

53rd EMS Council Session

20 August 2024, online

Minutes of 17 October 2024

– adopted –

Participants: (voting councillors underlined)Liz Bentley, EMS PresidentDick Blaauboer (Chair EMS Committee on Meetings)Jitske Burgers (KNMI/EUMETNET, Associate Member observer)Tanja Cegnar (SMD, Slovenia; also Chair Media and Communication Committee)Anastasia Christou (CY.MET.A., Cyprus)Vesna Đuričić (HMD, Croatia)Rainer Dominik (Vaisala, representing group of manufactures Ass. Members) - onlineMartina Junge (EMS Executive Secretary)Dominique Marbouty (Météo et Climat, France ; EMS Vice-President)Ernesto Rodriguez Camino (AME, Spain)Guðrún Nína Petersen (FIV, Iceland)Johannes Schmetz (co-Editor-in-Chief JEMS)Heinke Schlünzen (DMG, Germany; EMS Treasurer)gDennis Schulze (MeteoIQ, Associate Member observer) – until 11:00Gert-Jan Steeneveld (Editor-in-Chief JEMS)Derek Swannick (RMetS, United Kingdom)Florence Rabier (ECMWF, Associate Member observer)Joanna Wibig (PTG – Met. Section, Poland)

The Session opened at 9:30h (CEST) and closed at 13:00h (CEST).

Chair: Liz Bentley, EMS PresidentMinutes: Martina Junge**1. Opening of the 53rd Session, Acceptance of the agenda**

The EMS President opened the 53rd Session of the EMS Council by welcoming all participants to this meeting. With **ten** Council representatives present the necessary quorum of seven was attained. Votes are given as (acceptance: rejection: abstention).

A proposal for the agenda was distributed with the invitation to attend the Council meeting. The agenda as provided was accepted, including the item “declaration of conflicts of interest” as part of the agenda acceptance (**Annex A**).

2. Declaration of conflicts of interest

All Council members and participants were asked whether any conflict of interest existed with respect to any of the issues to be discussed and decided on this agenda.

Joanna Wibig, proposed for election as new Treasurer, will leave the room under the respective agenda item 16.

Other than that, none of the Council participants declared any conflict of interest.

3. Implementation of decisions taken at the 52nd Session of the EMS Council

Paper provided: C53_03_implementation-c52 (part II – Annexes)

The draft minutes of the 52nd Session of the EMS Council have been distributed to all participants of that meeting. Revisions that were submitted to the Executive Secretary within four weeks after distribution have been implemented after review by the President. The minutes were subsequently held adopted (Rules of procedure 58.2) and distributed to EMS Members; they are available from <https://www.emetsoc.org/about-ems/council/council-meetings/>

4. Report of the Bureau

Paper provided: 53_04_Report-Bureau (part II – Annexes)

The EMS President reported on her activities since the last Council Session which included many administrative tasks, but also representing the EMS at various events and chairing the Bureau meetings in preparation of this session. Also reported were the work of the Strategy Monitoring Group on new Vision and Mission statements and ideas to consider an MoU with the Korean Met Society (KMS).

Council did review and approve the proposal to enter into discussions with KMS about a possible MoU that captures mutually beneficial activities between EMS and KMS; the MoU would be initially for 5 years, could offer member rates at EMS Annual Meeting and a similar arrange for EMS members attending Korean meetings, and would look for opportunities to publish relevant papers in each other's journals.

It was also noted, that the EMS may rethink the approach to have MoUs with other Met Societies should many more ask for such an agreement.

Action 1: Liz Bentley was tasked to negotiate an MoU with KMS and come back for approval at a future Council session.

C53.01 EMS Vision and Mission statements The Council approved the following EMS Vision and Mission statements:

The European Meteorological Society (EMS) is a non-profit organization operating under its constitution approved by the General Assembly of its Member Societies.

Our vision: Together as a European meteorological network to benefit society.

Our mission is to benefit society at large through the broad expertise network of the EMS community, focussing on collaboration at the European level and support of national Member Societies. We facilitate this by providing annual meetings and other fora to enable the exchange of ideas and broadening of networks in meteorology, climatology and related fields; publishing journals and reports; issuing statements; supporting the advancements of early-career scientists; and rewarding major achievements in our domain.

(Votes: 10:0:0)

5. Report of the Treasurer

Paper provided: C53_05_Report-Treasurer (part II – Annexes)

The financial report was presented by the Treasurer: accounts for 2023 were presented, together with the income-expenditure statement by the tax advisor and the report of the auditor of this statement, which confirmed that "the revenue and expenses statement complies with the legal requirements as well as additional rules fixed in the Constitution of the Society. Payments made by the Society are supported by invoices or other vouchers, related to the association's purposes".

