



CLM-Community Rules of Internal Procedure

Appendix A: Rules of Internal Procedure of the CLM-Community

Version 2.8
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1 History

version	status	author
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V2.7	Adjustments to account for all changes that are related to the use of the administration tool (incl. new registration process). General update of the document.	C. Steger (DWD)
V2.8	Regulation about status of core institutions adjusted. The term “management tool” is changed to “community portal”.	C. Steger (DWD)



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2 Introduction

This document is an appendix to the CLM-Community agreement. It specifies the authority, responsibilities, and decision rules of the formal bodies and members of the community comprehensively.

3 Bodies of the CLM-Community, their Responsibilities and Authority

3.1 Members

The conditions for membership in the CLM-Community and the rights and obligations of the members are regulated in section 4 of the CLM-Community Agreement.

3.2 Partner Institutions

An institution with at least one CLM-Community member affiliated is a partner institution of the CLM-Community.

3.3 Core Institutions

A partner institution becomes a core institution by approval of the CLM-Community Assembly. A core institution:

- should have enough members who can dedicate a significant part of their working time to community tasks to guarantee a permanent and sustainable engagement in the community. Contributions to the community tasks from the core contributions are collected and discussed at the annual SAB meeting.
- must be represented in the meetings of the coordination group.
- must actively contribute to community tasks and be willing to take over tasks if gaps in the available resources are identified. The way in which the core institutions contribute is not specified. It can e.g. be done via developments of community models or software that is or will be available for all members, coordination of a working or project group, contribution to the community coordination or organisation of community events (incl. training course) or in any other way that contributes to the tasks and goals of the community.

New core institutions are suggested by the CLM coordination group (CLM-CO, see 3.6) in agreement with the CLM Scientific Advisory Board (CLM-SAB, see 3.7).



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A core institution can lose its status if the institution abstains from the status of a core institution. In this case, a legitimate representative of the institution should inform the CLM-Community coordinator in written form.

The CLM-Community Assembly can deprive an institution of the status as a core institution if it doesn't fulfil the requirements for a core institution described in this section and if no consensus about the fulfilment of the duties as core institution could be reached within the SAB.

In this case, the SAB decides if the community members will vote on the status of the particular institution at the next Assembly. For the decision of the SAB, the regulations stated in the "Terms of reference of the CLM-Community Scientific Advisory Board" apply. If the SAB suggests that the members should vote on the status of the particular institution at the next Assembly, the regulations stated in the "Rules of internal procedure" apply for the vote of the members at the Assembly.

If the institution has at least one CLM-Community member at the time it loses the status as core institution, it will become a regular member institution.

3.4 CLM-Community coordinator and coordination office

Each member of the CLM-Community can suggest a CLM-Community coordinator (CC) to the Scientific Advisory Board (CLM-SAB) at any time. The suggested person must be a member of the CLM-Community and agree to the nomination. CLM-SAB decides on the nomination latest in the next CLM-SAB meeting. The CC stays in office until a new CC is elected.

The coordination office is led by the CLM-Community coordinator. The employees of the coordination office support the CLM-Community members at reaching the aims, decisions and regulations of the CLM-Community and make their own contributions to the CLM-Community.

The coordination office is located at one of the CLM-Community core institutions. The Scientific Advisory Board (CLM-SAB) determines at which institution the coordination office is located. The CLM-SAB and CLM-CO support the CLM-Community coordinator.

Responsibilities and Authority:

The responsibilities of the coordination office are specified on the CLM-Community webpage (www.clm-community.eu - Community - Responsibilities). In particular,

- it supports
 - o the work of CLM-SAB and CLM-CO,



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- the preparation of the annual CLM-Community Assembly together with the local organisation committee.
- it prepares
 - a report on the status and development of the CLM-Community activities with special emphasis on the decisions at the CLM-Community meetings.
- it prepares once a year an overview over the
 - members and partner institutions,
 - activities of the CLM-Community members,
 - status of model development.

In particular, the CLM-Community coordinator has the main responsibility for the following community tasks:

- dealing with membership applications within 4 weeks,
- execution of decisions of the CLM-Community and of agreements between the members,
- maintenance and updating of the scientific documentation of the CLM-Community models,
- coordination of the CLM-Community activities with COSMO,
- maintenance of the community webpage with regard to contents.

