

**National Flood Forecasting and Warning Service (NFFWS) - Steering Group Meeting –
Action Points and Notes of Meeting**

Subject:	National Flood Forecasting and Warning Service
Date	22 February 2023
Time:	2.00pm
Venue:	OPW 1GQ Dublin Office

Attendees:			
Chairman - Robert Mooney (RM)	OPW	Eoin Moran (EM)	Met Éireann
Ciaran Conroy (CC)	OPW	Eoin Sherlock (ES)	Met Éireann
Oliver Nicholson (ON)	OPW	Ciaran Broderick (CB)	Met Éireann
Nicola Haran (NH)	OPW	Susan Fitzgerald (SF)	DHLGH
Bryan Sheehan (BS)	OPW	Dara McGowan (DMcG)	CCMA
Mark Adamson (MA)	OPW		
Apologies:			
Robert Leonard (RL)	DAFM		

Agenda Item:	Description:	Follow Up Action By:
1.	Action Points and Notes of Previous Meeting (15 December 2021)	
	The draft Action Point and Notes of the last meeting of 15 December 2021 were agreed, including edits received from Met Éireann on 21 February 2023. Every member of the Group gave a quick introduction and the area in which they worked.	
2.	Review of Actions from Previous Meeting (15 December 2021) and Matters Arising	
2.1	OPW to send MÉ copies of any Storm Barra reports generated in OPW	
	(MA) advised that work has begun on this item, but due to a change of personnel in the OPW progress on this item was slower than anticipated. It is expected that this item will be closed out shortly.	(MA) to send copies of any Storm Barra reports generated in OPW to MÉ.
2.2	Letter to issue to NDFEM and request a formal statement of its conclusion as to the need for a legislative underpinning for this Agenda item	
	(SF) confirmed that this letter was received by DHLGH. This item was discussed in more detail under agenda item 7.1.	
3.	Stage 1 Implementation Plan – Update	
3.1	Review of Progress to date by MÉ and OPW	
3.1.1	Stage 1 overview of progress to date and key tasks outstanding	
3.1.2	Progress on Flood Forecasting Centre and staffing/training (MÉ)	
	Agenda items 3.1.1 and 3.1.2 are noted together in the next comment box.	

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	<p>(ON) and (ES) gave updates on administrative matters (staffing levels, accommodation, training), procurement of contractors for the coastal water level thresholds and the progress of the trials which should be concluded by end Q3 2023.</p> <p>There is some threshold data to be provided by OPW to M�E relating to the Limerick Flood Relief Scheme in order to close out that action.</p> <p>Separate update papers were prepared - for circulation after the meeting. It was agreed that a joint update paper would be prepared and circulated in advance of future meetings.</p>	<p>(ON) to send thresholds to M�E.</p> <p>(ON) and (ES) to prepare a joint update paper for circulation 2 days in advance of next meeting</p>
3.1.3	Progress on operationalising the national scale Tide and Storm Surge Forecasting Service within M�E	
	<p>(ES) and (MA) were working together on the development of a schedule of actions to complete the transfer of the Tidal and Storm Surge Forecasting (TSSF) model and to develop associated operational services within M�E. (ES) had provided a draft plan to (MA) and gave an overview on progress to date and issues remaining which included:</p> <ul style="list-style-type: none"> • archive data requirements, • documentation and training on the Irish Flood Integrated Communication System (IFICS) system • communication of the change of roles to key stakeholders and implications for Major Emergency Management (MEM) Framework <p>The importance of the role of the Severe Weather and Flood Liaison Manager (SWFLM) network across the local authorities was acknowledged.</p> <p>(MA) advised that he would revert to M�E regarding the draft plan shortly.</p>	<p>(SF) to revert to (ES) regarding the MEM Framework</p> <p>(MA) to revert to M�E regarding the draft plan</p>
3.2	Proposed actions towards finalising Stage 1 by M�E and OPW	
	<p>A discussion took place regarding the required Trials Report which would be finalised by October 2023 and the preparation of the Stage 1 Implementation Report.</p> <p>It was agreed that a sub group would be established to develop the Stage 1 Implementation Report, comprising the technical leads and technical sub group lead, which would then report back to the Steering Group with proposed content reflecting the activities of the last 6 years.</p> <p>Recommendations for Stage 2 would be provided separately (see 4.1.2 below).</p> <p>A target of October 2023 for completion of both reports was agreed, to be kept under review by the Steering Group.</p>	<p>(MA) to convene Stage 1 Implementation report sub group</p>
3.2.1		