Also, the status and prospects of the accounts for the year 2024 were presented. As the major income and uncertainty is connected with the license fee from the EMS Annual Meeting, only an estimate based on the report of the Committee on Meetings for the end of year accounts could be given.

Revised travel rules that align with the pledge to NetZero (see item 7) were presented to Council for approval. It was noted that the formulation “*in principle train travel should be used*”, may not entirely make it clear, that it is not possible from everywhere in Europe (for example Iceland).

C53.02 EMS Travel Rules: The Council approved the revised travel rules as provided in **Annex C**.
(Votes: 10:0:0)

The President thanked the Treasurer, Heinke Schlünzen, for her always excellent work in preparing and presenting the accounts, and keeping the EMS accounts buoyant.

6. Approval of the Report of the Bureau, including Financial Report

On behalf of the Council, Ernesto Rodriguez thanked the Bureau for their important work and proposed to approve the Report of the Bureau including the Financial Report.

C53.03 Report of the President and Bureau, including the Financial Report: The Council approved the Report of the President and Bureau, including the Financial Report. (Votes: 10:0:0)

7. EMS Pledge to Net Zero

Paper provided: C53_07_Net Zero Proposal (part II – Annexes)

Based on discussions at the last Council, the President now provided a detailed proposal for the EMS to make a pledge to Net Zero by 2040, report annual emissions data in the EMS Annual Report and a transition plan.

a. Pledge

Council discussed the pledge to be Net Zero by 2040 and the possibility of having more stretched intermediary targets. The pledge would be based on the baseline year 2023 and emissions data that excluded emissions from delegates at the Annual Meetings.

C53.04 Make a pledge to Net Zero: The Council approved that the EMS makes a pledge to Net Zero by 2040, with intermediary targets of 33% reduction by 2030 and 66% reduction by 2035, relative to the baseline year of 2023. (Votes: 10:0:0)

It was noted that a faster reduction curve (intermediary targets) should be aimed at; and that before using any offset schemes they need to be carefully investigated.

Action 2: Once this pledge is agreed, the EMS will become a signatory to initiatives, such as Pledge to Net Zero www.pledgetonetzero.org.

b. Emissions Data Collection

In the discussion it was clarified that it was optional to report emissions data of delegates at the Annual Meeting, the EMS activity that has the largest effect on emissions. However, it was recommended for transparency that the EMS share the emission data from delegates. Choosing the location however, will have a big impact on this, and this should be inscribed in procedures for venue selection.

The EMS will follow the GHG (Greenhouse Gas) Protocol Standards when preparing its annual carbon emissions inventory. However, it was noted that there will be other, improved schemes developing and the EMS should follow these developments and adjust its actions accordingly.

C53.05 Collect and publish Emissions data: The Council approved that the EMS reports annual emissions data in the EMS Annual Report (Votes: 10:0:0)

c. Transition plan

The proposed Net Zero Transition Plan aims to guide the EMS on its net zero journey, setting out how it will reduce emissions and reach net zero by 2040.

C53.06 NetZero transition plan: The Council approved the NetZero transition plan as detailed under Annex B. (Votes: 10:0:0)

Action 3: To implement the transition plan, the following actions (with different time scales) are required over the next 12-18 months:

- Announcement of pledge is prepared for EMS2024 including article for website and social (President) Sept 2024
- Implement sustainable transport policy from 2025 onwards (Secretariat) Jan 2025
- President to join Strategy Monitoring Group (SMG) and SMG to integrate net zero transition plan into the strategic plan before C54 (President / SMG) March 2025
- Collate emissions data for 2024 and include any additional data that has been collated during 2024 in preparation to include in Annual Report for 2024 (Copernicus / Secretariat / President) June 2025
- Develop a net zero budget item during 2025 to be included in 2026 budget onwards (Treasurer / President) Aug 2025
- Develop Communication Plan for Net Zero for approval at C55 (President / Secretariat) Aug 2025
- Collate information about energy, waste and water efficiency measures to inform EMS operational activities and share with members at EMS 2025. (President) Sept 2025
- Host a webinar about our net zero pledge and transition

The Council thanked Liz Bentley for leading this initiative and developing the actions and proposals.

8. Report of the Secretariat

The Executive Secretary summarized activities and actions of the Secretariat since the last Council Session.

Carola Detring has commenced as new staff member in February, supporting the secretariat in particular in the development of the Annual Meeting programme and activities and coordinated the activities related to the 25year anniversary.

The report also included a proposal to extend the membership of the selection committee for Technology Achievement Award.

