

## H SAF CDOP 3 9<sup>th</sup> Steering Group meeting – Close Out meeting

Webex meeting, 04<sup>th</sup> July 2022

### Minutes of Meeting

<b>Meeting Name:</b>	H SAF CDOP 3 9 <sup>th</sup> Steering Group Meeting		
<b>Minutes Reference:</b>	SAF/HSAF/CDOP3/SG9/MOM/1.0		
<b>Minutes Version:</b>	1.0		
<b>Date(s) of Meeting:</b>	04/07/2022		
<b>Place of Meeting:</b>	Webex meeting		
<b>Participants SG members:</b>	Lothar Schüller	Lothar.Schueller@eumetsat.int	EUMETSAT Secretariat
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<b>Distribution:</b>	SG members and other Participants		
<b>Minute Taker:</b>	Gabriele Gottardo		
<b>Attachments:</b>			
<b>Reference Documents</b>	All related documents are available on H SAF FTP server “ <a href="ftp://ftphsaf.meteoam.it">ftphsaf.meteoam.it</a> ” at the following path :  <a href="ftp://ftphsaf.meteoam.it/hsaf_doc/Steering_Group_Meetings">ftp://ftphsaf.meteoam.it/hsaf_doc/Steering_Group_Meetings</a>		

## AGENDA

09:30 – 12:30	Welcome, list of participants and approval of Agenda	[Chairman]
	Review outcomes <ul style="list-style-type: none"> <li>- ORR Existing GEO/LEO Precipitation products</li> <li>- RR/DRR/ORR Soil Moisture Data Records</li> <li>- PCR H65</li> <li>- MTG Checkpoint</li> </ul>	[EUMETSAT]
	Project Status: CDOP 3 Close Out Report – discussion	[PMT, All]
	Backlog activities analysis and transfer to CDOP 4	[PMT]
	Actions status: transfer of open actions to CDOP 4	[PMT]
	Baseline documents to be transferred to CDOP 4: Service Specifications, JOP-OICD	[PMT]
	Any other business	[All]
<b><i>A 10 minutes coffee break is foreseen at around 11:00</i></b>		

## REPORT

### Welcome and approval of Agenda

Chairman P. Capizzi welcomes participants.

F. Guzzetti (DPC), A. Dybbroe (EUMETSAT STG), and J. Pulliainen (FMI) are not present: Leading Entity will represent both DPC and FMI at the meeting.

P. Capizzi presents the agenda.

It is proposed to change the discussion order of the topics in the agenda and to discuss the “*Project Status: CDOP 3 Close Out Report – discussion*” just after the review outcomes.

Furthermore, following points are added in the Review outcomes item:

- Report on outcomes of PCR H65;
- Report on outcomes of MTG checkpoint.

The agenda with these changes is approved.

### Review Outcomes

#### 1. ORR Existing GEO/LEO Precipitation products

C. Balan reports about the ORR Existing GEO/LEO Precipitation products, held on February 2022. [*Refer to H SAF Review Board Report for the Operational Readiness Review (ORR) of the NRT\_Offline Precipitation Products (H68, H60B, H61B, H63, H64 and H90) (ID 1281123 v1)*].

L. Schüller reminds that the applicable version of the Service Specification does not contain yet the modifications requested as outcomes of the review. In this reference Steering Group agrees on the following action:

**Action HSAF\_CDOP3\_SG09\_A01:** PT to include the changes specified by Recommendation 3 in the NRT/Offline Precipitation Products (H67, H68, H60B, H61B, H63, H64 and H90) ORR report into the SeSpe.

W.r.t. the release of the new precipitation Products and the discontinuation of H05B and H15 it is asked to publish an announcement related to the parallel dissemination period and the discontinuation date of the two products. In this regard Steering Group agrees on the following action:

**Action HSAF\_CDOP3\_SG09\_A02:** PT to publish an announcement related to the parallel dissemination period and the discontinuation date of the products H05B and H15.

P. Struzik points out that the filename of the products H60B and H61B does not contain the “B” suffix, which may create misunderstandings on the users.

According to the discussion, Steering Group agrees on the following action:

**Action HSAF\_CDOP3\_SG09\_A03:** PT to solve the problems in filenames which do not include the “B” suffix, ensuring the correct link between information and products.

