



PROCEDURE DURING YOUR STAY AT GMAP

It has been felt necessary to remind our associates-collaborators and other trainees of a few simple rules which we are sorry to enforce to ensure a smooth functioning of our working method.



Eric ESCALIERE (☎8465 Office A311) is your sole contact for opening your account, for computer resources (jobs on Tora & Kami), network access, and any related problems you may encounter.

Eric.escalier@meteo.fr

Good behaviour rule of the thumb.

While working within the GMAP group, you agree to comply with current METEO FRANCE 's rules.

- x Observations of the use of the computers (see VPP user's guide), by this, and especially for the Super Computer, we mean that you should not, by any other means than those prescribed by DSI, « force your way » in the input queue and during runs (successive jobs which can saturate the mainframe, inappropriate working class)
- x Do not use allocated resources more than needed for your work, email and related work
- x Pay a particular attention to the space memory allocated to GMAP (archiving, permanent overloading...) so as not to penalize the others members of the team
- x Behave in such a way as not to tarnish METEO FRANCE's image, by any misdemeanour/breach of behaviour
- x the use of peer-to-peer clients on Météo-France computers is forbidden without prior authorization.

Procedure before leaving.

- x If you are an ALADIN partner, before leaving, you are requested to go and see **Eric ESCALIERE**, if he is unavailable, go and see Jean-Daniel GRIL (Office A 311), or the secretary or your tutor.
 - Ask for a copy to be made of data you want us to save
 - Give your consent for cleaning your « user »
 - Notify your next probable stay

x

CAUTION: If you do not comply with these requests, GMAP will undertake

a definitive and general cleaning

x If you are a student or trainee, before leaving, you are requested to go and see **Eric ESCALIERE**, if he is unavailable, go and see Jean-Daniel GRIL (Office A 311), or the secretary or your tutor.

- Ask for a copy of your data to be made on CD/DVD
- Agree on a date to end your access to METEO FRANCE/GMAP

CAUTION: If you do not comply with these requests, GMAP will suppress all your accounts as from the third month after your departure

- Should you want to keep an access to METEO FRANCE, you must ask well in advance, for the protocole of agreement
- Return all lent documentation

Eric ESCALIERE is also in charge of the GMAP web site, therefore contact him if you have any query, comment, suggestions. eric.escaliere@meteo.fr



Patricia POTTIER (☎8474 Office A301 bis, eventually Jean-Daniel Gril ☎8416 Office A311)) is responsible for the ALADIN web site.

There again, contact her if you have any query, comment, suggestion.

patricia.pottier@meteo.fr



The secretary (☎8451) is THE CONTACT for administrative paper work, he is the one you should give your end of stay report, and that, before you leave Toulouse, the one also to whom you will send your contribution to the Newsletter, and your publications whether with or without committee or conferences/workshop.

Don' t forget to bring back any book, revue, ... you have borrowed during your stay



A bientôt BEFORE YOU LEAVE

Make sure you have given your report to the secretary and to your supervisor.

What's on your account? What should be done with it? Have you burn a CD? Is it of any interest to the ALADIN community? Why not share it? Where can we contact you (email, telephone, fax, address)?

