



WORLD
METEOROLOGICAL
ORGANIZATION



Minutes & Actions: Kick-Off Meeting

31 July – 1 August 2017

Nairobi, Kenya

Kenya Airways, Pride Centre, Premier B.

Project Name: Aircraft Meteorological Data Relay (AMDAR)
Programme for Kenya

Financed by:

UK Department for International Development (DFID), Weather and Climate Information Services (WISER) for Africa Programme, through the Met Office UK.

Version 1.0

Created By: Dean Lockett, Jay Wilson, Jemimah Mwembia

Date: 4 August 2017

Meeting Minutes and Actions

1. Grant Agreement (Jay Wilson)

- DFID grant, process, reporting requirements were presented and discussed.
- It was agreed that the project Steering Committee would oversight the reporting process.
- It was noted that two key people in KMD and KQ would be leaving their organizations in Q4 2017 and the project should ensure their roles are covered with appropriate overlap and handover.

2. Overview – Project platform and processes ; Budget, Milestones (Jay Wilson)

- Agreed that the Focal Points under the governance structure should meet fortnightly.
- Agreed that the SC should meet on a quarterly basis with a key task to review the quarterly reports to DFID and the Funds Manager (MetOffice, UK).

3. Overview KMD and DQ Activities (Dean Lockett)

- Outlined the 6 key items requiring detail planning of scope and milestones:
 - 1) AMDAR software development and implementation
 - 2) Communications
 - 3) Ground System infrastructure development
 - 4) Data Processing System
 - 5) Data utilization
 - 6) Improvements to aviation products and services
- Agree to focus on these items during rest of technical discussions of the meeting to focus on developing the scope of work and initial plans and budget.

4. Review and plan Scope of Work - KMD Infrastructure upgrades; Development of Forecasting Applications and Products for Aviation and Other Sectors ; Training in System Administration and Operators for KMD (Elijah Bukachi, Francis Wakachala, John Mungai)

KMK Infrastructure Upgrades

- Data Processing System:
 - To be a regional processing centre for AMDAR
 - 6 months development over 3 phases
 - Software development work to be sub-contracted.
 - Specification has been developed for the servers and requirements for the software development.
 - 3 quotations have been obtained for the server (2) provision.

- FP Samuel Machua would be the KMD FP for the DPS development.
- Forecasting applications and products for aviation and other sectors
 - SAWS and South Africa Airways would be consulted to provide advice on KMD potential activities and developments.
 - Likely that several workshops would be held with forecasters and aviation (KQ) to determine requirements for aviation services and products.
 - Verification and validation of improvements made would be required as a component of the tracking of Outcomes from the project.
- 5. Review and plan Scope of Work involved for - E190 Software Development and Implementation; B737 Software Upgrades and Integration; E190 and B737; Data communications costs (Benson Gathiaka, Raphael Kang'ethe)
 - Possible that software implementation would lead to budget surplus that might be directed to other areas of the project with DFID approval.
- 6. Agree and finalize Scope of Work
 - The meeting worked in plenary and in groups to define the scope and key tasks for the key activities of the project.
 - The meeting agreed that the focal points would further develop the scoping documents subsequent to the meeting and submit them for review by the project team.
- 7. Identify Risks
 - The identification of risks are addressed within the scoping documents.
- 8. Project Implementation Timeline
 - The project timelines are addressed within the scoping documents and will be used to later update and finalise the initial version of the Project Implementation Timeline by the Project Manager.
- 9. Any other Business
 - No additional matters were raised.
- 10. Preparations for the AMCOMET Africa Hydromet Forum (September 2017, Addis Ababa)
 - Ms Wilson will request representation from the project to the AMCOMET forum as above.
- 11. Wrap-up / Next Steps
 - The meeting agreed on the list of Action Items below as the next steps to be undertaken by the project team.

Action Items

Action	Who	Due
Facilitate telecon with SAA and SAWS	D. Lockett	9 August 2017
Complete costing of travel for 5 persons to Johannesburg	KQ	Done
FPs to work on Scope of Work documents (4) – Drafts to be provided to Moyenda Chponda	KQ, KMD	10 August 2017
Provide FPs with access to Alfresco share point	J. Wilson	Done
FPs to provide feedback on use of Alfresco as project file share point	All KQ, KMD FPs	10 August 2017
Agree on frequency of SC meetings	M. Chponda and SC	10 August 2017
Software configuration and test with E-AMDAR	KQ and D. Lockett, S. Taylor	Q4 2017
Approval for workshop/meetings travel to be sought from DFID/Fund Manager	J. Wilson	9 August 2017
Fortnightly meeting of FPs to be established	M. Chponda	10 August 2017
MoU to be signed – E. Bukachi to send to KQ	E. Bukachi	4 August 2017
KQ to sign MoU and sent to WMO	J. Nalianya	4 August 2017
Funding allocation to be advised by Project Manager	J. Wilson, M. Chponda	
Participating in AMCOMET meeting in September – J. Wilson to liaise with J. Nalianya and E. Bukachi	J. Wilson	9 August 2017
J. Nalianya to confirm KQ participation in AMCOMET session.	J. Nalianya	12 August 2017

