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- Venue:** DHI Water, Environment and Health, Agern Allé 11, DK-2970, Hørsholm, Denmark.
- Present:**
- |                  |                                  |
|------------------|----------------------------------|
| Roger Moore      | CEH Wallingford (UK) (Chairman)  |
| Michiel Blind    | RIZA (Netherlands) (via Skype)   |
| David Fortune    | Wallingford Software (UK)        |
| Peter Gijbers    | WL   Delft (Netherlands)         |
| Jan Gregersen    | DHI (Denmark)                    |
| Ria Safiolea     | NTUA (Greece)                    |
| Isabella Tindall | CEH Wallingford (UK) (Secretary) |
- Invited Guests**
- |                   |                                   |
|-------------------|-----------------------------------|
| Onno Roosenschoon | Alterra (Netherlands) (via Skype) |
| Johan Van Assel   | Aquafin (Belgium)                 |
- Objective:** The objectives of the meeting were to agree on the administrative and practical steps to initiate the working of the Association, to discuss the Standing Orders of the OpenMI Association, to plan for the First General Meeting and to hear progress reports.
- Circulation:** The OpenMI Association Executive Committee  
The OpenMI Association Members  
Dr Robert Wallace, United States Army Corps of Engineers  
Dr David Maidment, University of Texas at Austin

## 1. Introduction

- 1.1. Roger Moore welcomed everyone to the 4<sup>th</sup> OpenMI Association Committee meeting. He thanked Jan Gregersen and Peter Sinding for hosting the meeting. He then explained the objectives of the meeting as stated above.

## 2. Minutes of the meeting of 17<sup>th</sup> April 2007

- 2.1. The minutes of the meeting of 17<sup>th</sup> April 2007 were approved, on the condition that the following corrections to the minutes are recorded.
- 2.2. Referring to section 4.1.2, should have read ‘.....Peter Sinding will finalise it and put it on the *OpenMI Association* website.’
- 2.3. Referring to section 4.3.4, two sentences and an action should be added saying, ‘However, it is too early to make decisions about resource requirements. At the appropriate time, Alterra should lead these discussions to resolve the OpenMI java version.’

**Action Alterra’**

### 3. Technical Committee

#### 3.1. Progress

- 3.1.1. The Technical Committee is making good progress. Minutes of all meetings are on the Lictek website at <http://www.lictek.dk/openmi/Meetings>

#### 3.2. Version 2.0

- 3.2.1. Work is being undertaken to produce version 2.0 of the Standard towards the end of the OpenMI-Life project. It will make the Standard more flexible and simpler. Current activity has been of the brain storming variety but shortly, use case scenarios will be developed so that work can be carried out to test new ideas.

#### 3.3. Release of version 1.4

- 3.3.1. Jan Gregersen explained that a new release of the Standard has been postponed till late November, just after the 2<sup>nd</sup> OpenMI Workshop. The version 1.4 release, which will have three parts, 1) the OpenMI Standard 2) The OpenMI GUI and 3) the OpenMI Software Development Kit (SDK), should last for one to two years so the team want to ensure it is absolutely correct.

#### 3.4. Changing the Open Source Licence

- 3.4.1. The Technical Committee proposed that the LGPL Licence covering the Standard be changed to the new BSD licence. Having split the Standard into three parts, developers, having downloaded the SDK and GUI, will need to make changes to them to make them work. These changes are not possible under the LGPL Licence and hence, the need to change to a new BSD Licence. The Committee, having heard the proposal, accepted and agreed to this change.

#### 3.5. OpenMI Communications of Source Forge

- 3.5.1. It was brought to the Committee's attention that it was not always clear whether communications on Source Forge are written as personal opinions / suggestions or official communications from the OpenMI Association. It was agreed that as Source Forge is an open communication channel, text written here should be seen as personal communications irrespective of the author. Official OpenMI Association documents, communications and news should be placed on the OpenMI Association website.

- 3.5.2. Furthermore, it was agreed that the OpenMI Association Strategy document should contain a section on Communication policy. Roger Moore will produce a skeleton for this part of the Strategy document.

**Action Roger Moore**

- 3.5.3. The chairmen of the OpenMI Association, the Technical and Dissemination Committee's will take the skeleton and complete it for their committee.

