

**PWSCG (33) Meeting**  
**10:30 – 16:00** Wednesday 22<sup>nd</sup> April 2015  
 Conference Centre, BIS, 1 Victoria Street, London

**In Attendance:**

Wyn Williams (WW)	PWSCG Chair
Denise Harker (DH)	PWSCG Independent Member
Mike Gray (MG)	PWSCG Secretariat
Steve Barnes (SB)	Civil Contingencies Secretariat
Alessia Morris (AM)	Scottish Government
David Gibbs (DG)	Civil Aviation Authority
Richard Jackson (RJ)	Maritime & Coastguard Agency
Claire Douglas (CD)	BBC
Dane Marsh (DM)	Welsh Government
Craig Woolhouse (CW)	Environment Agency
Paul Furlong (PF)	Highways Agency
Ian Hault (IH)	Local Government Association
Patricia Abbott (PA)	CLG
John Irvine (JI)	Northern Ireland Executive
Phil Evans (PE)	Met Office
Derrick Ryall (DR)	Met Office
Richard Orrell (RO)	Met Office
Mel Harrowsmith (MH)	Met Office
Alex Bailey (AB)	Met Office

**Guest Speaker:**

Alan Peever (AP)	Heathrow Airport
------------------	------------------

**Apologies:**

Charlie Hall	Association of Chief Police Officers
Keith Hodgkinson	Innovation Policy Team, BIS
Gregor Birse	MoD
Nathan Travis	Chief Fire Officers Association

<b>Agenda Item</b>	<b>Discussion, Decisions and Actions</b>
<b>1</b>	<b>Welcome &amp; Introductions</b>
	WW opened the meeting
<b>2</b>	<b>Minutes</b>
	The PWSCG approved the minutes of the last meeting and noted that all actions had been completed.
<b>3</b>	<b>Reports</b>
<b>3.1</b>	<b>PWSCG Chair's Update</b>
	WW gave an update on his activities since the last meeting, which included: <ul style="list-style-type: none"> <li>- meetings with the BIS Shareholder Executive;</li> <li>- meetings with BIS and the Met Office to prepare for the likely spending review</li> <li>- meeting with DCLG to understand their needs around the PWS</li> </ul>

	<p>- further meeting with the Head of the NHP to agree on closer ways of working</p> <p>- attendance at the Responder Survey De-brief and PWS Assurance Group meeting (see agenda items below)</p>
<b>3.2</b>	<b>Report of the PWS Assurance Group (PAG-2)</b>
	<p>WW presented the report of the second meeting of the PAG given in the Annex to these minutes. A discussion was had about the reputational risk to the Met Office and PWS of missing a high impact event. JI pointed out that the forecasting challenges of summer thunderstorms and rain/snow transition was of great importance to responders. WW reassured the meeting that the review of science and forecasting undertaken by the PAG showed that the Met Office was not oblivious to these concerns. The PWSCG endorsed the PAG's report.</p>
<b>4</b>	<b>1415 Deliverables and Performance</b>
<b>4.1</b>	<b>Consultation reports</b>
<b>4.1a</b>	<b>International Products Consultation</b>
	<p>MG presented the International Products Consultation. The PWSCG had the following comments on the consultation:</p> <p><b>Global Site Forecast Service</b></p> <p>The PWSCG noted the challenge that the automated Met Office global single site forecast may not be as accurate as a locally generated forecast which may have a higher resolution data source or human intervention. It was suggested that the Met Office could use or link to other National Met Service (NMS)'s local data or forecasts where that was more accurate than the global site product, but it was recognised that this approach introduced inconsistencies across countries and reduced the usability of the web site. Although the Met Office had in-house verification of some of its global site forecasts there was no comparison of single site forecast accuracy between NMSs.</p> <p><b>Action: Met Office to share verification data with the Secretariat so as to assess the relative accuracy of the global site forecasts.</b></p> <p><b>Meteoalarm</b></p> <p>DH stated that access to weather warnings was important for citizens when abroad, and so the Met Office should look at making the Meteoalarm product more easily available through its international forecasts.</p> <p><b>Global Incident Forecasts</b></p> <p>SB stated that the Cabinet Office highly valued this service, and that the importance of this service was understated. UK citizens abroad have an expectation that the UK Government will look after them if they caught up in severe events so these weather forecasts are very important. SB proposed that it should be combined with the Global Pollution Forecast to create one product.</p>

