



Some general information on the A-H manpower reporting tool



A their 3rd joint meeting in Krakow (Nov. 2017), the ALADIN General Assembly and the HIRLAM Council tasked the PMs and Patricia to propose a joint manpower reporting to monitor the invested manpower in ALADIN-HIRLAM common work. This tool was thus developed. For questions about using this tool, please contact Patricia.

Access levels and logins

Each NMS (the ALADIN-LTM and the HIRLAM-HoR) have a level 1 access with the possibility to change their password, the full consultation of the data about their NMS people/work, the consultation of a few statistics), the management of their NMS people and the possibility to register the work of their NMS people. They cannot made any change in the registered data (in case of any mistake or needs to change something, please contact Patricia).

The PMs don't have the possibility to register work, nor to manage people, neither to delete an action but they can consult the data about the people/work in their consortium (ALADIN, HIRLAM, LACE) and have access to some statistics (other statistics may be added later to the tool). HIRLAM-SC (scientific secretary) has an access with similar rights that HIRLAM-PM.

People management

To begin with, all people with registered work in 2017 have been inserted in the table as active persons. You can add a newcomer in your team (name, first name, he/she).

You can consult the details on the persons for your team (select his/her name in the list).

When people leave your team, you can change their status into "non active", thus they won't appear in the list of people for work registration but they remain in the database for consultation of their former work and you may put them back "active" when/if they resume their work on A-H.

Consultation of the data

You can consult the work registered for all people from your team or for someone precisely, on the whole available period (no date) or for a shorter period (choose the beginning and/or end of the period). The results can be sorted by alphabetical order of the names, or the places, or the Work Packages, or the funding, or by ascending/descending dates.

Work Registration

Only effective periods of work should be reported (the period of holidays, sick/maternity leave, ... are not reported). The unit of the durations is the month (0.25 means 1/4 month).

- **choose the person** who did the work in the list of active people in your team
- **choose the period** : either it is the previous quarter (*default values*) or some shorter period : in case the person begins/quits working on A-H during the quarter or the exact dates of the visits in case the person was working in another NMS (in that case, please indicate this country in the field « Where »). The duration should be at least 0,25 month.
- **choose where** the work was done : *default value is the NMS of the LMT/HoR who registers*), this is the case for « home work » (work in the NMS that employs the person); the « stay work » (work in another country, for instance phasing visits in Toulouse, flat-rate stays, LACE stays, ...) is registered with the same form (just change the place and the period from their default values).

- **choose the level of funding** : most of the work is considered funded at the NMS level (*default value*) ; the positions paid by a consortium are considered as funded at the level of the consortium (for instance 50% position of the CA in ALADIN, 20% position of the DA coord, HIRLAM Management Group for the part of the time funded by HIRLAM).
- **choose the category of the work** : 3 categories of work are proposed :
 - Direct work : Direct work with A-H potentially beneficial to everybody (including the direct work on the A-H code and administration/networking activity as well),
 - Local applications : Maintenance of the local applications,
 - Other : Development of the interfaces to the other applications or to the forecaster with expected (and reported) feedback.
- **link the work to a Work Package in the RWP** : link the work to one of the proposed Work Packages (you may want to check on the current RWP). In order to be more consistent with HIRLAM practice, the ALADIN LTMs should pay attention that the COM3.1 Work Package, initially dedicated to the ACNA coordination work, is enlarged to “Maintenance and Partners' implementations of ALADIN system”, not only the coordination by ACNA, and now includes additional task COM3.1.5 (Operational implementations at ALADIN NMSs) and task COM3.1.6 (Quality assessment of operational suites)
- **indicate the title of the subject**, with reference to the relevant tasks in the WP (as far as possible).
- **weight** : The work on the LAM Common system is weighted 1 (*default value*). The work on the global model ARPEGE when expected to be transferred to the LAM systems is registered as A-H work but with a 0.5 weight (mainly used for work by some MP people).
- **core group** (HIRLAM only) : indicate if the work is done by the Core Group (*default value is NO*).
- **Effort**: Please indicate the amount of each type of work : training, tuition, development, operational, maintenance, validation, management/networking. The unit is 0,25 month. The total effort is automatically calculated as the some of the different types of work. The total effort is limited to 3 months per quarter period (in case the LTM/HoR tries to register more the 3 months in a same quarter, in 1 or more works, an error message is issued). The total effort is also limited to 11 months per year (rolling 12-month time-frame). This will be taken care of by PMs (so far, no automatic control during the registration). In case of a “stay work”, the effort is limited to the duration of the visit (period of the work).

Modification of the work registration (delete an action)

During the period of registration, **you can delete an action registered for your people during this quarter** : it is not possible to delete data of the previous quarter(s) nor to delete some other partner data. This is only possible for the ALADIN-LTM and HIRLAM-HoR login (level 1 access). No other modifications are allowed. If you made a mistake when registering, you may want to delete the action and register it again, or you may contact Patricia who will make the necessary changes into the database.

In future versions, it may be developed tools to allow the PMs to modify the data of the people in their consortium. It is not possible so far.

Statistics

For LTM/HoR (for their NMS only)

- by Category, by Person, by Work Package, by Core Group (HIRLAM only), by Place, by Funding
- per quarter, year, during a period

For PMs (for the NMS in their consortium)

- by Category, by Person, by Work Package, by Core Group (HIRLAM only), by Country, by Funding
- per quarter, year, during a period