It is recalled that the review recommendations have already been approved via email consultation on May

2022. Related decisions are traced as email decisions as follows:

**Email Decision HSAF\_CDOP3\_SG09\_EMD01:** Steering Group authorises the release of the following products to the users:

- H68: Gridded MW instantaneous precipitation rate based on intercalibrated PMW instantaneous precipitation rate estimates as “Operational”
- H60B: Blended SEVIRI / LEO MW precipitation and morphologic information as “Operational”
- H61B: Accumulated Precipitation at ground by blended MW and IR as “Pre-Operational”
- H63: Precipitation rate at ground by GEO/IR supported by LEO/MW IODC as “Operational”
- H64: Precipitation/Soil Moisture integrated product as “Operational”
- H90: Accumulated Precipitation at ground by blended MW and IR IODC as “Pre-Operational”

and authorizes the H SAF Project Team to proceed with the related announcement to the users (Web site, UNS, Twitter, etc.).

**Email Decision HSAF\_CDOP3\_SG09\_EMD02:** Steering Group authorises the H SAF Project Team to discontinue H05B to be superseded by H61B and H03B/H15 to be superseded by H60B after a minimum period of 6 months of parallel distribution.

**Email Decision HSAF\_CDOP3\_SG09\_EMD03:** Steering Group authorizes the H SAF Project Team to implement the following changes into the Service Specification and provide it for approval:

- Inclusion of H68, H60B, H61B, H63, H64 and H90 into Table 1 ((Pre)-operational products);
- Inclusion of H03B, H05B and H15 into Table 2 (discontinued products)

## 2. RR/DRR/ORR Soil Moisture Data Records

C. Balan reports about the ORR Existing GEO/LEO Precipitation products, held on April 2022. [*Refer to H SAF Review Board Report for the RR\_ORR\_DRR on (Metop ASCAT SSM CDR v7 12\_5 km sampling\_ H119, H120 and H121 (ID 1286396 v1)*].

L. Schüller reminds that the applicable version of the Product Requirement Document does not contain yet the modifications requested as outcomes of the review, which due to the closure of the CDOP 3 will be part of the CDOP 4 PRD.

According to this, Steering Group agrees on the following action:

**Action HSAF\_CDOP3\_SG09\_A04:** PT to apply the changes proposed by Recommendation 01 in the DRR of SM products H119/120 into the CDOP 4 PRD.

It is recalled that the review recommendations have already been approved via email consultation on May 2022. Related decisions are traced as email decisions as follows:

**Email Decision HSAF\_CDOP3\_SG09\_EMD04:** Steering Group approves the following product requirement changes as per Appendix A for H119, H120 and H121 and authorize the H SAF Team to implement these changes into a draft Product Requirements Document for SG approval:

- H119/H120: Editorial clarifications, product name correction and verification method changed to exclude “Additionally in-situ observations, in particular quality controlled, long term sites will be used to confirm the validation results.”;
- H121: Threshold and Verification method adjusted with the criteria to calculate the difference between the CDR and offline (ICDR).

**Email Decision HSAF\_CDOP3\_SG09\_EMD05:** Steering Group authorizes the H SAF Team to release the H119 data record to the users together with the user documentation. The release process shall include the provision of the EUM product navigator sheet and proper announcement using the

available communication means (Web site, Twitter, etc.).

**Email Decision HSAF\_CDOP3\_SG09\_EMD06:** Steering Group authorizes the H SAF Team to release the H120 offline product with an “Operational” status and discontinue the H116 offline product, which will naturally be superseded by the combination of H119 and H120. The release process shall include the provision of the EUM product navigator sheet and the proper announcements using the available communication means (Web site, Twitter, etc.).

**Email Decision HSAF\_CDOP3\_SG09\_EMD07:** Steering Group authorizes the H SAF Team to implement the following changes into a Service Specification Document for approval as per draft Service Specification Document (v1.13):

- Inclusion of H119 (Metop ASCAT Surface Soil Moisture Climate Data Record v7 12.5 km sampling)
- Inclusion of H120 (Metop ASCAT Surface Soil Moisture Climate Data Record v7 Extension 12.5 km sampling)
- Change of H116 offline product from the operational products table to the discontinued product tables.

