

Project

Report from the MyWave kick-off meeting

Reference: MyWave-D5.1

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WP leader: Øyvind Saetra	Issue: Version 1.0
Contributors : Øyvind Breivik, Kai Håkon Cheristensen	
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DOCUMENT

VERIFICATION AND DISTRIBUTION LIST

	Name	Work Package	Date
Checked By:	Luigi Cavaleri	WP5	
Distribution			
	All partners		

CHANGE RECORD

Issue	Date	§	Description of Change	Author	Checked By
0.1	20-02.2012	all	Document finalization	Øyvind Saetra	Luigi Cavaleri

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GLOSSARY AND ABBREVIATIONS

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Table 1

APPLICABLE AND REFERENCE DOCUMENTS

Applicable Documents

	Ref	Title	Date / Issue
DA 1	MyWace-A1	MyWave: Annex I – “Description of Work	September 2011
DA 2			

Reference Documents

	Ref	Title	Date / Issue
DR 1			
DR 2			

INTRODUCTION

The MyWave kick-off meeting was held in Venice, Italy on ISMAR premises 13-14 February 2012. The attendees was:

Arno Behrens (HZG)

Alvise Benetazzo (ISMAR)

Luciana Bertotti (ISMAR)

Göran Broström (Norwegian Meteorological Institute)

Sofia Caires (Deltares)

Sandro Carniel (ISMAR)

Luigi Cavaleri (ISMAR)

Kai Christensen (Norwegian Meteorological Institute)

Justo Conde (AEMET)

Mara Gomez (PdE)

Heinz Günther (HZG)

Roberto Inghilesi (ISPRA)

Peter Janssen (ECMWF)

Gerasimos Korres (HCMR)

Jean-Michel Lefevre (MeteoF)

Gert Jan Marseille (KNMI)

Tasos Papadopoulos (HCMR)

Andy Saulter (UKMO)

Mauro Sclavo (ISMAR)

Per Helmer Skaali (Norwegian Meteorological Institute)

Joanna Staneva (HZG)

Øyvind Sætra (Norwegian Meteorological Institute)

Martin Verlaan (Deltares)

Øyvind Breivik (Norwegian Meteorological Institute)

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The meeting started 9:10 on 13 February and ended 12:00 on 14 February.

II MINUTES

Introduction

Presentation of attendees and some practical information from the host.

II.1.1 Financial issues

Per Helmer Skaali gave an overview of the financial issues and the financial reporting required. The first reporting period ends 30 June 2013. Three reports must be issued. Report 1 is a summary of all costs. Report 2 is the justification of use of resources. Report 3 covers travel costs.

ACTION: Per Helmer Skaali puts together a list of reporting and documentation required by the partners.

II.1.2 Election of executive board and management support team

DECISION: Øyvind Sætra plus the work package (WP) leaders of WPs 1-4 and Heinz Günther form the Executive board. The WP leaders are: Peter Janssen (WP1), Martin Verlaan (WP2), Luigi Cavaleri (WP3) and Andy Saulter (WP4).

DECISION: The Management Support Team is identical to the Executive board.

II.1.3 Approval of the template

DECISION: The template is approved by the partners.

ACTION: The proposed logo should be discussed and alternatives presented by 2 April.

II.1.4 Meeting plan

HZG suggested having the next meeting in Geesthacht, tentatively 30-31 August 2012. ACTION: HZG checks these dates with management and report back to the group by 29 February.

DECISION: Third meeting will be held in Madrid, hosted by PdE, tentatively 4-5 April 2013.

DECISION: Fourth meeting will be held near Oslo, hosted by the Norwegian Meteorological Institute, tentatively 29-30 August 2013.

II.1.5 Presentation of work packages

DECISION: All work package partners agree among themselves who are to be responsible for the different sub-tasks and report back to coordinator by 29 February.

II.1.6 WP1 – Model developments

WP leader Peter Janssen presented the work package on behalf of the participating institutions.

II.1.7 WP2 – Data assimilation and improvement of both model and satellite nearshore winds and waves

WP leader Martin Verlaan presented the work package on behalf of the participating institutions.