C53.07 Membership of the selection committee for Technology Achievement Award: The Council approved the membership of the selection committee for Technology Achievement Award with the following composition for three years until autumn 2027: Robert Mureau, The Netherlands; Chair of the committee; Sorin Burcea, Romania; Paul Halton, Ireland; Dominique Marbouty, France; Mats Olofsson, Sweden; Tarja Riihisaari, Finland. (votes: 9:0:1)

9. Report Committee on Meetings

Paper provided: C53_09_report-CoM (part II – Annexes)

The Chair of the Committee on Meetings (CoM) reported on the activities of the committee, conclusions from the EMS2023, preparations for EMS2024 and other relevant issues related to future annual meetings.

Details are all provided in the report *C53_09_report-CoM (part II – Annexes)*

It was noted that the publication of recordings of almost all talks poses a major challenge, in particular with the record number of presentations this year. It may be the case that the full implementation will only happen in 2025.

EMS2025: The CoM made a proposal for the composition of the EMS2025 Programme and Science Committee (PSC).

C53.08 Membership of the EMS2025 Programme and Science Committee (PSC): The Council approved the membership of the EMS2025 Programme and Science Committee (PSC) as provided in **Annex D**. (votes: 10:0:0)

It was noted that finally proposals/offers for venues in 2026 have been received from Utrecht and Bologna; however, they were still recent and details not investigated, so the CoM will look into this over the coming months, possibly call for a site visit of the secretariat and Copernicus PCO, and make a proposal to Council at the spring session in 2025.

CoM membership: The CoM made a proposal for a new member of the committee.

C53.09 Membership of the Committee on Meetings (CoM): The Council approved Becky Hemmingway, ECMWF, as a member on the CoM for a term of three years. (votes: 10:0:0)

The Council thanked Dick Blaauboer and the other members of CoM for continuing to develop the Annual Meetings in terms of their relevance, quality and scope, and taking on board all the new challenges connected with the hybrid meetings.

10. JEMS – Journal of the European Meteorological Society

Paper provided: C53_10_Report_JEMS-Editors-in-Chief (part II – Annexes)

Gert-Jan Steeneveld reported on the launch of JEMS, first submissions and the planning of the first two special issues: a tribute to Professor Raschke; and 25year anniversary of the EMS. He thanked everyone involved in getting the journal launched.

External International Editorial Advisory Board (IEAB): a list of possible candidates has been compiled; the Editorial Board will approach candidates in the near future. However, additional suggestions are still welcome; the Editors-in-Chief will provide information about specific expertise that would be useful to complement the team.

Editorial Manager: There are some struggles to be overcome when submitting papers; support through Elsevier is provided.

The Editors-in-Chief formulated a few requests to Council to drive the journal submissions forward and make the journal more widely known:

- Council to make proposals for another guest editor for the 25th anniversary issue, with the tasks:
 - review one or two papers
 - solicit papers.

- Advertise JEMS, in particular the Inaugural Editorial message by the Editors-in-Chief: <https://www.sciencedirect.com/science/article/pii/S2950630124000012> , as well as the editorial video (Editors will provide the link once available).

11. Awards

Paper provided: C53_11_awardscommittee (part II – Annexes)

Supported conferences in 2024 and suggestions by the Awards Committee were noted; as well as the fact that the funds for conference awards were not fully used, and opportunities for Members to apply for the support through this mechanism exist.

C53.10 Membership of the Awards Committee: The Council approved the following membership of the Awards Committee for a term of three years: Vincent Guidard (France), Anisora Irimescu (Romania), Patricia de Rosnay (ECMWF), Benedikt Strajnar (Slovenia), Isabel Trigo (Portugal) and Cathryn Birch (UK) as members and Patricia de Rosnay as chair for three years until the Council Session in autumn 2027. (Votes: 10:0:0)

The Council thanked the Awards Committee for their work on the awards programme and selection process.

12. Report Media and Communications Team

Paper provided: C53_12_report-mcc (part II – Annexes)

The Chair of the Media and Communication Committee reported on recent activities of the committee. The activities included planning for the EMS2024 ES Programme, in particular the symposium on well-being.

Media Awards: Two applications for each of the Media Awards were received, all of them high quality. Quite some media attendance is expected for the Barcelona meeting where the awards will be handed over. As excellent candidates could not be awarded this year, it is suggested to move the applications forward to next year.

Action 4: Terms for the awards need to be checked if they allow for this; otherwise the MCC will prepare an update of the Terms that reflect such a possibility.

Symposium Weather and Well-Being: Communicating Biometeorological Knowledge for Public Health: Based on the success of the workshop held in Bonn, a symposium on the communication of human biometeorological information shall take place at the conference venue in a hybrid format. The symposium will be financially supported by the Solco W. Tromp Foundation.

The Council thanked Tanja Cegnar and the other members of the Media and Communications Committee for their many initiatives and important contributions to EMS's activities.

13. EMS Webinar series

Paper provided: GA26_14_Report-EMSwebinarseries(c53_13)

Ernesto Rodriguez-Camino reported on the work of the webinar group, the challenges, events and attendance, and proposed to extend the initiative by one year; an evaluation should then take place a year from now.