### 3. PCR H65

C. Balan reports about the Snow water equivalent by MW radiometry (H65) Product Consolidation Review (PCR), held in January 2022. [*Refer to H SAF Review Board Report for the Snow water equivalent by MW radiometry (H65) Product Consolidation Review (PCR) (ID 1236346 v1)*]

Steering Group agrees on the following decision:

**Decision HSAF\_CDOP3\_SG09\_D01:** Steering Group approves and baselines the algorithm for the Snow water equivalent by MW radiometry (H65) as per “ATBD for Snow water equivalent by MW radiometry (H65)”, v12, ref; dated 11 November 2021, and authorizes the H SAF Team to proceed with the implementation of the related product.

### 4. MTG Checkpoint

C. Balan reports about the MTG Checkpoint, held on April 2022. [*Refer to H SAF MTG Checkpoint Report EUM/TSS/REP/22/1302211 v1*].

Steering Groups takes note of all conclusions reported for the MTG Checkpoint.

L. Schüller expressed a concern that, as reported in the MTG checkpoint, the algorithm used for the testing for snow product H43 was indicated to be still preliminary and not yet completely implemented. Such aspect brought to the generation of a resulting image not containing snow pixels. S. Çil (TSMS) states that the problem of the generated image was not caused by the algorithm but instead by the input data which was not compliant with what expected. She informs also that now the algorithm is implemented and ready for the testing, and that it will be tested using the new dataset which will be made available by EUMETSAT after the summer. These additional test session, having the objective to verify all corrective actions, will be performed on November 2022; in this respect H SAF Project Management Team informs the Steering Group about its availability and intention to give support on site (at FMI) during such test session, in order to grant the effectiveness of the corrective actions and the compliance of the test results with the expectations.

In this respect Steering Group agrees on the following action:

**Action HSAF\_CDOP3\_SG09\_A05:** Project Team to organize and perform an additional test session for snow product H43 on Q4 2022; H SAF Project Management Team will provide on site support

at FMI during such test session to grant the effectiveness of the corrective actions and the compliance of the test results with the expectations

#### **Project Status: CDOP 3 Close Out Report**

F. Zauli reports on project status at the end of the phase, and about the main aspects of the CDOP 3 Close-out report [*Refer to presentation CDOP3\_SG9\_Close Report\_v1.ppt*].

P. Struzik refers to significant differences between the soil moisture root zone product H14 and its successor H26 which has an impact for the calculation of long term anomalies. It is thus needed to keep their parallel dissemination until the first issue of the H26 data record is released.

According to this aspect Steering Group agrees on the following decision:

**Decision HSAF\_CDOP3\_SG09\_D02:** Steering Group tasks H SAF Project Team to continue parallel dissemination of Soil Moisture Root Zone products H14 and H26 until H26 Data Record is available and released.

P. Struzik notes that the filename of the ASCAT Soil moisture data records (H119/H120) does not contain the sensing time, but only the sequential number of the day. L. Schüller suggests this issue to be a topic for the next Operations Review where it will be addressed.

L. Schüller points out that some comments and clarifications on the Close-out report are under discussion offline via email discussion, and will be implemented in the following days. Basing on this, Steering Group agrees on the fact that the Close-out report version 1.2, implementing all corrections and containing the agreed CDOP 3 backlog activities, will be approved by Steering Group via email decision. Once the CDOP 3 Close-Out report is approved, H SAF Project Management will initiate the steps with the EUMETSAT Secretariat and the Leading Entity to get the funding associated with the CDOP 3 Close Out Milestone released.

Basing on what above, the agenda item “Backlog activities analysis and transfer to CDOP 4” will not be discussed.