Agenda Item:	Description:	Follow Up Action By:
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4.	[Redacted]	
4.1.1.	[Redacted]	
4.1.2.	[Redacted]	
	[Redacted]	
	<p>[Redacted]</p> <p>[Redacted]</p> <p>[Redacted]</p>	<p>[Redacted]</p>
5.	Governance	

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5.1	Financial Arrangements 2022-2023	
	<p>(NH) gave an update on the current financial arrangements.</p> <p>The balance of the €871,000 of funding to MÉ through the OPW for the establishment of the Flood Forecasting Centre is currently at €41,362.28. MÉ are to inform NH if any future drawdowns from this amount will be required.</p> <p>Separately to the above, it was noted that OPW and MÉ are engaging on future resourcing requirements.</p>	(JP) to follow up with (NH) if further drawdown is required.
5.2	Reporting requirements	
	<p>(CC) gave an update on reporting requirements related to the NFFWS through the Interdepartmental Flood Policy Coordination Working Group</p> <p>The OPW Chairman wrote to Departments seeking progress updates on the range of flood risk management measures underway and any suggested improvements. MÉ are feeding into their Department's response. Responses will be collated through the Interdepartmental Group and a progress report will be prepared for submission to Government.</p> <p>It was agreed that MÉ would attend the next Interdepartmental Group meeting, scheduled for 20 April, to give an update on progress.</p> <p>(RM) spoke about the Minister's visit to the Netherlands, Germany and Belgium at the end of last year. The Minister has seen first hand and recognises the importance of flood forecasting, resilience and emergency response, which was welcomed by MÉ. OPW has sought a bilateral with the head of the NDFEM in this regard.</p>	(CC) to issue invite to MÉ to present at next Interdepartmental Group meeting on 20 April.
6.	Communication	
6.1.	Communications Working Group and Strategy	
	<p>(ES) gave an update on the IFICS system which will have both an internal portal for MÉ staff and an external portal for key stakeholders who will be able to view forecasts. Training is being given to the local authorities and OPW could attend the next workshop.</p> <p>Following a discussion about communicating the deliverables at the conclusion of Stage 1, MÉ will prepare a paper for the next Steering Group meeting to describe the products being delivered and proposed messaging to take into account Government, technical and public audiences. This messaging will be useful in terms of briefing the Interdepartmental Group on the deliverables of Stage 1.</p>	MÉ to prepare a paper for the next Steering Group meeting to describe the products being delivered and proposed messaging
7.	Legal issues relating to the NFFWS	
7.1	Formal statement from NDFEM on legislative underpinning	
	There was a discussion around the genesis of the request for clarification as to whether the NFFWS would require legislative underpinning. It was clarified that there was no request to bring	(RM) to arrange a bilateral with D/Housing

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	forward legislation and that a bilateral between the OPW and the Department of Housing might be arranged in order for a conclusion to be brought to the matter.	
8.	Report from the Technical Subgroup	
8.1	Progress update (MÉ)	
	MÉ gave a progress update on the Technical Subgroup (TSG) which had met five times since the last meeting of the Steering Group. The good progress and strong cooperation between members was noted with the subgroup providing a useful mechanism for sharing data and methods and for developing communications protocols such as the briefings for the National Emergency Coordination Group (NECG).	
9.	Risk Register	
9.1	Review of risk register	
	<p>It was agreed that certain risk items required amendment to either text or to risk status and that the risk register could be reframed post-COVID 19.</p> <p>The Group is to review the current version and revert to OPW with observations on any items that need to be updated.</p>	Members to revert to (NH) with any observations and a revised risk register document is to be prepared in advance of the next meeting.
10.	AOB	
	No items were raised under AOB	
11.	Further Meeting Dates in 2023	
	<p>It was agreed that the Steering Group would meet every 2 months in the lead up to the conclusion of Stage 1.</p> <p>The next meeting is proposed for 19 April 2023 in advance of the Interdepartmental Group meeting, with dates for future meetings in June and September to be circulated.</p>	(BS) to issue meeting invite for 19 April and proposed dates for June and September.