It was discussed that clear measures of success would need to be developed until then.

C53.11: Webinar series extension: Council agrees to extend the webinar series for 12 months; the aim is to organise one per month at most. (Votes: 9:0:1)

Actions 5:

- Prepare a webinar of the EMS 25th anniversary;
- Develop measures of success for the discussion and evaluation at C55 in August 2025;
- Council is asked to volunteer and/or make suggestions for speakers.

The issue will also be discussed by the General Assembly on 1 September.

14. Budget 2025

Heinke Schlünzen presented a proposal for the Budget 2025 (*C53_14_Budget2025; part II – Annexes*)

Based on decisions regarding the Net Zero pledge an additional budget line should be added for CO2 compensation (200); possibly also funds under “Committees” should be considered to cover costs for activities in connection with the transition plan.

C53.12 EMS Budget 2025: The Council approved the EMS Budget for 2025 as provided in **Annex E**. (Votes 10:0:0)

15. EMS Membership

The **Norwegian Geophysical Society** (Norsk Geofysisk Forening), section for Meteorology and Atmospheric Sciences, has applied for Membership in EMS.

Some discussions developed around the request that for the membership in EMS only the section for Meteorology and Atmospheric Sciences is considered. However, there are other Societies with the same set up (for example the society from Poland).

C53.13 EMS Membership: The Council accepted the application of **Norwegian Geophysical Society** (Norsk Geofysisk Forening), section for Meteorology and Atmospheric Sciences, to join the EMS as Member Society. (Votes 10:0:0)

Campbell Scientific Limited (UK) has applied for Associate Membership in the EMS.

C53.14 EMS Associate Membership: The Council accepted the application of Campbell Scientific Limited, UK, to join the EMS as Associate Member. Campbell Scientific Limited will become part of the Associate Member group of manufacturers. (Votes 10:0:0)

16. Election of EMS Treasurer

The EMS Bureau made a proposal for a successor of Heinke Schlünzen who was in this office since 2015 to elect Joanna Wibig, Poland, as new Treasurer. Joanna left the room for the discussion of the item and the subsequent vote.

C53.15 EMS Treasurer: The Council elected Joanna Wibig, Poland, as EMS Treasurer for a three-year term starting on 2 September 2024. (Votes: 9:0:0)

Joanna Wibig accepted the election at EMS Treasurer.

The President took the opportunity to thank Heinke Schlünzen for her commitment and contributions over such a long time; they have been truly exceptional.

17. Council composition 2024 – 2025

Paper provided: GA26_13_council-composition(c53_17)

Rotating members: Election of new Council members is the task of the EMS General Assembly (to convene on 1 September 2024); based on discussion of the C52 Council various Member Societies have been approached and the societies from Italy and Sweden are now proposed to be elected to Council.

The President did thank the outgoing members, Gudrun Nina Petersen and Tanja Cegnar, for the valuable contributions over the last three years.

Tanja Cegnar will continue to be invited to Council sessions, not only in here capacity as chair of the Media and Communciation Committee, but also as coordinating host of the EMS2025 in Ljubljana.

Permanent members:

Heinke Schlünzen will not continue the representation of the German Met. Society after the autumn General Assembly. DMG has nominated Jörg Steinwagner as new representative on the EMS Council.

18. 54th Session of Council

Three proposals for a location of the spring session C54 in 2025 were on the table: Zagreb, Bologna and Paris. Council decided to hold the C54 Session in Paris (5 votes for Paris, 3 for Bologna; 2 abstentions). The dates will be either in the week of 24 – 28 March 2025 or 7 – 11 April 2025.

In closing, the President thanked all Council representatives and committee chairs for their attendance and active participation in this session.

Annex A: Agenda

Annex B: List of Decisions and Actions

Annex C: Revised EMS Travel Rules

Annex D: EMS2025 Programme and Science Committee

Annex E: Budget 2025

Annex A: Agenda agreed by the EMS Council**53rd Session of the EMS Council**

1. Acceptance of the Agenda
2. Declaration of conflict of interest
3. Implementation of decisions and actions agreed at C52
4. Report President on the activities of the Bureau
5. Report Treasurer
6. Approval Report of the Bureau including the financial report
7. EMS Pledge NetZero
8. Report Secretariat
9. Report Committee on Meetings
10. Report JEMS Editors-in-Chief
11. Report Awards Committee
12. Report Media and Communication Committee
13. Report EMS Webinar group
14. Budget 2025
15. EMS Membership
16. Election of EMS Officer (Treasurer)
17. Council composition term autumn 2024 – autumn 2025
18. Location and date for C54 in spring 2025 (onsite/hybrid)

Annex B: List of Decisions and Actions of the EMS Council 53rd Session, 20 August 2024

C53.01 EMS Vision and Mission statements The Council approved the following EMS Vision and Mission statements:

The European Meteorological Society (EMS) is a non-profit organization operating under its constitution approved by the General Assembly of its Member Societies.

