

Minutes of the NHF board meeting in Oslo, Norway, 28-29 January, 2010

Participants: Riitta Kamula (Finland), Troels Kærgaard Bjerre (Denmark), Iveta Dubakova (Latvia), Hege Hisdal (Norway), David Gustafsson (Sweden), Arvydas Povilatis (Lithuania), Per Grönvald (Denmark)

Not present: Arvo Järvis (Estonia), Óli Sveinsson (Iceland)

§1. Opening

Riitta Kamula opened the meeting.

§2. Organization of the meeting

Riitta Kamula was appointed as chair, David Gustafsson was appointed as secretary and Hege Hisdal was appointed as scrutinizer.

§3. Approval of the meeting agenda

The suggested meeting agenda was approved.

§4. Minutes from the previous meeting in Stockholm, 14-15 May 2009

Item 6. The accounts for 2008 were not ready 1 of June 2008 as requested, however Riitta have now the latest version of the accounts for 2008 from Hans Stjärnskog, and they will be discussed later on. The accounts for 2009 will be done later this year.

Item 8. Preliminary discussions have started in Finland with regard to NHC 2012, which will be discussed later at this board meeting.

Item 11. The web page working group had a meeting in Copenhagen in August 2009, and Karin Nyström has created the basis for the new page (new web hotel, new web domain, new web page design), but the official launch of the new page has been postponed until the most fundamental information is made available. (to be discussed further down).

Item 12. The flyer update is waiting until the new webpage is released.

§5. Meeting costs for this board meeting

Meeting costs were presented to the board and the following reimbursements were approved.

- Iveta Dubakova will get reimbursed both travel and hotel cost.
- Per Grönvald will get reimbursed both travel and hotel cost.
- Riitta Kamula will get reimbursed both travel and hotel cost.
- Arvydas Povilatis will get reimbursed both travel and hotel cost.



- David Gustafsson will get reimbursed both travel and hotel cost.
- Dinner on 28 January will be paid by NHF.

§6. Financial conditions

The preliminary Result and Balance reports for 2008 from the NHF treasurer Hans Stjärnskog were discussed (reports were dated 09-10-12, versnr 55). The membership fees from 5 countries were missing in the reports, which was confusing (Iceland, Denmark, Latvia, Lithuania, Norway). However, the report from the auditor approved the 2008 accounts.

At the meeting, an e-mail was sent to Hans Stjärnskog to clarify if the current report was the final (it was) and what could be the reason for the fact that membership fees from several countries were missing.

The further discussion made it clear that the main explanation for the delay in the accounts is the procedure for transfer of membership fees to the NHF bank accounts in Sweden. In some countries, for instance Latvia and Lithuania, the membership fee is collected early in the actual year, and transferred in cash to the Swedish board member at one of following board meetings, whereas in other countries, for instance Norway, it is collected up until the end of the year, and then delayed with up to another 12 months before transfer to the Swedish bank account. Thus, as a consequence of the current procedure, the final accounts for a certain year may be delayed up to 2 years.

Principles for membership fees

The Board agreed that we now should take a decision to speed up the collection and transfer of membership fees to the Treasurer. It also turned out that this problem was already addressed in a previous board meeting in Riga 2008. A preliminary routine was outlined and after additional comments from Hans Stjärnskog we made the following decision.

Decision:

- Membership fees should be transferred to the account in Sweden through bank system
- Membership fees for the current year should be transferred to the bank account in Sweden by 31 August 31.
- Every year, the Board should update the list of national contact persons and inform the Treasurer and/or Secretary
- The national representative should make sure the membership fees are collected and transferred to the Treasurer:
 - Invoices of membership fees to be sent out in January
 - Invoices to be paid in February
 - A reminder to be sent out to those who do not pay in March



- All membership fees for the current year to be transferred to Sweden (Hans) by August 31.
- The above procedure should make it possible for the Treasurer to report the accounts of the current year to the Board during the first half of the following year, for instance well in time for the Board meeting typically held in April-May.

