

**Minutes**

**Participants**

ALGERIA	Mohamed Mokhtari	LITHUANIA	Martynas Kazlauskas
AUSTRIA	Christoph Wittmann	MOROCCO	Siham Sbi
BELGIUM	Alex Deckmyn	NETHERLANDS	Jan Barkmeijer
BULGARIA	Boryana Tsenova	NORWAY	Jørn Kristiansen
CROATIA	Antonio Stanesic	POLAND	Bogdan Bochenek
CZECH REP	Radmila Brožková	PORTUGAL	Maria Monteiro
DENMARK	Bent Hansen Sass, Rune Carbuhn Andersen	ROMANIA	Alexandra Craciun
ESTONIA	Ivar Ansper	SLOVAKIA	
FINLAND	Reima Eresma	SLOVENIA	Neva Pristov
FRANCE	Ghislain Faure	SPAIN	Javier Calvo
HUNGARY	Gabriella Szépszó	SWEDEN	Susanna Hagelin
ICELAND	Guðrún Nína Petersen	TUNISIA	Haythem Belghrissi
IRELAND	Saji Varghese, Eoghan Harney	TURKEY	Yelis Cengiz

PM: Claude Fischer, CNA: Maria Derkova (Mariska), CSS: Patricia Pottier

**Adopted agenda**

<i>Item</i>	<i>Introduced by</i>
1. Introduction of new LTMs	CNA
2. Outcomes of the ACCORD Assembly	PM
3. Changes in the reporting in the Common Manpower Reporting	PM/CSS
4. Preparation of Detailed Actions Plan 2022	PM
5. Informations from MG + ST	CSS
6. A.O.B.	CNA
7. Date of next meeting	CNA

**1. Introduction of new LTMs**

Mariska introduced the new LTMs: Guðrún Nína Petersen (Iceland), Rune Carbuhn Andersen (Denmark) and welcomed Eoghan Harney (Ireland, invited by Saji as observer).

**2. Outcomes of the ACCORD Assembly**

Claude summarized main discussions and decisions from the last Assembly meeting.

The Assembly was presented (among other items) and approved:

- scientific reporting for 2021, including manpower figures for S1/2021 (as declared by the LTMs)
- the RWP-2022, including manpower commitments (as provided by the LTMs)
- the ACCORD budget for 2022 (membership fee 11k€, general partitioning, procedures for how to use the surplus)
- the list of events in 2022.

The Assembly discussed updated information on the preparation of the ACCORD-based proposal for DestinE, and the next steps in link with ACCORD consortium matters (use of common codes by DE, access to DE results by all ACCORD partners) and the list of events in 2022, Claude recalled that **the minutes of all governance meetings can be consulted on the ACCORD website under EVENTS**. Currently, the website front page has an executive summary of the Assembly minutes.

### 3. Changes in the reporting in the Common Manpower Reporting

Claude introduced the change approved by the Assembly in the accounting of manpower for “Code Engineering, Phasing and Quality Assurance” (aka CEpQA)<sup>1</sup>:

- The scope of the WPs that count for the monitoring of CEpQA is now enlarged to SPTR (including re-factoring tasks for new HPC architectures), COM2.T and SY4.
- The full list of WPs now reads: COM2.1, COM2.T, COM3.1, SPTR (+ re-factoring), MQA3, SY2, SY4.
- We will start monitoring the manpower devoted to CEpQA from 1 January 2021.
- The Common Manpower Registration tool (CMR) will be updated to take into account the enlarged scope.
- The CSS will modify the data for 2021 and recompute the 2021 stats accordingly.

Claude recalled a few things about the Common Manpower Register (CMR):

- If at any time LTMs have a question about the manpower registration, they should just edit it in the FAQ-CMR sheet of the “Information4LTM” Google shared file (PM and/or CSS will provide an answer). Alternatively, they can also contact directly PM & CSS.
- The MG has access to the CMR and each AL can monitor the manpower for their Area.

Claude proposed to shorten the deadlines for registering the quarterly manpower as these figures are very frequently being used by PM, CSS and MG (monitoring of the RWP realisation, preparation of the next RWP, reports to committees and Assembly, ...).

**The LTMs agreed to register their manpower no later than one month after the end of the given quarter, with the exception of Q2 (deadline 2 months after the end of Q2, thus end of August).**

### 4. Preparation of Detailed Actions Plan 2022

Claude recalled the general principles of ACCORD budget:

- Main message regarding the ACCORD budget: the actions are funded on a compensation basis between institutes. There is NO money exchange with staff, NO administrative organization of missions by the consortium, NO real cost accounting.
- The Detailed Action Plan (DAP) lists all actions supported by the consortium (over the year)
  - List of governance and management tasks (missions), PM salary
  - Actions asked to the teams:
    - Missions to the ACCORD ASW and EWGLAM conference (this year: 2 staff can be supported by ACCORD budget to each of these conferences, the LTM<sup>2</sup> and another staff, may be among the newcomers and preferably two different staff for the ASW and for EWGLAM),
    - Organization of ASW,
    - Participation to WWs,
    - Scientific visits (including for technical topics).