Our vision: Together as a European meteorological network to benefit society.

Our mission is to benefit society at large through the broad expertise network of the EMS community, focussing on collaboration at the European level and support of national Member Societies. We facilitate this by providing annual meetings and other fora to enable the exchange of ideas and broadening of networks in meteorology, climatology and related fields; publishing journals and reports; issuing statements; supporting the advancements of early-career scientists; and rewarding major achievements in our domain.

C53.02 EMS Travel Rules: The Council approved the revised travel rules as provided in **Annex C**.

C53.03 Report of the President and Bureau, including the Financial Report: The Council approved the Report of the President and Bureau, including the Financial Report.

C53.04 Make a pledge to Net Zero: The Council approved that the EMS makes a pledge to Net Zero by 2040, with intermediary targets of 33% reduction by 2030 and 66% reduction by 2035, relative to the baseline year of 2023.

C53.05 Collect and publish Emissions data: The Council approved that the EMS reports annual emissions data in the EMS Annual Report.

C53.06 NetZero transition plan: The Council approved that the NetZero transition plan as detailed below.

Transition plan

- a. Transition to Renewable Energy [2040]:** The EMS will aim to source 100% renewable energy for its operations, including office, home working and events, where possible. Venues that can offer 100% renewable energy should be prioritised. The aim would be to transition to renewable energy by 2040.
- b. Energy, Waste and Water Efficiency Measures [2030]:** The EMS will collate information to introduce energy, waste and water efficiency measures. This information will be shared with its members to promote a culture of energy and water conservation and waste management. The aim would be to collate this information before EMS2025 and share widely at the event.
- c. Sustainable Meetings Policy [2024]:** The EMS already has a Sustainable Meetings Policy – this should be reviewed every two years and updated accordingly.
- d. Sustainable Transport Policy [2025]:** In addition to EMS's Sustainable Meetings Policy, the EMS should encourage the use of sustainable transportation options for travel, share sustainable hotel options and publicise remote access opportunities. As such, the EMS will only reimburse flights for those on an EMS mission and awardees if the train travel times to the same location would be 24 hours or more. It will be mandatory to collect emission statements for travel of staff and all on EMS mission, including also for all participants of the Council sessions and the General Assembly. The EMS should choose to optionally report emission data for conference participants alongside the information that encourages more sustainable transport options.
- e. Sustainable Publishing Policy [2040]:** The EMS will work with its publishers to develop net zero strategies for its publishing activities. Elsevier has a net zero target of 2040.
- f. Green Procurement Policy [2030]:** The EMS will implement a green procurement policy that prioritizes suppliers and vendors with strong environmental and ethical practices. This includes selecting products and services with lower emissions, sustainably sources and that adhere to environmental certifications. The EMS already prioritises the list suppliers and their associated costs and has focused conversations with those suppliers with the highest emissions, namely Copernicus. The EMS will continue to work with suppliers to achieve a 2040 net zero target. The Green Procurement Policy will be in place by 2030 although the net zero target relating to this activity will be 2040.
- g. Circular Economy Practices [2030]:** The EMS will adopt circular economy practices by prioritizing and promoting the c2c (Cradle to Cradle) policy, recycling and reuse of materials and minimizing waste generation.
- h. Stakeholder Collaboration [2025]:** Collaborate with stakeholders, including EMS Members, scientific organizations, government agencies, and private sector partners, to share knowledge, best practices, resources, and foster a collective commitment to climate action. The EMS might aim to foster a culture of sustainability among EMS Members through education and engagement activities and promoting research and development initiatives that contribute to climate solutions and advance the understanding of climate-related issues.
- i. Financial Commitment to Net Zero:** In collaboration with Treasurer, the EMS will develop a net zero budget item to be included as part of financial planning. This could include estimates of resource and expertise to collate data, for changes and improvements required, for training and knowledge sharing, and for any carbon offsetting required.
- j. Communication Plan [2024]:** The pledge will be announced at EMS2024 and other EMS communication channels. The EMS will develop a long-term communication plan that publicises its net zero pledge and related activities to clearly demonstrate its commitment. The communication plan will include ways to share knowledge, best practice and promote research across Europe, providing EMS Members with an opportunity to work together on a common goal. The EMS may wish to advocate on climate change and engage with experts and collaborate with others from across the community in raising awareness and being an

authoritative voice about climate science providing clear messages that are impactful, effective and evidence-based.

k. Offsetting Policy [2030]: While efforts to reduce emissions are essential and should be the main course of action, the EMS will also consider the role that offsetting will have on reaching its net zero goals. Factors that will be considered are the cost of offsetting to the EMS and finding credible and verifiable carbon offset projects.

l. Embed into EMS Strategy [2025]: The EMS will integrate the net-zero pledge into its overarching strategy and ensure that sustainability becomes a core principle in decision-making processes, governance structures, and long-term planning. Delivery of this Net Zero Transition Plan depends on effective and transparent governance. Sustainability needs to be embedded across the EMS and must become the lens for decision-making to ensure we can move forwards as a sustainable organisation. The EMS has a well-established governance structure that consists of Council, the General Assembly and Committees.

