Management of Support Activities

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Some of the (former) work packages of Working Group 6 are ongoing activities that support the whole COSMO community. These *support activities* are:

- Source Code Management

- Web Page Administration

- Editing of the Documentation, Technical Reports and the COSMO Newsletter

In the following, a short description of the tasks and an estimation of the time needed per year is given.

1: Source Code Management

The *Source Code Administrator* (formerly called *NN1*) gathers programming work done at the different institutes and implements it into new versions of the source codes. He checks that the work obeys to the *Coding Standards*. He does a thoroughly testing of different LM configurations. For (proposed) Reference Versions he does tests for selected cases on ECMWF computers.

The gathering of the work from all institutes should be done twice per year.

Estimated time: (8-10 weeks per year) 20% FTE

2: Web Page Administration

For the administration of the web page, two different tasks are defined:

a) Contents Management:
The *Contents Manager* is responsible to keep the information on the web site up-to-date. For that purpose he is in contact with the *responsible authors* of the different pages, he does not have to write the pages himself. Together with the *Web Master* he helps the authors to put the contents of the pages into the proper format. The Contents Manager is the contact person for everybody, who wishes to put information on the web page.

Estimated time: (0.5 days per week) 10% FTE

b) Technical Work:
The *Web Master* gathers all contributions from the *responsible authors* and the *Contents Manager* and puts them to the web page. He works on the design and the further development of the site and helps the authors to put the contents of the pages into the proper format. The Web Master has a substitute.

Estimated time: (2 days per week) 40% FTE

3: Editing of Documentation, Technical Reports, Newsletter

This activity can be split up into three tasks:

a) Editing of the Documentation:
The *Editor of the Documentation* compiles the work from the different authors of the seven parts of the *Description of the Nonhydrostatic Regional Model LM*. He checks that all contributions are obeying to the adopted (LaTeX) format. He takes care that the documentation is updated by the authors in time. He is the *responsible author* for the corresponding web page (*Documentation* on the public pages) and has to update these pages.

Estimated time: (2-3 weeks per year) 5% FTE

b) Editing of the COSMO Newsletter:
The *Editor of the Newsletter* compiles the contributions from different authors for the COSMO Newsletter. Normally, the Newsletter appears once a year, but can be published more often, if enough material is available. The *Editor of the Newsletter* is the *responsible author* for the corresponding web page (*Publications/newsLetters* on the public pages) and has to update these pages.

Because many people are contributing to the Newsletter and their contributions are not always formatted in the proper way (no LaTeX), editing of the Newsletter is a very time-consuming work. To help that Newsletters can be published in due time, this work can (should) be supported by co-editors.

Estimated time: (8-10 weeks per year) 20% FTE

c) Editing of the Technical Reports:
The *Editor of the Technical Reports* has to support authors in order that they can write the report in the adopted LaTeX format. He makes a fine-tuning of the layout and adds prefaces and appendices, if necessary. He is the *responsible author* for the corresponding web page (*Publications/Technical Reports* on the public pages) and has to update these pages.

Estimated time: (2-3 weeks per year) 5% FTE