#### **Actions status: transfer of open actions to CDOP 4**

F. Gattari presents the progress status of all actions, which is reported in the following table:

Action No	Action Event	Description	Status	Progress / Outcome / Notes
HSAF_CDOP3_SG2_A06	CDOP3 SG6	to solve the issue related to the missing document of H115 on the H SAF web site.	Proposed for closure	Document provided
HSAF_CDOP3_SG8_A01	CDOP3 SG8	to provide to the Steering Group the Anomaly Report related to the failed tests of the snow product H43 and its successive updating	Proposed for closure	Report provided
HSAF_CDOP3_SG8_A02	CDOP3 SG8	to verify the feasibility to implement an automatic reply to be provided within one day after any help desk request	Open	

HSAF_CDOP3_SG8_A03	CDOP3 SG8	to verify further with the OR-10 Review Board the opportunity to change the hydrovalidation metrics KGE with NSE asking for related motivations and justifications.	Open	
HSAF_CDOP3_SG8_A04	CDOP3 SG8	to implement all web site related issues (actions 004 – 015 of OR-10 Report ref. EUM/TSS/REP/21/1240352) with urgency (within the next weeks) avoiding reputation damage and legal issues related to the GDPR (General Data Protection Regulation) regulation compliance.	Proposed for closure	issues implemented

All actions proposed for closure are declared closed.

After the meeting, on 15 July 2022, the SG was provided with an updated Close-out report (Version 1.2 dated 14 July 2022). On this basis, Steering Group agrees on the following decision:

**Decision HSAF\_CDOP3\_SG09\_D03:** Steering Group transfers the open activities and actions, as identified in the CDOP 3 Close-out report 1.2, Section 4, to the Steering Group of the H SAF CDOP 4. Those elements become part of the CDOP 4 project.

#### **Baseline documents to be transferred to CDOP 4: Service Specifications, JOP-OICD**

L. Schüller clarifies that both the Service Specification and JOP-OICD document are related to operations activities, which are continuous activities not strictly connected with the project phase transitions.

Basing on this, Steering Group agrees that is not necessary to formally transfer these two documents to CDOP 4 but that the currently applicable versions will be applicable also for CDOP 4.

#### **Closure of the meeting**

Steering Group agrees on the following decisions:

**Decision HSAF\_CDOP3\_SG09\_D04:** The Steering Group declares the H SAF Continuous Development and Operations Phase 3 (CDOP 3) Project as successfully closed.

Steering Group congratulates about the achievements obtained during CDOP 3 and expresses its appreciation about the success of the program.

The Steering Group thanked the outgoing SG co-chair, Paolo Capizzi, serving as the chair in the online meetings during the pandemics.

The Steering Group finally expressed gratitude to the outgoing H SAF Project Manager, Francesco Zauli, for leading the project successfully through CDOP 3 and wished him all the best for his new responsibilities.

**Decision HSAF\_CDOP3\_SG09\_D05:** The Steering considers that its duties for the H SAF Continuous Development and Operations Phase 3 (CDOP 3) are completed.