C53.07 Membership of the selection committee for Technology Achievement Award: The Council approved the membership of the selection committee for Technology Achievement Award with the following composition for three years until autumn 2027: Robert Mureau, The Netherlands; Chair of the committee; Sorin Burcea, Romania; Paul Halton, Ireland; Dominique Marbouty, France; Mats Olofsson, Sweden; Tarja Riihisaari, Finland.

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C53.11: Webinar series extension: Council agrees to extend the webinar series for 12 months; the aim is to organise one per month at most.

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Action 1: Liz Bentley was tasked to negotiate an MoU with KMS and come back for approval at a future Council session.

Action 2: Once this pledge is agreed, the EMS will become a signatory to initiatives, such as Pledge to Net Zero www.pledgetonetzero.org.

Action 3: To implement the transition plan, the following actions (with different time scales) are required over the next 12-18 months:

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- Host a webinar about our net zero pledge and transition

Action 4: Terms for the awards need to be checked if they allow for this; otherwise the MCC will prepare an update of the Terms that reflect such a possibility.

Actions 5:

- Prepare a webinar of the EMS 25th anniversary;
- Develop measures of success for the discussion and evaluation at C55 in August 2025;
- Council is asked to volunteer and/or make suggestions for speakers.

Annex C: Revised EMS Travel Rules

EMS Travel rules

19 June 2024

These rules were first established in 2000, last revised in November 2002 (Resolution C47) and have been in place unaltered since.

The revisions now proposed include:

- Enforce as much as possible sustainable travel means when on mission on behalf of EMS;
- Collect data about EMS-travel effected emissions.

Principles: Eligibility & greenhouse gas emissions

1. Officers, Councillors, the Executive Secretary and any other members of the staff of EMS, whether permanent or temporary, and any person assigned by Council, the President or the Executive Secretary to perform a mission on behalf of EMS thus being on EMS duty, shall be entitled to reimbursement of travel expenses. Travel by others on mission on behalf of EMS shall be authorized specifically.
2. Attendance at General Assemblies and Council of EMS by Representatives of Member Societies does not constitute travel on EMS duty under these rules. Member Societies shall bear the travel costs of their Representatives or other members attending General Assemblies of EMS. Equally, the travel costs of representatives of Member Societies elected to Council attending sessions of Council shall also be borne by their respective Member Societies.
3. Reimbursement is based on receipts. GHG emissions related to the travel and stay should be documented and provided with the claim for reimbursement.

Outward and return travel on EMS duty

4. Travel on EMS duty shall be reimbursed based on economy class prices, unless the Treasurer or Bureau has agreed exceptionally that a specially invited guest might travel in a superior class.
5. Travel shall normally be by the most economical route and means of transport and aiming at minimal GHG emissions. In principle, for a total travel time less than 24 hours, train travel should be chosen, or other means that have a low GHG emission-effect like by bike. Exceptionally, account may be taken of the time saved by using a somewhat less economical route or means of transport.
6. Tickets or corresponding receipts shall support each claim for reimbursement of actual travel costs by public transport by land, sea or air. Receipts shall also support claims for the repayment of taxi fares where the use of public transport was impracticable.
7. A kilometric allowance approved by Council, based on 75 per cent of that adopted by European governments operating within the "Co-ordinated Organizations" (CCG) shall apply, if the use of a private car is necessary and has been authorized by the Treasurer or the Executive Secretary. If a private car is used, the claimant agrees to carry passengers authorized by the Treasurer or the Executive Secretary at a rate of 10 per cent of the relevant kilometric allowance per passenger.