**Action Roger Moore, Jan Gregersen and Ria Safiolea**

### 3.6. Plan for the next period

- 3.6.1. Jan Gregersen explained that the current most important task is to complete the work on version 1.4 and to make the release in November 2007.
- 3.6.2. Jan Gregersen also proposed that a version 1.4 of the java interfaces should be released at the same time. This should ensure that in the future it will be easier to bridge between the .net technology and java. If the java release is not made, it is likely that several different java versions would be developed. Alterra was pleased with this proposal, as it should help to ensure that java development work travels down one route. The Committee, having heard the proposal, accepted it.
- 3.6.3. Jan Gregersen reported that Jan Curn from DHI HydroInform, who had written the current GUI, had made a presentation at the last Technical Committee meeting. He has recently completed his MSC and presented his ideas on how models can be distributed and linked. Jan Gregersen proposed to invite him to the OpenMI Association Workshop in November to present his work there to a wider audience.

**Action Jan Gregersen**

### 3.7. Summary

- 3.7.1. Roger Moore will write an official note to be placed on the OpenMI Association website, to disseminate information about the version 1.4 .net release being postponed until November 2007, the new java version 1.4 release and the change to the licence from a LGPL to a new BSD Licence.

**Action Roger Moore**

- 3.7.2. Ria Safiolea will ensure that it is put on the OpenMI Association website.

**Action Ria Safiolea**

## 4. Dissemination Committee

### 4.1. Progress

- 4.1.1. Ria Safiolea reported on the OpenMI Dissemination Committee. The minutes of the last meeting are on the OpenMI-Life website to be found at <http://www.openmi-life.org/>.

### 4.2. Existing OpenMI Association website

- 4.2.1. All the outstanding actions relating to the existing OpenMI Association website have been completed apart from setting up a depository for documents.
- 4.2.2. The Committee noted that changes to the website take a long time to be implemented and asked if this task could be given a higher priority. Ria Safiolea said that she would talk to John Liagoris and her finance department to ensure that the resources are in place to ensure this happens. Ria Safiolea is responsible for the content of the website and John Liagoris for modifications to the structure.

**4.3. New OpenMI Association website**

- 4.3.1. Ria Safiolea had met the designer that NTUA are using to design and create the new OpenMI Association website in July. He is currently not responding to being contacted. Ria Safiolea will continue in her quest to track him down. If she has not managed this by October then NTUA will find another designer, otherwise the intention is to have the new website up and running by the November Workshop.

**Action Ria Safiolea**

**4.4. Contact List**

- 4.4.1. Ria Safiolea reported that she had made an Excel document containing contact details of people known to be interested in the OpenMI. She had sent it out for comment and had received some replies. Johan Van Assel reported that he had replied but it appeared that his amendments had been mislaid. Johan will send them again for Ria to incorporate.

**Action Johan Van Assel and Ria Safiolea**

- 4.4.2. The contact list will be used primarily for sending out the newsletters but also for contacting people by email with newsworthy items about the Association.

**4.5. Newsletter**

- 4.5.1. Ria Safiolea showed the meeting a new template for the OpenMI Association newsletter. As it was a MS Publisher file that not many members can read, she will email a .pdf version to the Committee for comment.

**Action Ria Safiolea**

- 4.5.2. In principle the committee agreed with the template and suggested that the content should contain information on:

- The setting up of the OpenMI Association
- The release of version 1.4 of the Standard
- The second OpenMI Workshop
- User experiences from:
  - Alterra
  - David Maidment
  - City of Utrecht
  - David Fortune's website contents
  - David Fortune's Japanese contact

**Action Ria Safiolea and David Fortune**

- 4.5.3. The meeting discussed the idea that once this first issue has been published, the Dissemination Committee should develop a plan for future issues – contents and schedule. The Dissemination Committee should also set dates for their meetings over the next year.