Attachment 1 – Meeting Agenda

Main Objectives of the Kick-Off Meeting:

1. Validate the administrative procedures
 - a. Project Grant Agreement
 - b. Governance and Working Arrangements
 - c. Implementation Strategy
 - d. Project Timeline
 - e. Monitoring, Evaluation and Reporting
2. Validate and plan the technical components of Project
 - a. KMD
 - b. KQ

List Participants:

Name	Title	Organization	Contact
Samuel M. Mwangi	Deputy Director Forecasting	KMD	smsgathumbi@yahoo.com
Elijah Bukachi	Senior Assistant Director Aero	KMD	e_bukachi@yahoo.co.uk
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Joseph Munyani	Manager Flight Operations Control	KQ	Joseph.munyani@kenya-airways.com
Benson Gathiaka	Development Engineer	KQ	Benson.gathiaka@kenya-airways.com
Raphael Kangethe	Manager Aircraft Systems	KQ	Raphael.kangethe@kenya-airways.com
John Nalinya	Head Of Operations Control Centre	KQ	John.nalinya@kenya-airways.com
Samuel Mwaura	Manager Flight Operations Control	KQ	Samuel.mwaura@kenya-airways.com
Moyenda Chaponda	AMDAR Kenya Project Manager	WMO	mchaponda@wmo.int
Dean Lockett	WMO Scientific Officer, Aircraft Observations	WMO	dlockett@wmo.int
Stephen Njoroge	Representative, ESA	WMO	snjoroge@wmo.int
Stewart Taylor		WMO	staylor@wmo.int
Jay Wilson	Programme Manager, AMCOMET	WMO	jowilson@wmo.int
John Mungai	WISER Regional Coordinator	DFID / UKMO	
Wilcent Lang'at	Development Engineer	KQ	Wilcent.langat@kenya-airways.com
Moses Oduma	Aircraft Systems	KQ	Moses.oduma@kenya-airways.com
Jemimah Mwembia	Flight Operations Engineer	KQ	Jemimah.mwembiah@kenya-airways.com
Patrick Muisyo	Manager Flight Dispatch	KQ	Patrick.muisyo@kenya-airways.com

Day 1 – 31 July 2017

Time	Items	Facilitator
9.00 – 9.30	<ul style="list-style-type: none"> • Welcome Remarks (WMO, KMD, KQ) • Introductions: Tour de Table • Brief History of AMDAR • Presentation of Agenda 	Samuel Mwangi Joseph Munyani Jemimah Mwebia Dean Lockett
9.30 – 10.30	<ul style="list-style-type: none"> • Grant Agreement <ul style="list-style-type: none"> ○ Requirements & Conditions ○ Project Reporting • Governance (Steering Committee / Focal Points) • Working Platform 	Jay Wilson
10.30 – 11.00	<ul style="list-style-type: none"> • Overview <ul style="list-style-type: none"> ○ Budget ○ Key Milestones and Target Dates (Logframe) 	Moyenda Chaponda
11.00 – 11.30	Coffee/Tea	
11.30 – 12.00	<ul style="list-style-type: none"> • Overview KMD and KQ Activities 	Dean Lockett
12.00 – 13.00	<ul style="list-style-type: none"> • Review and plan Scope of Work involved for: <ul style="list-style-type: none"> ○ KMD Infrastructure upgrades ○ Development of Forecasting Applications and Products for Aviation and Other Sectors • Training in System Administration and Operators for KMD <ul style="list-style-type: none"> ○ In-house software development report 	Elijah Bukachi Francis Wakachala / John Mungai Samuel Machua
13.00 – 14.00	Lunch	
14.00 – 15.00	<ul style="list-style-type: none"> • Review and plan Scope of Work involved for: <ul style="list-style-type: none"> ○ E190 Software Development and Implementation ○ B737 Software Upgrades and Integration • E190 and B737 Data communications costs 	Benson Gathiaka Raphael Kang'ethe
15.00 – 15.30	Coffee/Tea	
15.30 – 17.00	<ul style="list-style-type: none"> • Agree and finalize Scope of Work 	KMD / KQ

DAY 2 – 1 August 2017

Time	Items	Facilitator
9.00 – 10.00	<ul style="list-style-type: none">• Continue Technical Discussions (as needed)	KMD / KQ /WMO
10.00 – 10.30	<ul style="list-style-type: none">• Identify Risks	KMD / KQ /WMO
10.30 – 11.00	<ul style="list-style-type: none">• Presentation updated on Project Implementation Timeline (based on discussions from Day 1)<ul style="list-style-type: none">○ Project Gantt Chart	Moyenda Chaponda
11.00 – 11.30	Coffee/Tea	
11.30 – 12.00	<ul style="list-style-type: none">• Any other Business	
12.00 – 13.00	<ul style="list-style-type: none">• OPEN	
13.00 – 14.00	Lunch	
14.00 – 15.00	<ul style="list-style-type: none">• Preparations for the AMCOMET Africa Hydromet Forum (September 2017, Addis Ababa)	Jay Wilson
15.00 – 15.30	Coffee/Tea	
15.30 – 17.00	<ul style="list-style-type: none">• Wrap-up / Next Steps	Moyenda Chaponda