## Decision list

Identifier	Description
HSAF_CDOP3_SG09_EMD01	<p>Steering Group authorises the release of the following products to the users:</p> <ul style="list-style-type: none"> <li>• H68: Gridded MW instantaneous precipitation rate based on intercalibrated PMW instantaneous precipitation rate estimates as “Operational”</li> <li>• H60B: Blended SEVIRI / LEO MW precipitation and morphologic information as “Operational”</li> <li>• H61B: Accumulated Precipitation at ground by blended MW and IR as “Pre-Operational”</li> <li>• H63: Precipitation rate at ground by GEO/IR supported by LEO/MW IODC as “Operational”</li> <li>• H64: Precipitation/Soil Moisture integrated product as “Operational”</li> <li>• H90: Accumulated Precipitation at ground by blended MW and IR IODC as “Pre-Operational”</li> </ul> <p>and authorizes the H SAF Project Team to proceed with the related announcement to the users (Web site, UNS, Twitter, etc.).</p>
HSAF_CDOP3_SG09_EMD02	<p>Steering Group authorises the H SAF Project Team to discontinue H05B to be superseded by H61B and H03B/H15 to be superseded by H60B after a minimum period of 6 months of parallel distribution.</p>
HSAF_CDOP3_SG09_EMD03	<p>Steering Group authorizes the H SAF Project Team to implement the following changes into the Service Specification and provide it for approval:</p> <ul style="list-style-type: none"> <li>• Inclusion of H68, H60B, H61B, H63, H64 and H90 into Table 1 ((Pre)-operational products);</li> <li>• Inclusion of H03B, H05B and H15 into Table 2 (discontinued products).</li> </ul>
HSAF_CDOP3_SG09_EMD04	<p>Steering Group approves the following product requirement changes as per Appendix A for H119, H120 and H121 and authorize the H SAF Team to implement these changes into a draft Product Requirements Document for SG approval:</p> <ul style="list-style-type: none"> <li>• H119/H120: Editorial clarifications, product name correction and verification method changed to exclude “Additionally in-situ observations, in particular quality controlled, long term sites will be used to confirm the validation results.”;</li> <li>• H121: Threshold and Verification method adjusted with the criteria to calculate the difference between the CDR and offline (ICDR).</li> </ul>
HSAF_CDOP3_SG09_EMD05	<p>Steering Group authorizes the H SAF Team to release the H119 data record to the users together with the user documentation. The release process shall include the provision of the EUM product navigator sheet and proper announcement using the available communication means (Web site, Twitter, etc.).</p>
HSAF_CDOP3_SG09_EMD06	<p>Steering Group authorizes the H SAF Team to release the H120 offline product with an “Operational” status and discontinue the H116 offline product, which will naturally be superseded by the combination of H119 and H120. The release process shall include the provision of the EUM product navigator sheet and the proper announcements using the available communication means (Web site, Twitter, etc.).</p>
HSAF_CDOP3_SG09_EMD07	<p>Steering Group authorizes the H SAF Team to implement the following changes into a Service Specification Document for approval as per draft Service Specification Document (v1.13):</p> <ul style="list-style-type: none"> <li>• Inclusion of H119 (Metop ASCAT Surface Soil Moisture Climate Data Record v7 12.5 km sampling)</li> <li>• Inclusion of H120 (Metop ASCAT Surface Soil Moisture Climate Data Record v7 Extension 12.5 km sampling)</li> <li>• Change of H116 offline product from the operational products table to the</li> </ul>



Identifier	Description
	discontinued product tables
HSAF_CDOP3_SG09_D01	Steering Group approves and baselines the algorithm for the Snow water equivalent by MW radiometry (H65) as per “ATBD for Snow water equivalent by MW radiometry (H65)”, v12, ref; dated 11 November 2021, and authorizes the H SAF Team to proceed with the implementation of the related product.
HSAF_CDOP3_SG09_D02	Steering Group tasks H SAF Project Team to continue parallel dissemination of Soil Moisture Root Zone products H14 and H26 until H26 Data Record is available and released.
HSAF_CDOP3_SG09_D03	Steering Group transfers the open activities and actions, as identified in the H SAF CDOP 3 Close-Out Report 1.2, Section 4, to the Steering Group of the H SAF CDOP 4. Those elements become part of the CDOP 4 project.
HSAF_CDOP3_SG09_D04	The Steering Group declares the H SAF Continuous Development and Operations Phase 3 (CDOP 3) Project as successfully closed.
HSAF_CDOP3_SG09_D05	The Steering considers that its duties for the H SAF Continuous Development and Operations Phase 3 (CDOP 3) are completed.

### Action list

Identifier		Responsible	Due date
HSAF_CDOP3_SG09_A01	PT to include the changes specified by recommendation 3 in the NRT/Offline Precipitation Products (H67, H68, H60B, H61B, H63, H64 and H90) report into the SeSpe.	PT	OR-11
HSAF_CDOP3_SG09_A02	PT to publish an announcement related to the parallel dissemination period and the discontinuation date of the products H05B and H15.	PT	July 2022
HSAF_CDOP3_SG09_A03	PT to solve the problems in filenames which do not include the “B” suffix, ensuring the correct link between information and products.	PT	OR-11
HSAF_CDOP3_SG09_A04	PT To apply the changes proposed by recommendation 01 in the DRR of SM products H119/120 into the CDOP 4 PRD.	PT	OR-11
HSAF_CDOP3_SG09_A05	Project Team to organize and perform an additional test session for snow product H43 on Q4 2022; H SAF Project Management Team will provide on site support at FMI during such test session to grant the effectiveness of the corrective actions and the compliance of the test results with the expectations	PT	Q4 2022