Principles for Membership registration

The routine for membership registration was also discussed in connection to the discussion about the procedure for transfer of membership fees. Clearly, a well functioning and web-based membership application routine is of highest importance not to lose any potential new members, especially now before an upcoming NHC.

Decision: We decided that the principles for membership registration should be changed according to the following outline:

- Individuals and institutions should fill in application form on the web
- The application form is directed to a person responsible for keeping track of the membership register (Treasurer and/or Secretary), which registers the new member and forward the information of the new member to the corresponding national contact person, as well as send feed back to the new member.
- The national representative should also send a feedback to the new member.

Actions:

- Hege offered that Heidi Pikkarinen at NVE can be the person that receives the membership applications from the webpage with immediate appointment.
- David should communicate with Karin Nyström to make sure that the membership application form is implemented on the new webpage as outlined above, and that any new members are directed to Heidi Pikkarinen. Due date 10 February 2010.
- Riita should send the list of responsible persons in each membership country to Heidi. At the meeting, the following preliminary list was compiled: Norway - Anne Haugum (Norwegian Hydrological Council), Sweden - Hans Stjärnskog (Treasurer), Denmark - Jette Barrets (individual) j.barrets@mail.dk, Latvia – Iveta (national board member), Finland – (Finnish Hydrology Association), Lithuania – Arvydas (national board member), Estonia - Arvo Järvet (national board member)?, Iceland - Oli Sveinsson (national board member)? Due date 10 February 2010.
- David and Per should communicate to formulate a written summary of the principles for membership registration and membership fee collection. Due date 1 May 2010.

§7. Next conference in Latvia 2010

The board reviewed the organisation of the conference on the webpage www.nordewater-2010.com, which is now a collaboration of several organisations. Iveta reported that the



registration will be open 10 February, as soon as the budget and conference fees are finalized.

The Board declared that the previously approved budget and registration fee of 300 € should be used. But it was also noted that the 300 € are possibly high for Baltic countries, and will lower the attendance. After a discussion about different possibilities to attract more participation from Baltic countries, both in general and specifically at this conference, the board decided to make a major reformulation of the principles for arranging NHC (see Item 12). The essence of the new principle is that the organizers could either provide ten grants to participants from Baltic countries, or use a general reduction in the conference fees for persons from Baltic countries.

Decision: The board decided to approve the following change of the NHC 2010 budget:

- The conference fee for NHF members from Baltic countries is set to 150€
- Expected 20 attendances from Baltic countries
- The 3000€ previously allocated for the ten grants is instead used to cover for the general reduction from 300 to 150€.

Furthermore, keynote speakers were discussed; and it was recommended to invite a key person regarding the water framework directive and flood directive, for instance Peter Gammeltoft (responsible for Water at DG Environment).

Iveta also showed the preliminary time schedule for NHC, and it was decided to place the General Assembly before lunch 10 August. At the same time, it was decided to hold the Board meetings according to: 1st Board meeting Sunday 8 August, 19:00
2nd board meeting Wednesday 11 August after last conference session (around 14).

§8. Finish conference 2012

Riitta reported that initial discussions in Finland have resulted in a preliminary suggestion to arrange the 2010 NHC in Lahti, and that the theme should be oriented towards “Catchment restoration and water protection”. Lahti is situated in central parts of southern Finland at the lake Vesijärvi. Several lake restoration projects have been conducted in the area, thus connecting to the suggested theme of the conference.

The board agreed that the suggested theme is very up-to-date with current problems in many countries where historical alterations are severe and improvements are urgent. Riitta will develop the theme further and add relevant subtitles, in order to attract also a wider range of hydrological interests.

§9. Statutes

Riitta presented a list of suggested changes of the statutes, which were reviewed by the board meeting. A number of modifications to these suggestions were agreed upon during the discussion, which is summarized below without any details:

§1-5 - no changes

§6 - minor modifications

§7 - new suggestion formulated by Hege

§8 - Publicity Committee: We discussed the different suggestions from Hege, Dan and Riitta, and decided to reformulate it into a simpler way.