	<b>The PWSCG approved the six recommendations of the International Products Consultation and added a further recommendation that the Global Incident Forecast service and Global Pollution Forecast service should be considered as a single PWS output.</b>
<b>4.1b</b>	<b>Responder Survey results</b>
	<p>MH presented a summary of the results of the recent survey of Responders. Highlights included:</p> <ul style="list-style-type: none"> <li>- 90% of responders were satisfied with the Warnings services</li> <li>- 90% of responders were satisfied with the Advisor service</li> <li>- Overall satisfaction with the PWS was 88%</li> </ul> <p>There was a discussion around the consistently lower Very Satisfied scores for some responder groups. The Met Office had asked the survey company to provide a further breakdown of the results to try and understand this more.</p> <p><b>Action: Met Office to share the more detailed results with the Secretariat and then decide whether this warrants the Chairman engaging more closely with some of the responder groups.</b></p>
<b>4.2</b>	<b>End of Year Reporting</b>
<b>4.2a</b>	<b>Met Office Annual Report</b>
	DR presented the Met Office PWS annual report, highlighting the evidence which demonstrated that the Met Office had met all PPMs and delivered all milestones in 14/15.
<b>4.2b</b>	<b>PWSCG Annual Report</b>
	<p>WW presented the PWSCG annual report describing the activity undertaken by the group during the year.</p> <p><b>The PWSCG agreed to the publication of the PWSCG report with the Met Office report as an Annex.</b> However, some PWSCG members felt that it would be good to expose the successes of the PWS with more senior people in the government departments represented on the PWSCG, including ministers.</p> <p><b>Action: MG to identify an appropriate mechanism for circulating the report more widely across Government.</b></p>
<b>4.2c</b>	<b>FY15/16 Sign-off</b>
	<b>The PWSCG agreed that the Met Office had delivered the PWS in accordance with the CSA and authorised the Chairman to write a letter to the Met Office to that effect.</b>
<b>5</b>	<b>Future Plans</b>
<b>5.1</b>	<b>FY15/16 Agreement including PPMs and Milestones</b>
	<p>MG presented the new CSA which had been developed in line with the decisions of the previous meeting. The new Section 2 included:</p> <ul style="list-style-type: none"> <li>- A Vision Statement</li> </ul>

	<ul style="list-style-type: none"> <li>- A How the PWS Makes a Difference graphic</li> <li>- A Strategy</li> <li>- Description of Themes</li> </ul> <p>It was presented as a multi-year plan. MG outlined the inclusion of Chemet in the CSA, the proposed price for 15/16 and the PPMs. DR gave an overview of the proposed Milestones for 15/16.</p> <p><b>The PWSCG approved the new CSA, PPMs and Milestones for 15/16</b> with the following comments:</p> <ul style="list-style-type: none"> <li>- SB strongly disagreed with the inclusion of Chemet in the PWS outputs, questioning the extent of multi-agency use of Chemet. Other members of the Group expressed a different opinion and, after some debate, the Chairman concluded that Chemet should be included in the PWS as proposed. The PWSCG requested the Met Office to provide some further information on the cost of developing Chemet. The Met Office agreed to provide this information after consultations had been completed with Chemet users and the scope of development had been identified.</li> <li>- The PWSCG felt strongly that the PPM1 – Warnings Accuracy target should be increased to 80% in the next few years in view of the high importance of the warnings service.</li> </ul> <p><b>Action: Secretariat to work with the Met Office to develop ideas on how PPM1 can be adjusted in future years to move towards an 80% target.</b></p>
<b>5.2</b>	<b>FY15/16 PWSCG Milestone Sponsors</b>
	<p>The PWSCG agreed to the following milestone sponsors:</p> <p>Milestone 1 – Next Generation Warnings Service – SB</p> <p>Milestone 2 – PWS Media Service – DH</p> <p>Milestone 3 – Digital Delivery (Lifecycle) – IH</p> <p>Milestone 4 – Digital Delivery (Extended Forecasts) – DH</p> <p>Milestone 5 – Weather Observations from Schools – IH (PA and DH also expressed interest)</p> <p>Milestone 6 – Exchange of Weather Layers – MG</p> <p>Milestone 7 – Hazard Manager Product Lifecycle – CW</p> <p>Milestone 8 – Data Services – MG</p> <p>Milestone 9 – Forecast Accuracy – PA</p>
<b>5.3</b>	<b>FY 15/16 Consultation Plan</b>
	<p>MG presented the draft Consultation Plan. DH requested that it include reference to the Media and Public workshops that are planned. The PWSCG agreed with the proposal to undertake a consultation on Long-range Forecasting, but there was less support for the proposal to conduct a consultation into the public's use of the aeroallergen and air quality forecasts. SB proposed that, instead, the Secretariat should undertake a consultation on the detailed requirements for weather services from PWSCG members. MG noted this would be a useful induction exercise for the new Secretariat Support Manager currently being recruited.</p> <p><b>Action: MG to update the Consultation Plan in light of PWSCG</b></p>

	<b>comments.</b>
<b>5.4</b>	<b>FY 15/16 Secretariat Operating Plan</b>
	MG presented the Operating Plan which was <b>approved by the PWSCG.</b>
<b>6</b>	<b>Interest Topics</b>
<b>6.1</b>	<b>Heathrow</b>
	Alan Peever, the Head of Airside Operations at Heathrow Airport, gave a presentation of the importance of accurate weather information in daily planning at Heathrow. Weather has the biggest impact on the airport's operations, and because Heathrow is so close to maximum capacity (and will be so for years into the future) increasingly more accurate forecasts of weather hazards that affect aviation (low visibility, strong winds, snow/ice and thunderstorms) at longer lead times are essential to effectively manage operations. Therefore, Heathrow saw continued development in the Met Office capability funded through the PWS as vital for its future operations.  AP invited the PWSCG to hold a future meeting at Heathrow Airport.
<b>7</b>	<b>AOB</b>
	MH informed the meeting of the forthcoming responder workshops being held across the country between the 13 May and 2 July.
	MG stated that the BIS Conference Centre had been booked for the 27 <sup>th</sup> January 2016 for the 36 <sup>th</sup> meeting of the PWSCG, and that the 37 <sup>th</sup> meeting is tentatively scheduled for the 27 <sup>th</sup> April 2016.
	<b>CLOSE</b>
	WW closed the meeting at 16:00.

