

# **GUIDELINES for REDACTION of the RWP Work Packages by co-leads**

## **Guidelines for redaction of the table of participants**

- All WP sheets contain a table of participants. The aim is to list in each row the participants from one Member NHMS. Sometimes, it can be clearer to split the list of participants to make explicit different Departments or a participant on an external funding. In all cases, the participants listed should be associated with one Member.
- the figures of committed manpower will be provided by the LTMs (in early autumn)
- if you need to add new rows, please copy-paste an existing row so that you enable all (hidden) parametrized Google functions prepared by the CSS.

## **Guidelines for redaction of description header.**

- the title of the description part of each WP becomes "objectives and priorities"
- as usual, the header section should contain explanations on the general objectives, the main milestones (if you want to stress them), the scientific methodology
- specific challenges could be described if worthwhile
- highest priority tasks also should be described in one-two paragraph(s) of the header section when this is relevant (not all WPs might need it)
- information in the header is for the current year **and beyond**, update this material as you feel relevant (w/r to progress, w/r to changing context etc.)

## **Guidelines for redaction of tasks and sub-tasks.**

- provide some additional scientific details if this information "adds on" to what is described in the header section
- give details on the expected results and/or outcomes until the task would be considered as "completed". These outcomes might only be achieved in a mid-term (the task description can be for more than one year). Try to explain the tasks with meaningful details, avoid too generic formulations.
- make sure to remove the names of staff when people are no longer working on the WP or on a task. Make sure to remove the tasks/sentences that are strike-through (from RWP2022)
- if you need to add tasks or subtasks, copy-paste an existing row so that you create a new row which will contain all the (hidden) Google parametrized functions in each column. This will enable all automated cross-references and table updates to be effective (as prepared by the CSS).
- if you need to fully rewrite a task, remove the old content (or remove the line and then copy-paste - see previous bullet).

## **Guidelines for filling the deliverable columns.**

- the "T-code deliverable" and the "non-T-code" deliverable tables that used to appear at the bottom of each WP have been removed
- instead, WP leads and editors should fill the "expected outcome of this year" column, per task, with a short wording of what they would aim to achieve for the end of the current year
- the "outcomes of this year" should be described as measurable items
- examples:
  - \* "new tuning parameters for SLHD, associated namelist settings"
  - \* "intermediate results published in the ACCORD newsletter" (with the understanding "results relating to the task description")
  - \* "a code branch is available in a local repo"
- absolutely avoid duplication of information between the task description and the wording of the expected outcome of the year. If you find it difficult to spell a specific outcome, then better leave the box empty
- for code deliverables, editors should say what the target source code repository is (an open list of code repos is provided in the menu, otherwise use "other repo" and add your specific repo-name as a comment - more repo-names could be added to the menu when relevant)
- an expected timing for contributing the code deliverable to the target repo should be given (in the "MM/YY" format)
- note for all editors: the information you will provide in the two "code deliverables (if any)" columns will be automatically processed towards summary tables for management purposed (MG/Integration Leader/CSS)
- if a task has no code deliverable, then the two last columns are left empty (!)