WP2.1.2 will be led by HZG, WP2.1.3-2.1.4 by Deltares, 2.2.1-2.2.2 by KNMI, 2.2.3 by ISMAR, and 2.3.1-2.3.2 by PdE.

ACTION: Agree on test areas for HARMONIE before next meeting in agreement with ISMAR, KNMI and Deltares.

NOTE: We will need to decide at a later stage how to provide boundary conditions for the fine-scale wave model of PdE for WP2.3.1. One solution is to extract boundary conditions from the Integrated forecast system (IFS) from the ECMWF MARS archive for a suitable period.

II.1.8 WP3 – Ensemble approach to European wave modelling

WP leader Luigi Cavaleri presented the work package on behalf of the participating institutions.

ACTION: Deliverable D3.3 and Milestone MS8 have unfortunately been placed too early in the project and must be postponed. The Coordinator will address this issue with the European Commission.

In addition, the following minor errors must be addressed by the coordinator:

I Change partner responsible for MS8 from 3 to 7

II Table B3 at p.35-36 of DOW – last partner to be changed from ISMAR to ISPRA

III p.14 of Dow – at 5 places change CNMA to CNMCA

II.1.9 WP4 – Metrics for wave model core products

WP leader Andy Saulter presented the work package on behalf of the participating institutions.

DECISION: Andy Saulter composes a letter of invitation to selected users to join the user group and disseminates it by 1 January 2013. The project partners are encouraged to suggest candidates for the user group.

II.1.10WP5 - Management

The Research Executive Agency (REA) of the European Commission requires quarterly progress reports by e-mail from the coordinator.

DECISION: WP leaders report every three months to the coordinator. The coordinator is responsible for collecting the relevant information from WP leaders. The coordinator

compiles the report and communicates with the project officer.

II.1.11WP6 - Dissemination

ACTION: All partners are asked to send their powerpoint presentations to Øyvind Sætra and to Luigi Cavaleri who will put the presentations up on an FTP site by 20 February. Øyvind Sætra is preparing a general presentation of the project for the Globcurrent meeting in Brest in March and will draw on the presentations given during the kickoff meeting.

The web page will be up by 1 March. Presentations will be made available there when it is.

RESPONSIBLE: Norwegian Meteorological Institute.

RECOMMENDATION: We will recommend that MyOcean refers to the MyWave consortium in cases where wave products are requested, even though MyWave itself will not deliver an operational wave product.

II.1.12Appendix - Model domains, model periods and test cases

Luigi Cavaleri led a discussion on the different model domains and periods that should be set up for MyWave. The model domains are already outlined by the work packages to cover the Canary Islands, the Mediterranean and the Adriatic Sea and the North Sea plus nearshore and harbour domains (PdE).

ACTION: Test cases and domains of interest will be identified by 29 February and reported back to the coordinator.

- Luigi Cavaleri is responsible for the Mediterranean and the Adriatic Sea
- Sofia Caires is responsible for the North Sea
- Andy Saulter is responsible for the other areas affecting U.K.
- Marta Gomez is responsible for the nearshore and harbour cases as well as the Canary Islands and the Iberian Atlantic Coast

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- Gerasimos Torres is responsible for the Aegean Sea

ACTION: KNMI will check the format of the ASCAT data and report back to the coordinator by 29 February.

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III ANNEX A: AGENDA

MyWave meeting in Madrid, Spain, 16-17 April 2013

Agenda

Tuesday 16 May

0900-0915: Welcome and general information (Ø. Saetra)

0915-1045: Reporting activities and plans for WP1 – Model developments (P. Janssen)

1045-1100: Coffee break

1100-1200: Reporting activities and plans for WP2 - Data assimilation (M. Verlaan)

1200-1300: Lunch break

1300-1400: Reporting activities and plans for WP3 - Ensemble approach (L. Cavaleri)

1400-1500: Reporting activities and plans for WP4 - Metrics for Wave Model Products (A. Saulter)

1500-1530: Coffee break

1530-1600: Reporting activities and plans for WP6 – Dissemination (Ø. Saetra)

Wednesday 17 May

0900-0930: Reporting activities and plans for WP5 - Management (Ø. Saetra)

0930-1000: The periodic report for 1012

1000-1200: Discussions and deciding the next MyWave meeting

1200-1300: Lunch break

1300: End of meeting