**Action Ria Safiolea**

#### 4.6. Questionnaire

- 4.6.1. Ria Safiolea reported that she had accessed the AquaStress Questionnaire tool which provides good analysis functionality and entered the OpenMI questions into its template. The meeting looked at the questionnaire and recommended a couple of modifications as follows: The age related question should be removed and another question asking whether you are answering on behalf of yourself or your organisation should be added. Jan Gregersen suggested that instead of 20 questions there should only be 5 or 6. This way he felt that people were more likely to fill it in. Ria was asked to send details of how to access the questionnaire or a Word version to the Committee as soon as possible and in return asked all members to comment before Thursday 13<sup>th</sup> September.

**Action Ria Safiolea and ALL**

### 5. Strategy Document

- 5.1. A number of documents are required to run the Association in a practical manner. They should lead to a well managed, lively organisation that responds to its members needs.
- 5.2. The **Charter** sets out the aims of the OpenMI Association, the **Standing Orders** are additional procedures amplifying the Articles set out in the Charter, the **Strategy** sets out the high level approach to achieving the aims, the **Implementation Plan** describes in detail how the aims will be achieved and **Procedures** cover the day to day workings of the Association and should cover all critical activities.
- 5.3. Peter Gijbbers has made a first draft of the Strategy document but new headings need to be added. They could include: IPR, funding, the user community, the commercial market for the OpenMI / model integration, dissemination strategy, communication strategy and how to join / membership issues. David Fortune feels that the commercial market section is the most important as developers and end users are not picking up the OpenMI and using it as fast as he / we had hoped.
- 5.4. Peter Gijbbers explained that the Technical Committee had set up a public wiki for easy 'real-time' access and maintenance of their documentation. It is currently hosted at <http://public.wldelft.nl/display/OpenMI/Home> but will shortly move to <http://wiki.openmi.org> . He offered to add a page to the wiki that would allow members to add suggested headings to the Strategy document or add questions that the Strategy should cover.

**Action Peter Gijbbers**

- 5.5. All Committee members were asked to add items to the Strategy wiki page.

**Action ALL**

- 5.6. Dates for a two day meeting were set to specifically discuss the Strategy document in detail. They are **30 – 31 October 2007** in Brussels. Isabella Tindall was asked to book the NERC meeting room in Brussels.

**Action Isabella Tindall**

## 6. Standing Orders

- 6.1. The Standing Orders are additional procedures for running the Association which usually amplify the Articles set out in the Charter (see section 5.2 above). They often deal with matters of detail that are subject to change and therefore can be changed by the OpenMI Association Committee in response to events. Peter Gijbers requested that the Standing Orders make it clear as to whom or which Committee approves which document at the different levels (see section 5.2 above).

**Action Roger Moore**

- 6.2. Referring to section 5 of the Standing Orders, Committees and Working Groups, Roger Moore was asked to add a section on creating a committee, sub committee or working group. The section should cover the setting of the terms of reference for the new Committee or working group and what is expected of it, such as writing up critical procedures.

**Action Roger Moore**

- 6.3. Jan Gregersen and Ria Safiolea were asked to write the terms of reference for the Technical and Dissemination Committee respectively.

**Action Jan Gregersen and Ria Safiolea**

- 6.4. Referring to section 5.1 of the Standing Orders, the first sentence should say, '*The Committee may create and disband sub committees and working groups, .....*'

**Action Roger Moore**

- 6.5. Referring to the section entitled 'Powers and Duties of the Committee' on page 13, a section should be added stating that it is the duty of the Committee to produce a Strategy document.

**Action Roger Moore**

- 6.6. Referring to the section entitled 'Proceedings of Committee' on page 14, a new section should be added on how to manage the invitation of guests to the meetings of the OpenMI Association.

**Action Roger Moore**

- 6.7. A Standing Order should be added in the appropriate place, to say that the Committee stays in effect until the end of the Annual General Meeting. At that point, power is handed over to the new Committee (see section 7.1.1 below).

**Action Roger Moore**

- 6.8. The Committee agreed that The Committee should be referred to as The Executive Committee. A Standing Order should be added in the appropriate place, to state this.

**Action Roger Moore**

## 7. Planning for the General Meeting

### 7.1. Time Line

- 7.1.1. The Committee reviewed the Time Line of actions document. After some discussion it was agreed that the hand over of power to the new Committee should take place immediately after the Annual General Meeting. Hence, that item and the 'Convene the first meeting of the new Committee' item should be moved to the second half of the year, to July.