Subsistence allowance

8. The daily allowance is calculated to cover hotel bills, meals and normal miscellaneous expenses (such as journeys between hotel and office and local telephone calls) whilst on mission at the detached duty place. Exceptional expenses should be recorded and claimed separately; they are set out in paragraph 20.
9. Those on EMS duty shall be paid one day's subsistence allowance for each completed 24-hour period of absence on mission. Except as provided in paragraph 20 below, they shall not be entitled to more than the full daily subsistence allowance for each complete 24-hour period of duty. The full daily subsistence allowance is 75 per cent of the rates for the country of travel according to CCG.
10. No subsistence allowance shall be paid for periods of less than four hours.
11. When the period is between four and eight hours, one quarter of the daily rate shall be paid. This applies also to any period between four and eight hours in excess of any complete period of 24 hours.
12. When the period is more than eight and less than 24 hours, half the daily rate shall be paid. This applies also to any period between of more than eight and less than 24 hours in excess of any complete period of 24 hours.
13. When the period is more than eight and less than 24 hours and hotel accommodation is necessarily used, the full daily rate may be paid. This also applies to an overnight train travel, if the ticket not already includes e.g. price for a sleeper (See next point).
14. When EMS pays for travel and the fares include provision for meals or overnight accommodation, the daily rate of subsistence shall be abated by 15 per cent for each main meal and by 50 per cent for overnight accommodation provided for in the fare. This is applied for all modes of travel (train, air, ship).

Special rules for travel by train

15. In calculating subsistence allowance for travel by train, a single notional standard period of two hours shall be added to the scheduled duration of each through journey, to allow for delays and for travel to and from the terminal railway stations.
16. When an overnight stay is necessary to make the full journey by train, subsistence allowance according to the country of the final destination will be paid, despite that the train may be passing a different country or trains to be changed in a different country en route.

Special rules for travel by air

17. In calculating subsistence allowance for travel by air, a single notional standard period of three hours shall be added to the scheduled duration of each through journey, to allow for delays and for travel to and from the terminal aerodromes and airports.

Special rules for travel by ship

18. In calculating subsistence allowance for travel by ship, a single notional standard period of four hours shall be added to the scheduled duration of each through voyage, to allow for delays and for travel to and from the terminal ports.

Use of package arrangements

19. The use of package arrangements covering accommodation and travel is encouraged when a saving of EMS funds is foreseen and environmental friendly travel is possible, whilst maintaining appropriate standards. When a package is used, the claimant shall receive the following on presentation of receipts:

- i. terminal costs from home or office to the point at which the package is joined, if not included in the package plus
- ii. transfer costs to the distant hotel, if not included in the package plus
- iii. similar costs for the return journey, plus
- iv. the subsistence allowance calculated under paragraphs 9-19, but not more than the package price.

Reimbursement of exceptional expenditure

20. The daily subsistence rates shall cover normal expenditure whilst on mission, including local travel after first arrival at the mission workplace or hotel and before final departure, local telephone calls and so on. If, however, expenditure on accommodation (bed, breakfast and taxes) necessarily exceeds 60 per cent of the daily subsistence allowance, reimbursement of the excess amount will partially or totally be made on presentation of vouchers and sufficient proof that the additional expense was unavoidable. This additional reimbursement shall not exceed 30 per cent of the daily subsistence allowance. Those expecting other expenses to be incurred in order to achieve the mission, such as long-distance telephone calls or the hire or purchase of equipment, should seek prior authorization; self-authorization may, however, sometimes be necessary. In all cases, claims for reimbursement of exceptional expenditure must be supported by receipts.

Emission data collection

21. It is mandatory to collect GHG emission statements. These statements complete the reimbursement claim and are needed to support the calculation of EMS's CO₂ footprint. If no certificate is available (e.g. no information coming with the ticket/receipt), a best-guess should be given.

Rates of exchange of currency

22. Claims are paid in Euro. If receipts are not in Euro, the interbank exchange rate of the first day of travel as provided by the European central bank¹ is used to calculate the amount in Euro and the sum to be paid.

Pre-reimbursement

23. For properly authorized missions 90% of expected expenditure may be forwarded to the traveller before the mission on request.

Banking charges

24. Banking charges with respect to the reimbursement shall be borne by EMS. The transfer occurs in Euro, costs related to transferring to a local currency are on the claimant.

¹ https://www.ecb.europa.eu/stats/policy_and_exchange_rates/euro_reference_exchange_rates/html/index.en.html

Annex D: EMS2025 Programme and Science Committee (PSC)

Chair: **Dick Blaauboer**: EMS Committee on Meetings

Eric Bazile: Météo France

Frank Beyrich: Moderator UP Programme Stream (DWD)

Jitske Burgers: EUMETNET (KNMI)

Tanja Cegnar: Moderator ES Programme Stream (EAS) **and** main coordinator of the local hosts, also representing the Slovenian Meteorological Society and ARSO – Slovenian Environment Agency

Barbara Chimani: EUMETNET Climate Programme – Deputy Moderator UP Programme Stream (GeoSphere Austria; former ZAMG)

Christian Csekits: EUMETNET WGCEF (GeoSphere Austria; former ZAMG)

Carola Detring: European Meteorological Society

Marie Doutriaux-Boucher: EUMETSAT, chair Poster award committee

Federico Fierli: EMS Committee on Meetings (EUMETSAT)

Gerald Fleming: Deputy Moderator ES Programme Stream (Ireland)

