

# Proposal Developer's Committee Terms of Reference and Membership

## Introduction

The NEMO Consortium Agreement detailed the ToRs of the Developers Committee (see Appendix I). This document will expand on the ToRs to clarify how the Developers Committee will undertake its functions and to detail how the requirements laid out in the Consortium Agreement will be met.

The role of the Developers Committee (as defined in the Consortium Agreement) is to:

1. give advice on research developments plan;
2. co-ordinate developments planned by scientists outside the NEMO System Team, and in particular to coordinate them with the Work-Plan for the NEMO System Team;
3. set up working groups, to appoint their leaders and to validate the report drafted by the working group;
4. propose opportunities for funding to the Steering Committee.

It is also stated in the Consortium Agreement that "The final session of the meeting will involve only the members of the Developers Committee and will be devoted to examination of the Work-Plan for the coming year."

The Developers Committee meeting is therefore to be separated in two parts, a session where an open discussion may be held and a final session limited to nominated members to discuss and finalise the workplan.

In February 2010 a System Team meeting was held to discuss refining the way that the NEMO consortium functions and it was agreed there that there would be an Executive Board and that this would be made up of the NEMO Project manager and a NEMO System Team Officer from each consortium member. It was also agreed that the NEMO Developers Committee would have a session at the end of the meeting consisting of the Executive Board and additional key developers.

## Proposal

The NEMO Developers Committee will comprise the Executive Board, External Experts, Consortium Invitees and System Team members (see below for details on membership of each group). All the NEMO System Team members will be permanent invitees. It will meet for two days to discuss/present:

1. Planned activities using NEMO, including the work planned for the ongoing year
2. Research priorities for NEMO
3. Working groups and their membership
4. Activities in non-Consortium institutes that should become part of the NEMO trunk
5. Funding opportunities

The primary objectives of this part of the meeting are to:

1. Recommend themes and priority research area for the forthcoming workplan (taking in account the expected results of the ongoing year)
2. Nominate sponsors within the Consortium to ensure priority NEMO developments undertaken outside the System Team are able to pull-through to the trunk
3. Scrutinise proposed activities within the System Team and advise on their suitability
4. Agree working group activities

On the final day the Executive Board and Consortium Experts (the Workplan Committee?) will meet to deciding the workplan for the following year, informed by the recommendations of the NEMO Developers Committee. The aim will be to:

1. Agree on priority themes and research for the workplan
2. Identify tasks and their allocation within the System Team, ensuring
  - a. NEMO research priorities are considered

- b. overlap of activity is minimised
  - c. external activities are “sponsored” by an appropriate Consortium member to ensure they will be pulled through to the NEMO system
  - d. activities are achievable and timetabled for inclusion at appropriate times
  - e. the resource to undertake agreed activities is available
3. Draft a workplan
  4. Agree a timetable for finalisation of the workplan

The Developers Committee should meet in October to ensure a finalised workplan and proposals for working groups available for approval by the NEMO Steering Committee in November.

## Group Membership

### *The Executive Board*

The Executive Board is made up of the NEMO Project Manager, NEMO Scientific Leader and a NEMO System Team Officer from each consortium member. For 2010 these will be:

<b>Role</b>	<b>Name</b>	<b>Institute</b>
NEMO Project Manager	Claire Lévy	LOCEAN
NEMO Scientific Leader	Gurvan Madec	LOCEAN/NOC
NEMO System Team Officer	Andrew Coward	NOC
NEMO System Team Officer	Clément Bricaud	Mercator
NEMO System Team Officer	Ian Culverwell	Met Office
NEMO System Team Officer	Rachid Benshila	LOCEAN

### *External Experts*

The External Experts should be chosen as scientists who, in particular, are able to give advice on research plans and who can co-ordinate developments of NEMO outside the NEMO System Team.

The external experts have two roles, to provide expert advice and to represent the broader community in their expert area. It is important that they are able to make recommendations and give advice that represents the community at large, and it is expected that they will have consulted within their community regarding the priority of activities for NEMO before the meeting.

For 2010 the external experts will be:

<b>Expert area</b>	<b>Name</b>	<b>Institute</b>
Ocean dynamics	Anne-Marie Tréguier	LPO France
Sea-ice	Thierry Fichefet	UCL Belgium
Biogeochemistry	Laurent Bopp	LSCE France
Regional modelling	Frédéric Dupont	DFO-MPO Canada
Shelf modelling	Hedong Liu	NOC United Kingdom
Assimilation	Arthur Vidart	LJK France
High resolution configuration	Jean-Marc Molines	CNRS France
Coupled models	K. Mogensen	ECMWF Europe

### ***Consortium Experts***

Each consortium member can propose experts from their institute to complement the group (with a maximum of 2 per institute). These "consortium experts" are chosen to cover the different fields of expertise required by NEMO, and with the appropriate level of responsibility to enable decisions to be made.

<b><i>Name</i></b>	<b><i>Institute</i></b>
Joel Hirschi Hedong Liu	NOC
?	Mercator
John Siddorn	Met Office
?	CNRS

## **Appendix: Extract from the NEMO Consortium Agreement detailing the agreed role of the Developers' Committee**

### **4.4.1 Role:**

The Developers Committee is responsible for ensuring that the most useful developments in the research and operational community are integrated into NEMO System. Its roles are:

- i) to give advice on research developments plan;
- ii) to co-ordinate developments planned by scientists outside the NEMO System Team, and in particular to coordinate them with the Work-Plan for the NEMO System Team;
- iii) to set up working groups, to appoint their leaders and to validate the report drafted by the working group;
- iv) to propose opportunities for funding to the Steering Committee.

### **4.4.2 Composition**

The Developers Committee is composed of leading ocean modelling scientists, having complementary and necessary expertise for the development of NEMO.

The list of members shall be approved on an annual basis by the Steering Committee and will be attached in Schedule 2.

According to the agenda, any expert may be invited to attend meetings of the Developers Committee. The invitees will be suggested by the NEMO System Team.

### **4.4.3 Chairpersons of the Developers Committee**

The Developers Committee will be chaired by the NEMO Scientific Leader and the NEMO Project Manager.

### **4.4.4 Meetings**

The chairpersons set the agenda for the meetings of the Developers Committee and chair meetings of the Developers Committee.

The chairpersons shall give each of the member of the Developers Committee at least thirty (30) calendar days written advance notice of such meetings or fifteen (15) calendar days notice in case of extraordinary meetings.

Should a member of the Developers Committee suggest adding a discussion point/resolution to the proposed agenda, it shall give written notice thereof to all others members at least seven (7) calendar days prior to the meeting date.

The chairpersons shall draft the minutes of each meeting and shall dispatch them to all members within fifteen (15) calendar days of the concerned meeting.

The minutes shall be considered as accepted by the members if, within fifteen (15) calendar days from receipt thereof, no member present or represented at the said meeting has objected in writing to the chairpersons.

The Developers Committee meets at least once a year. The NEMO System Team shall attend the meeting. Extraordinary meetings may be requested by the two chairpersons.

The final session of the meeting will involve only the members of the Developers Committee and will be devoted to examination of the Work-Plan for the coming year.

#### **4.4.5 Working groups**

The Developers Committee will set up each year working groups as needed to further explore particular strategies and/or technical choices. These groups will be coordinated by a leader, will work on specific questions for a limited duration, and will report at the latest at the next Developers Committee meeting.