§10 - Election Committee: We decided not to change the formulation of who will suggest members of the election committee to the General Assembly.

Finally it was decided that:

Action: Hege will send a revised version of the suggestions of changes to §6, §7, §8, §10, §11 to Riitta before February 10.

Action: After that, Riitta will distribute a final suggestion of changes of the Statues to the Board for a final round of comments.

§10. Strategy

The Board reviewed the suggested Strategy document presented by Riitta, and agreed that the following updates are necessary:

- Period should be changed to 2010-2014
- The following formulation “...planning in the Nordic countires ...” should be changed into “...planning in the Nordic and the Baltic countries...”
- Short term goals:
 - Improve the management of the NHF
- Activities:
 - Period is *2010-2014*
 - Delete Global Water ...
 - Other activities:
 - Co-operation with other organizations should be promoted, *especially on a national level*
 - Invite representatives of other organizations as key speakers on NHC
 - Also mention courses together with seminars.

Action: Riitta should update the strategy document, with aid of the minutes from the board meeting.

§11. Publishing



Will be discussed in the next paragraphs

§12. Principles for arranging Nordic hydrological conferences

The board reviewed the suggested principles for arranging NHC. Some minor changes were agreed upon, for instance at the end of the last paragraph of the first section, where it should be stated that:

“ The responsibility of arranging the Nordic Hydrological Conference should be circulated among the Nordic and Baltic countries”.

A major change in the principles for arranging NHC was decided, regarding the possibilities for reduced conference costs for persons from Baltic countries or other countries with similar economical situation:

Decision: It was decided to change the principles for “...the budget should include a total of ten grants from Baltic countries..... into “ ...1) the budget should include a total of ten grants from Baltic countries...or 2) a general reduction in conference fee for person from Baltic countries or other countries with”.

Action: Riitta send and updated version of the document to Karin, to be published at the web-site before 15 Februari.

§13. Web-page

Troels presented the status of the web-page project, and the current shape of the new web site at www.nhf-hydrology.org. The board reviewed and updated a list of pending tasks according to a mail from web page administrator Karin Nyström.

Actions:

- David will make sure the membership application form is up and running according to earlier discussed routines, until 10 februari.
- Riita should make sure that the suggested changes of the Statues are posted on the new page well in time before the General Assembly.
- Karin should make sure that all relevant information from the old page is transferred (or back-up) before the old page is permanently re-directed to the new.
- Hege should send the updated list with tasks, responsible persons, and deadlines to the Board after the meeting (since this list was edited on Hege's computer).

§14. General Assembly

The board reviewed the suggested agenda for the General Assembly 2010 in Riga, and discussed necessary actions and documents needed before the General Assembly.

It was decided that

- The address should be updated in the document



- Shift the agenda so that the Report from the Publicity Council follow directly after the report of the Chairman, and that the first hearing of the new statutes comes before the election of new board members

It was also discussed about the meaning of the item “Accounts of the board”. If possible, this item should be divided into on item for approval of the Financial accounts, and one item for the approval of the Boards accounts.

Finally, it was noted that the budget for 2011-2012 should be presented at the General Assembly. Treasurer Hans Stjärnskog must provide a budget proposal to the board well before the General Assemble, in order for the Board to have time to circulate comments. To do that, Hans will need inputs from the Board regarding the boundaries for the budget.

Actions:

- Riitta should update the Agenda document
- The board should discuss the boundaries for the upcoming budget through e-mail during spring 2010, and communicate to Hans.
- Hans should deliver the budget proposal to the board before summer vacations.

§15 No other items

§16 Next meeting

8 August 2010, 19:00 in Riga

Riitta Kamula

David Gustafsson

Hege Hisdal

Chair

Secretary

Scrutinizer