AUSTRIA</b>	Christoph WITTMANN (LTM) Gerhard WOTAWA
<b>BELGIUM</b>	Daniel GELLENS (chair)
<b>BULGARIA</b>	Ilian GOSPODINOV Boryana TSENOVA (LTM)
<b>CROATIA</b>	Ivan GÜTTLER Martina TUDOR (CSC)
<b>CZECH REP</b>	Radmila BROZKOVA (PAC, LTM)
<b>DENMARK</b>	Marianne THYRRING Rune CARBUHN ANDERSEN (LTM)
<b>ESTONIA</b>	Taimar ALA (PAC) Kai ROSIN
<b>FINLAND</b>	Sami NIEMELA (STAC)
<b>FRANCE</b>	Virginie SCHWARZ (vice-chair) Natacha BERNIER (PAC) Pauline JOYEUX
<b>HUNGARY</b>	Gabriella SZÉPSZÓ (LTM)
<b>ICELAND</b>	Hidda THORSTEINSSON Matthew ROBERTS
<b>IRELAND</b>	Saji VARGHESE (STAC chair, LTM)
<b>LITHUANIA</b>	Zanas MATUZARIS
<b>MOROCCO</b>	Siham SBII (LTM) Mohammed DKHISSI
<b>NETHERLANDS</b>	Ben WICHERS SCHREUR Maarten VAN AALST Werenfried SPIT
<b>NORWAY</b>	Roar SKÅLIN
<b>POLAND</b>	Bogdan BOCHENEK (LTM)
<b>PORTUGAL</b>	Nuno LOPES (PAC)
<b>ROMANIA</b>	Florinela GEORGESCU (PAC chair) Alexandra CRĂCIUN (LTM)
<b>SLOVAKIA</b>	Jozef CSAPLAR Maria DERKOVA (CNA, LTM)
<b>SLOVENIA</b>	Jure JERMAN

<b>SPAIN</b>	Jaime REY
<b>SWEDEN</b>	Bodil AARHUS ANDRÆ
<b>TUNISIA</b>	Abderazzak RAHAL Wafa KHALFAOUI (LTM)
<b>TÜRKIYE</b>	Murat ALTINYOLLAR Yelis CENGİZ (LTM, STAC)
<b>ACCORD PM</b>	Claude FISCHER
<b>LATVIA Observer</b>	Uldis ZANDOVSKIS Svetlana ANISKEVICA
<b>HIRLAM PM (obs.)</b>	Jeanette ONVLEE
<b>LACE PM (obs.)</b>	Martina TUDOR
<b>ACCORD CSS</b>	Anne-Lise DHOMPS