**Action Isabella Tindall**

**7.2. Generic Agenda**

7.2.1. The Committee reviewed the 'Generic Agenda for General Meetings' document. Isabella Tindall was asked to replace the named person in the Responsible column with their position eg. Chairman, Secretary or Treasurer.

**Action Isabella Tindall**

7.2.2. Referring to item 5 of the Agenda, Approval of the Accounts, a statement should be added to note that this only happens at the AGM.

**Action Isabella Tindall**

7.2.3. Agenda item 7 refers to 'Granting a discharge'. It was not clear exactly what this means so Michiel Blind was asked to find out and clarify this point.

**Action Michiel Blind**

**7.3. Call the first General Meeting and set the Agenda**

7.3.1. The Committee called the First General Meeting of the OpenMI Association on 4<sup>th</sup> October 2007 at WL Delft's offices in Delft.

7.3.2. The Committee reviewed the Agenda and asked Isabella Tindall to replace the named person in the Responsible column with their position eg. Chairman, Secretary or Treasurer.

**Action Isabella Tindall**

7.3.3. The Committee discussed when the first Annual General Meeting should be held. It was agreed that it would be good to hold it in association with an interesting conference. Everyone was asked to check conference dates

**Action All**

**7.4. Appoint the Vice Chairman**

7.4.1. The meeting appointed David Fortune as Vice Chairman of the OpenMI Association. He accepted the position.

**7.5. Open a Bank Account and set up payment facilities**

7.5.1. The Committee formally asked the Treasurer, Peter Gijsbers to open an OpenMI Association Bank Account. They suggested that Peter Gijsbers should talk to his accounts department to find out how to arrange credit card payment facilities and send out invoices.

**Action Peter Gijsbers**

**7.6. Set the subscriptions and once-only admission fee**

7.6.1. After some discussion the Committee agreed to set the subscription rate for the next year at €100.00 and the once-only admission rate at €0.00.

## 7.7. **Announce open for Membership**

7.7.1. According to the Charter, the announcement that the OpenMI Association is open for membership can only be made after the First General Meeting has taken place and a Bank Account has been set up. It is hoped that the announcement will take place at the 2<sup>nd</sup> OpenMI Workshop in November 2007.

7.7.2. A membership application form needs to be designed and setup, probably in MS Word.

**Action Michiel Blind**

7.7.3. The privacy policy under Dutch Law needs to be checked in terms of holding members details. On the assumption that this is allowed, a database to hold the register of members also needs to be setup. Michiel Blind, as Secretary, was asked to do this and to communicate with the Treasurer as to how members details and subscriptions fees would be maintained.

**Action Michiel Blind**

## 7.8. **Set the Agenda for the fifth Committee meeting on 3<sup>rd</sup> October 2007 in Delft**

7.8.1. The meeting discussed the topics that they would like to see on the agenda for the next Committee meeting and asked Isabella Tindall to produce it. They included:

- The Standing Orders of the OpenMI Association
- OpenMI Association Strategy
- Register of members
- OpenMI Association Bank Account
- Technical Committee
- Dissemination Committee

**Action Isabella Tindall**

## 8. **Future funding**

8.1. Peter Gijbers reported that the draft programme for the FP7 2008 call had been published. He had looked through it and thought that there was one section that looked particularly relevant to the OpenMI Association. It was Theme 6: Environment, Activity 6.2: Sustainable Management of Resources, Area 6.2.1.2 Water Resources, Section ENV.2008.2.1.2.1. Groundwater systems. The text reads as follows: *‘Based on existing and currently developed knowledge and models, integrated research should be conducted to highlight the interactions between groundwater and surface water in a changing environment. Dynamics and time scale of groundwater renewal and implications for water management in the context of climate change should be addressed in both quantity and quality (pollution) aspects. Scenarios should also be developed to advise on the legal and institutional frame that could/should be designed in order to minimize risks, protect water resource and manage it in a sustainable manner.’*

8.2. It was suggested that Roger Moore should ask Mr Balabanis for more information about this call when he saw him at the Harmoni-CA Final meeting at the end of September 2007. Ria Safiolea said she would ask Maria Mimikou to contact Mr Balabanis as well.