#### **Summary of Decisions of PWSCG33:**

4.1a The PWSCG approved the six recommendations of the International Products Consultation and added a further recommendation that the Global Incident Forecast service and Global Pollution Forecast service should be considered as a single PWS output.

4.2b The PWSCG agreed to the publication of the PWSCG report with the Met Office report as an Annex.

4.2c The PWSCG agreed that the Met Office had delivered the PWS in accordance with the CSA and authorised the Chairman to write a letter to the Met Office to that effect.

5.1 The PWSCG approved the new CSA, PPMs and Milestones for 15/16.

5.4 The PWSCG approved the Secretariat Operating Plan for 15/16.

#### **Summary of Actions arising from PWSCG33:**

4.1a Action: Met Office to share verification data with the Secretariat so as to assess the relative accuracy of the global site forecasts.

4.1b Action: Met Office to share the more detailed results [of the Responder Survey] with the Secretariat and then decide whether this warrants the Chairman engaging more closely with some of the responder groups.

4.2b Action: MG to identify an appropriate mechanism for circulating the report more widely across Government.

5.1 Action: Secretariat to work with the Met Office to develop ideas on how PPM1 can be adjusted in future years to move towards an 80% target.

5.3 Action: MG to update the Consultation Plan in light of PWSCG comments.

**Date of Next Meeting:**

Wednesday 15<sup>th</sup> July 2015, BIS, London

**Future Meetings:**

Wednesday 21<sup>st</sup> October 2015, Heathrow Compass Centre, London

Wednesday 27<sup>th</sup> January 2016, BIS, London

Wednesday 27<sup>th</sup> April 2016, tbc

**Other Meetings:**

Tuesday 12<sup>th</sup> May 2015, PWSCG Wales, Cardiff

Wednesday 17<sup>th</sup> June 2015, PWSCG Scotland, Glasgow

Tuesday 15<sup>th</sup> September 2015, PAG-3, Exeter

Wednesday 11<sup>th</sup> November 2015, PWSCG Northern Ireland, Belfast

**Annex:**  
**Report to the PWSCG of the 2<sup>nd</sup> Meeting of the PWS Assurance Group**

The meeting took place at the Met Office, Exeter, on 26<sup>th</sup> March 2015. PAG members present were Wyn Williams, Denise Harker, Andy Wells and Mike Gray. Apologies were received from Ian Hoult.

The PAG reviewed four areas in this meeting:

- Report from the Chairman of Met Office Science Advisory Committee (MOSAC) and Met Office Chief Scientist;
- Forecasting and Service Delivery programme
- Report from the Chairman of the Met Office Audit and Risk Assurance Committee
- Breakdown of the PWS price by theme

The PAG welcomed the opportunity to talk to the Chairman of MOSAC and the MO's Chief Scientist. The PAG received a high level of assurance in the robust review and quality of Met Office Science, in the gearing obtained through international research collaboration, and in its attention to customer benefits. Seasonal forecasting and re-designing forecast models for new high performance computing architecture were two areas discussed in more detail. The Chief Scientist raised recruitment and retention as a key risk for the science programme, especially in light of the easing of pay constraints for research institutes.

Through discussions with the Chief Meteorologist, the PAG gained a high level of assurance of the quality of the Forecasting and Service Delivery Programme. We noted that forecasting challenges still remained, including summertime thunderstorms, rain turning to snow, fog and low cloud. The Forecasting programme was working very closely with the science programme to meet these challenges.

The PAG had a comprehensive briefing from the Chairman of the Met Office Audit and Risk Assurance Committee, covering the role of the committee, the work of the Met Office internal audit team, and a description of the risk landscape of the Met Office and its relevance to the PWS.

The PAG was presented with the breakdown of PWS expenditure, by the Met Office Head of Finance and Head of Finance Business Support, and discussed the attribution of costs to various line items.

Observations, recommendations and actions arising from the day's discussions were as follows:

1. The PWSCG Chairman expressed his willingness to help in any way he could to help reduce the risk surrounding science retention and recruitment.
2. The Chief Scientist was invited to present the Met Office Science Strategy to a future meeting of the PWSCG.
3. The Met Office will continue to work on the breakdown of PWS price by theme, to help inform impacts work ahead of the spending review.

4. The Secretariat will deliver in-depth reviews in the agreed areas of National Capability during the following year.

The PAG agreed to hold its third meeting in September 2015. Areas to be reviewed at the next meeting will include Technology, HPC and the WMO.