

**NFUSE Steering Team
January 31, 2007 Meeting Minutes**

Attendees:

Lee Anderson
Doug Hilderbrand
Sreela Nandi
Jason Tuell
Ken Johnson
John Schaake
Andy Edman
David Myric
Kevin Werner
Zolton Toth
Bernard Meisner
James Partain
Greg Mann
Ken Waters
Frank Richards
Paul Hirschberg

Topics and Summary

• **Draft Group Terms of Reference (TOR)**

- Agreed TOR was important
- Suggestions for TOR improvement recorded and should be incorporated into next draft
- TOR should be used as basis for corporate sanctioning

Actions:

- Revise TOR, send out for comments, final draft by next meeting (Hirschberg – Feb. 14)
- Work with D. McCarthy to get on Ops. Comm. Agenda. Purpose would be to get Ops. Comm. to sanction group. (Hirschberg – Feb. 28)
- AFTER MEETING Action: Develop list of current activities (Hilderbrand/Nandi – Feb. 22)

• **Draft Plan Outline**

- Plan important to pursue
- Should provide vision, focus, integration, and guidance to program
- Should eventually be owned by corporate leadership
- Should be used to focus/stage PPBES, OSIP projects, and other activities
- Should be used to help interact with external community
- Dec 07 final draft milestone good, but we need less expansive draft by when FY10-14 PPBES planning cycle begins in spring
- Suggestions for outline improvement recorded and should be incorporated into next draft

Actions:

- Revise plan draft outline, send out for comments, new draft by next meeting (Hirschberg – Feb. 14)

- **Meeting topics and schedule**

- Topic suggestions recorded

Actions:

- Revise topic list and send out for review. Group should send additional suggestions including suggested presenters/discussion leaders. (Hirschberg – Feb. 14)
- Z. Toth will present summary and recommendations from Oct. 06 NCEP Ensemble Workshop at next meeting (Toth – Feb. 14)
- Invite Bob Ryan/Ray Ban to brief NRC study. (Anderson, February 9)

- **Draft Group milestones discussion**

- Include Ops. Comm. briefing milestone in Feb.
- Include draft of portion of plan for PPBES planning milestone in June.

Next Meeting: February 14, 2007, RM 16246

Topic: Summary and Recommendations from Oct. 06 NCEP Ensemble Workshop – Z. Toth