**Action Roger Moore and Ria Safiolea**



- 8.3. Another possible source of funding is the FP7 Integration and Communication Technologies Programme, call on Integrated Modelling. Roger Moore is aware that David Cooper of CEH has been approached by a Portuguese co-ordinator to participate in a project to link models in North Wales, the UK, using the OpenMI. Roger Moore will follow this up.

**Action Roger Moore**

## 9. Treasurers Report

- 9.1. Peter Gijsbers had identified two possible accounting packages that could be used to keep the OpenMI Association accounts, once a Bank account has been set up. They are Free Accounting System and OS Financials. He will look at the two packages in more detail.

**Action Peter Gijsbers**

## 10. Any other business

- 10.1. David Fortune reported that HR Wallingford is taking more of a lead in UK Water Research. They are building a system that will allow the linking of models and which is based on the OpenMI.

## 11. Summary of actions

- 11.1. Actions from this and previous OpenMI Association Committee meetings are summarised below:

<b>Date of Meeting</b>	<b>Section</b>	<b>Action</b>	<b>Responsible</b>	<b>Status</b>
19/06/06	6.4.1.1	Prepare a report explaining the issues concerning web services and to advise the Executive Committee on the options for addressing these issues	Jan Gregersen	N/A Transferred to TC
03/10/06	6.3.3.5	Prepare poster and flyer for the OpenMI Association for consideration at the next meeting.	Ria Safiolea, Johan Van Assel, Michiel Blind	Ongoing
03/10/06	7.1.4	Organise small EU group to meet and prepare a proposal for a workshop and send it to the EC for support and funding.	Roger Moore	Ongoing
03/10/06	7.1.4	Continue pursuing funding sources for the workshop and future projects.	Roger Moore	Ongoing
03/10/06	11	Place the Technical Committee minutes on the web when the facility becomes available	Jan Gregersen	Ongoing
17/04/07	4.1.2	Finalise Performance Test report and place on OpenMI-Life website	Peter Sinding	Ongoing
17/04/07	4.3.6	Release version 1.4 as it was approved by the OAEC	Jan Gregersen	Postponed till Nov 07
17/04/07	4.3.8	Write text for the website to explain a number of technical issues	Peter Gijsbers	Ongoing
17/04/07	5.2.1	Start creating the membership register when	Ria Safiolea	Ongoing

<b>Date of Meeting</b>	<b>Section</b>	<b>Action</b>	<b>Responsible</b>	<b>Status</b>
		parties join the Association		
17/04/07	5.3.2	Set up separate areas on the OpenMI Association website for members only and registered users.	Ria Safiolea	Ongoing transferred to Michiel Blind
17/04/07	6.3.1	Write to Andrea Tilche to follow up communications with the EPA	Roger Moore	Ongoing
17/04/07	7.1	Investigate free or low cost accounting packages for the OpenMI Association accounts	Peter Gijbers	Ongoing
06/09/07	2.3	Alterra will be responsible for resolving issues relating to the funding of the java version.	Jan-Erik Wien and Onno Roosenschoon	
06/09/07	3.5.2	Produce a skeleton for a Communication strategy document.	Roger Moore	
06/09/07	3.5.3	Write Communication strategy for OA, Technical and Dissemination Committees.	Roger Moore, Jan Gregersen and Ria Safiolea	
06/09/07	3.6.3	Invite Jan Curn to give a presentation at the 2 <sup>nd</sup> OpenMI Workshop	Jan Gregersen	
06/09/07	3.7.1	Write a note to disseminate information about v1.4 release, java release and licence change.	Roger Moore	
06/09/07	3.7.2	Put note about v1.4 release, java release and licence change on website	Ria Safiolea	
06/09/07	4.2.2	Talk for John Liagoris and finance department about trying to make website upgrades / updates more of a priority.	Ria Safiolea	
06/09/07	4.3.1	Continue with attempts to contact web designer about current status of the new OpenMI Association website.	Ria Safiolea	
06/09/07	4.4.1	Send amendments for contacts list and amend list	Johan Van Assel and Ria Safiolea	
06/09/07	4.51	Send newsletter template around as a .pdf file for comment.	Ria Safiolea	
06/09/07	4.5.2	Send website articles from Atkins and Clear Environmental Consultants to Ria Safiolea	David Fortune	
06/09/07	4.5.2	Ask Japanese contacts to write a short article for the OpenMI newsletter	David Fortune	
06/09/07	4.5.3	Make a plan for future newsletter issues and organise dates for next meetings.	Ria Safiolea	
06/09/07	4.6.1	Send out details of the AquaStress based OpenMI questionnaire.	Ria Safiolea	
06/09/07	4.6.1	Respond to questionnaire by Thurs 13 <sup>th</sup> September. Should it contain just 5-6 key questions? If so which ones?	ALL	
06/09/07	5.4	Setup a page on the new wiki to suggest headings and questions to be answered relating to the OA Strategy.	Peter Gijbers	
06/09/07	5.5	Enter suggested headings and questions to be	ALL	