Becky Hemmingway: EMS Committee on Meetings (ECMWF)

Tim Hewson: European Centre for Medium-Range Weather Forecasts

Martina Junge: European Meteorological Society

Peter Kalverla: EMS Committee on Meetings (Netherlands eScienceCenter)

Frank Kaspar: Deutscher Wetterdienst

Haleh Kootval: EMS Committee on Meetings (Worldbank)

Marc Korevaar: Hydrometeorological Equipment Industry – HMEI (Kipp & Zonen/OTT HydroMet)

Blaž Kurnik: European Environment Agency

Antti Mäkelä: Deputy Moderator OSA Programme Stream (FMI)

Jordi Mazon: Catalan Association of Meteorology (*2024-host*)

Andrea Montani: Moderator OSA Programme Stream (ECMWF; ARPA)

Tjaša Pogačar, University of Ljubljana, Biotechnical Faculty

Alice Portal: EMS Committee on Meetings (University of Bern)

Marc Prohom: meteo.cat (*2024-host*)

Dennis Schulze: PRIMET (MeteoIQ)

Victoria Sinclair: EMS Committee on Meetings (University of Helsinki)

Gregor Skok: University of Ljubljana, Faculty of Mathematics and Physics

Dan Suri: MetOffice

Vicente Vasquez: World Meteorological Organisation

Annex E: Budget 2025

A	D		E	F	
Carried forward from previous year:	280.961,87		280.961,87	280.961,87	
	Budget 2024 agreed at C52		Accounts status 31.05.2024	Budget 2025 agreed	
Income					
Income from Members	24.300,00	a)	1.313,39	24.700,00	a), h)
Income from Associate Members	40.500,00	b)	36.000,00	40.500,00	b)
Annual Meeting	74.000,00	c), h)		76.000,00	c), h)
VAT Annual Meeting	5.180,00	g)	-	5.320,00	g)
JEMS				-	i)
Interest	150,00		270,17	500,00	i)
Total	144.130,00		37.583,56	147.020,00	
Expenditure					
Salaries	125.600,00	d)	50.778,22	130.700,00	d)
Committees, Project Teams	500,00			500,00	
Awards	10.400,00		-	10.400,00	
Europhotometeo (EPM)	1.750,00		750,00		
Workshops	650,00			650,00	
Publications	1.650,00		520,51	1.650,00	
<i>tax on pub.costs purchased abroad (paym. 2024)</i>	-		-	-	
Honoraria, Fees, Insurances	7.200,00		4.977,61	7.400,00	h)
<i>Honoraries; tax on fees abroad (paym. 2024)</i>	-		-	-	
Travel	10.200,00		1.779,16	10.200,00	
<i>travel: tax on registration fees abroad (payment 2024)</i>	-		-	-	
Support for topical meetings	150,00		-	150,00	
Banking charges	300,00		250,86	400,00	h)
Office costs	2.000,00		232,92	2.000,00	
<i>tax on office costs purchased abroad (paym. 2024)</i>					
Other costs	50,00			50,00	
<i>set off sales tax on purchases abroad (payment in 2024)</i>	-		-	-	
VAT annual meeting	4.672,22	f)	4.672,22	5.180,00	g)
VAT other	215,06	e)	215,06		
Payments on fixed assets					
Total Expenditure	165.337,28		64.176,56	169.280,00	
Income - Expenditure	-21.207,28		-26.593,00	-22.260,00	
Account Balance at/anticipated for 31Dec	259.754,59		254.368,87	258.701,87	

- a) Increase of income from Members assumed for 2024: depends on EU area (27) consumer price index.
- b) Income from Associate Members as in 2023.
- c) The income from the Annual Meeting depends on the number of participants, it is difficult to know the exact value in advance. This is a required mean value to keep the EMS accounts balanced.
- d) Increases according to German Civil Service (TVöD Bund) applied for EMS salaries: new salary group for Assistant Andrea Oestreich (from 1 Apr); new Assistant Carola Detring started 1.2.2024 (8 hours per week). All salaries, acc. to Council Res. C169 at C28 in 2013, Roskilde; rounded values.
- e) VAT on purchases abroad has to be paid in Germany; the total amount for year N is calculated after the end of the year when the tax advisor compiles the income-expenditure statement; and is then paid in year N+1: for 2023: 233,33 € from 2022 are paid, for 2024 215.06 € from 2023 to be paid.
- f) VAT on income from the Annual Meeting year N (2023) is paid in year N+1 (2024): 4672.22€
- g) VAT for EMS2024 7% of the assumed income of 74,000€ (income in 2024)
- h) 2 percent increase consumer price index assumed (rounded)
- i) Minimum guaranteed royalty by Elsevier for 2025 is paid in 2026
- j) Higher interests are paid.