<sup>1</sup> According to MoU, all partners should be engaged with code maintenance, evolution of the code, quality assurance (quality of the code and performance of the system); Partners should contribute 2 FTE to ACCORD RWP, including 1 FTE in CEpQA.

<sup>2</sup> In case the LTM cannot travel to the ASW or to EWGLAM, they should indicate their substitute, who will be supported by ACCORD budget.

Claude presented the guidelines used by the MG when preparing the DAP (WW and scientific visits):

- The proposals will be based on the content of the RWP.
- We will give a high level of priority to critical tasks from the RWP, such as code adaptation and transversal aspects, in link with new HPC architectures. Scientific and technical topics that can increase interoperability across the CSCs will be encouraged. The so-called “scientific visits” encompass visits on technical topics (as a general rule, the funded visits must belong to the RWP and refer to tasks either in some R&D Work Packages or in a Common technical WP).
- We will encourage cross-family visits.
- We will pay attention to capacity building.
- We will pay attention to balance the actions proposed in the DAP with respect to the priority tasks, the Areas and the recipients.

The MG will be very proactive for defining the proposals of WW & visits:

- The initiative for proposing WWs and scientific visits is on the MG members.
- The MG will contact WP Co-leads, teams and scientists in their Area (according to the RWP) and discuss proposals. The draft list will be made available to all LTMs. The teams can then propose to join a WW or propose a visitor, or make additional proposals. Very importantly, they need to contact the relevant MG member (AL, CSC-L).
- The very details of this process will be different for each Area, depending on its organization, and each AL will organize the contact with the LTMs/teams as suitable for their Area
- The MG will review the full list of proposals. The PM signs the final DAP version.

A document is available on the ACCORD wiki ([wiki-budget](#)) that describes in more details the procedure adopted by the MG, the guidelines, a set of FAQs regarding how WW or visits are organized (and some additional information in Annexes). LTMs who have further questions can edit them on the “FAQ-DAP” sheet of the Information4LTM Google shared file.

Claude gave the timeline for preparation the DAP2022 (the schedule is tight this year but it is expected to be easier for the DAP2023 as the MG will discuss the proposals already in autumn, when exchanging with the teams/LTMs for the preparation of the RWP2023 and the manpower commitments):

- From “now” until about 21 February: MG to liaise with WP co-leads, staff in the RWP WPs and LTMs
- First costed DAP draft expected for 25 February, for discussion at MG meeting on 25/02
- Final version is expected soon after.

## 5. Informations from MG + ST

Patricia passed on news or recalled:

- change in forms for access to MF machines: please use the [new form available on the ACCORD webpage](#) (further change is expected this year, the webpage will be kept up-to-date);
- [new deadline for contributions to the NL2: 19 February 2022](#) ([guidelines and templates](#))
- useful place for LTM to check the actions pending on them (management work with the LTMs): sheet “On-going” in the “Information4LTM” Google shared file.

Patricia tries to regularly update the ACCORD website and encourages the LTMs to regularly consult the [front page](#) for the latest news of the Consortium and to [subscribe to the RSS feed](#) to be aware of the articles newly published (your browser should be able to read RSS feed, some extensions or add-ons may be needed).

Local organizers of the ACCORD ASW in Ljubljana inquired about physical attendance to the ASW. Due to the constantly changing Covid-19 situation this information will be required by the end of registration (28th February 2022).

## 6. A.O.B.

Claude explained that the ACCORD WG-VHR agreed to send a short inquiry to the LTMs, to get feedback about their known user needs requiring VHR NWP configurations, either already implemented or needs that have been expressed to them. The WG would particularly be interested to complement its current list of user needs with information regarding urban forecasting. An inquiry will be proposed to the LTMs.

Regarding HR or VHR forecast, Jan pointed a need for documentation and tool (spatial verification) for assessing the advances in this area. Alex explained that he is the main person responsible for spatial verification in harp (no documentation nor development could be done recently, due to lack of time). Jan proposed to use part of the ACCORD surplus money to hire manpower on this topic.

Claude proposed to discuss further during the upcoming harp training course and with the MQA AL (Carl) the possibilities to increase harp user-friendliness, in order to promote more teams to use it. Some level of documentation could perhaps be addressed then as well. Claude added that it could be strategic to get more teams familiar and motivated to use harp, and discuss with them how they could join the development efforts for it. Enhancing the functionalities of harp towards spatial verification could indeed be a priority topic where some additional ACCORD staff would be welcome. Spatial verification has also been addressed by the WG-VHR, who will make recommendations (however the WG-VHR won't write a work plan – that is left to the MQA/AL and harp experts). Claude also explained that the Assembly agreed on a precise procedure to use the surplus money (before using the surplus, the WG should identify an unstaffed or understaffed task, check for staff within ACCORD members, only if no solution (no manpower or no expertise), then propose a precise work plan on which hiring new staff).

## 7. Date of next meeting

The next LTM meeting. will be organised as a video-meeting on Monday the 28<sup>th</sup> of March 2022 from 14:00 to 16:00 CEST (please be aware that, depending on your calendar, the invitation Patricia has sent for this meeting might appear as 14:00 GMT+1 and not GMT+2, but the meeting will indeed start at 14:00 CEST/GMT+2).

Mariska thanked the LTMs and closed the meeting at 16:15.