

**ALADIN**  
**16<sup>th</sup> General Assembly**

**15 and 16 November 2011**  
**Toulouse, France**



**Revised\_guidelines\_reporting**

**Subject:** Guidelines for the LTMs for the reporting of manpower contributions.

**Summary:** The GA [...] appointed Patricia Pottier and Piet Termonia to revise the guidelines for reporting practices and consider how to best present the results till next PAC session. Then, if needed at the GA level, a vote by correspondence could be made concerning the guidelines adoption.

**Action(s) required:** Take note, comment if needed

## Monitoring of manpower associated to the ALADIN Project

### According to the MoU4 :

- “Members and acceding Members shall actively participate in the ALADIN Collaboration through commitment of a significant part of their NWP and modeling manpower to the work plans approved by the General Assembly and through effective participation to the ALADIN bodies, groups, meetings and workshops.
- Members acquire voting rights in proportion to its cumulated manpower contributions ...
- A Member selling ALADIN Products for use outside its National Territory shall (...) pay a royalty fee to be shared by the other Members in proportion of their respective cumulated manpower contribution to ALADIN ...
- The realisation of the manpower is monitored by and reported to the GA. The record of cumulative manpower contributions of Members and acceding Members is maintained by the PM and made available to Members and acceding Members....
- The LTMs are in charge of the registration of the quarterly manpower participation of their N(H)MS to the Programme.”

### Recommendation of reporting practices for the registration of the quarterly manpower participation

- The monitoring of manpower amounts is accomplished every three months through the [http interface tool](#)<sup>1</sup> developed by Météo-France Support Team.
- The actions are registered with a maximum delay of 1 month. No timely reporting means no accounted work.
- The unit is "person-month" and the amounts allowed to be registered (for one given person and one given registration period) are multiple of 0.25 (the "quantum" of the statistics).
- Each LTM<sup>2</sup> has the obligation to make the reporting of all ALADIN work in his/her centre (this means stays from remote visitors and work of local permanent staff). Météo-France keeps the record of the list of correspondents<sup>3</sup>.
- Only effective work is allowed to be declared.
- Only activities belonging to the following categories are recognised:
  - direct work with the NWP system potentially beneficial to everybody (R&D, code; experimentation, ...),
  - maintenance of local applications;
  - development of interfaces to other applications or to the forecasters, with expected and reported feedback.
- The type of the work should be identified:
  - training;
  - tuition;

<sup>1</sup> <http://www.cnrm.meteo.fr/aladin/spip.php?article130>

<sup>2</sup> or the official correspondent nominated by the Partner as substitute to the LMT for the registration of participation

<sup>3</sup> <http://www.cnrm.meteo.fr/aladin/spip.php?article12>

- operational work;
  - development;
  - maintenance;
  - validation
  - networking and management.
- Moreover, should be declared as 'in kind' only the part of the work done at home by employees of the relevant ALADIN Partner in an area of activity clearly of transversal nature, like:
- organisation of meetings or training courses directly related to ALADIN;
  - ALADIN coordination: CSSI chairmanship, PAC preparation, Task force activity, LTM coordination, ACNA, ...
  - RC-LACE coordination: management group activities of truly transversal impact,
  - Support tasks for clearly identified transversal projects (Common verification, Participation to SRNWP-supported activities, ...)
  - and nothing else<sup>4</sup>.
- A maximum of 3 person.month can be declared by people and by quarter. A maximum of 11 person.month can be declared by people and by 12 consecutive months.
  - If some "direct work on ALADIN potentially beneficial to everybody" (the only category considered here) is made in an ALADIN country by a person not belonging to an ALADIN Member, this work will be registered as participation of the ALADIN country where the work is realised.
  - Météo-France accounting of direct work with any of its limited area systems, in any field of the work plan, is accounted for 100 %. MF work on the global Arpège system is accounted for 50 %, as a tentative share taking into account on the one hand that the local work focuses on the global system only, but that in almost all cases this work can be transferred to the LAM systems.
  - When a new Member enters the ALADIN partnership, the work previously done by its people in other ALADIN centres is reallocated to it. However, in the case of a Member quitting the ALADIN partnership, no such redistribution takes place the other way round.
  - All the registered participations for one quarter are validated by the PM within the end of the following quarter and are made available to the LTMs<sup>2</sup> before their next registration.

## **Commitments**

In anticipation each Member indicates at the Assembly of Partners a commitment of the manpower it will dedicate to the ALADIN Project in the following year and its main topics of interest.

## **Report of the cumulative manpower contribution**

- The record of cumulative manpower contribution at the time of signature of the MoU4 is attached to the MoU4 as Annex I.

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<sup>4</sup> *Voluntary contributions (often confused with 'in kind' in LTMs answers) are on the contrary linked to people not being at home: (1) missions/stays ultimately paid by the home institution budget [hence not covered by the Flat-rate, RC-LACE, M-F support to cooperations, etc. budgets] or (2) direct invitation of people from other teams, again financed outside the above mechanisms [i.e. typically from EU funds or local grants].*

- The yearly ALADIN reports about the realisation of the commitments and the registered manpower efforts are presented to GA and the last update is available<sup>5</sup> on the aladin website.

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<sup>5</sup> <http://www.cnrm.meteo.fr/aladin/spip.php?article14>