<b>Date of Meeting</b>	<b>Section</b>	<b>Action</b>	<b>Responsible</b>	<b>Status</b>
		answered relating to the OA Strategy into wiki page		
06/09/07	5.6	Book meeting room at NERC offices for 30-31 October for Strategy meeting	Isabella Tindall	
06/09/07	6.1	Make it clear in the Standing Orders who is responsible for which document.	Roger Moore	
06/09/07	6.2	Add a procedure in section 5 of the Standing Orders about creating a committee including specifying their powers and duties.	Roger Moore	
06/09/07	6.3	Write the terms of Reference for the Technical Committee	Jan Gregersen	
06/09/07	6.3	Write the terms of Reference for the Dissemination Committee	Ria Safiolea	
06/09/07	6.4	In section 5.1 change the wording to 'The Committee...'	Roger Moore	
06/09/07	6.5	Add a section on page 13 about producing a Strategy document	Roger Moore	
06/09/07	6.6	Add a procedure to say that the Committee can invite guests to their meetings.	Roger Moore	
06/09/07	6.7	Add Standing order to say that the Committee stays in effect until the end of the Annual General Meeting.	Roger Moore	
06/09/07	6.8	Add a Standing Order to say that the Committee will be referred to as the Executive Committee	Roger Moore	
06/09/07	7.1.1	Amend Time line document	Isabella Tindall	
06/09/07	7.2.1	Amend Generic Agenda – responsible column	Isabella Tindall	
06/09/07	7.2.2	Amend Generic Agenda – accounts item	Isabella Tindall	
06/09/07	7.2	Find out how to grant a Discharge (item 7 of the Generic Agenda)	Michiel Blind	
06/09/07	7.3.2	Amend Agenda for first General Meeting	Isabella Tindall	
06/09/07	7.3.3	Look up conference dates and decide when to hold AGM to tie in with an interesting conference.	ALL	
06/09/07	7.5.1	Open OpenMI Association Bank Account and find out about how to send out invoices.	Peter Gijbers	
06/09/07	7.7.2	Set up in Word, a Membership Application Form.	Michiel Blind	
06/09/07	7.7.3	Check privacy policy for holding members details. Set up register of members and check communication with the Treasurer (Peter Gijbers)	Michiel Blind	
06/09/07	7.8.1	Prepare Agenda for next Committee meeting on 3 <sup>rd</sup> October 2007	Isabella Tindall	
06/09/07	8.2	At Harmoni-CA meeting, ask Mr Balabanis who will lead the FP7 Groundwater call and for any other suggestions on future funding.	Roger Moore and Maria Mimikou	
06/09/07	8.3	Follow up ICT funding possibility	Roger Moore	
06/09/07	9.1	Download and test possible Accounting systems	Peter Gijbers	

## 12. Date of next meeting

- 12.1. The date of the next OpenMI Association Committee meeting is **3<sup>rd</sup> October 2007** in Delft.
- 12.2. The date of the first General Meeting of the OpenMI Association is **4<sup>th</sup> October 2007** in Delft.
- 12.3. The date of the OpenMI Association Strategy documentation meeting was set for **30 – 31<sup>st</sup> October 2007** in Brussels.
- 12.4. The dates of the second OpenMI Workshop are 20 – 23<sup>rd</sup> November 2007 in Wallingford. (See programme on the OpenMI-Life website)

Isabella Tindall  
OpenMI-Life Project Manager