3.5 Working Groups (WGs) and Project Groups (PGs) of the CLM-Community

Each member can suggest a new Working or Project Group of the CLM-Community.

A Working Group has a topic which is expected to be unlimited in time. The goal of the Project Group on the other side is expected to be achieved within 5 years.

A new proposal requires:

- 1 Group name
- 2 Group description
- 3 List of members supporting the suggestion
- 4 Name of the preliminary working group coordinator

This proposal has to be submitted to the CLM-Community coordinator. After a formal approval, the preliminary coordinator is requested to present the new group at the CLM-Community Assembly. The CLM-Community members decide on the acceptance of the WGs and PGs applications.



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Each WG and PG is represented in the CLM-CO, has an own mailing list and webpage.

A CLM-Community member can join a WG/PG by signing up for the group via the CLM-Community portal. The list of WG/PG members is available in the community portal. The WG/PG description and the materials for WG/PG meetings have to be made available in the members' area of the WG/PG webpage for all CLM-Community members.

Each WG/PG has at least one annual meeting, preferably at the CLM-Community Assembly. Further meetings are optional.

The WG/PG coordinator must be a member of the WG/PG and is elected by the WG/PG members at the annual meeting of the WG/PG for the next year. Each WG/PG coordinator has at least one deputy, who must also be a member of the WG/PG and is also elected by the WG/PG members at the annual meeting.

Responsibilities and authority of the WG/PG coordinator:

- Invitation and program of the WG/PG meetings.
- Agenda for the WG/PG meetings.
- Representation of the WG/PG in the CLM-CO.
- Coordination of the model development activities related to the WG/PG description and of the activities related to the community topics in the responsibility of the WG/PG.
- Annual report at the CLM-Community Assembly
 - on the WG/PG activities and the progress achieved.
 - on the activities with respect to community topics when indicated.
- Continuous maintenance of the WG/PG webpage.

3.6 The CLM Coordination Group (CLM-CO)

The CLM Coordination group is a permanent WG of the CLM-Community. Members of the CLM-CO are the coordinators of CLM-Community Working and Project Groups, a representative of each CLM-Community core institution and a representative from COSMO.

Responsibilities and Authority

The CLM Coordination Group has the responsibility for the coordination of the activities between the WGs and PGs and the scientific management of the CLM-Community Activities.



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It has the right to suggest partner institutions for becoming core institutions and thus members of CLM-SAB.

3.7 The Scientific Advisory Board (CLM-SAB)

See the “[CLM-SAB Terms of reference](#)” for details.

3.8 The CLM Working Group Support and technical issues (CLM-SUPTECH)

Responsibilities and Authority:

The CLM Working Group “Support and Technical issues” (CLM-SUPTECH) defines (in agreement with COSMO and the ICON consortium where necessary) the technical rules for implementing new code into the CLM-Community software. When changes have been implemented, CLM-SUPTECH decides on the status of model versions (Development, Test, Released Version, see section 4 and 6 of the “COSMO Standards for Source Code Development” for more details). Recommended CLM-Community versions and configurations of the community models can only be suggested together with WG EVAL. The CLM-Community votes on the recommended CLM-Community version and configuration of the community models.

4 Meetings

4.1 The CLM-Community Assembly

The CLM-Community Assembly (hereafter Assembly) is the main annual meeting of the CLM-Community.

All members are invited to apply for the organization of the Assembly. Applications have to be submitted to the CLM Coordination Group (CLM-CO). The decision on the venue is taken during the CLM-Community meeting (see 4.2).

The Assembly is organized by the members of the institution organizing the meeting with support from the CLM coordination office (see 3.4).

At the Assembly the following is presented and jointly evaluated:

- CLM-Community development,
- CLM-Community software developments,
- the procedure for the standard evaluation as well as suitable criteria for the assessment of the model quality,
- results of standard evaluation of test model versions,



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- Working and Project Group activities.

The results of the evaluations (process and climate-related evaluation) will be made available for the community members, presented in a user meeting and jointly assessed.

4.2 The CLM-Community meeting

The CLM-Community meeting is the decision taking meeting of the CLM-Community. The CLM-Community coordinator invites the members. It takes place at least once a year during the Assembly. In particular, it has the following tasks:

- Approve the list of the core institutions.
- Introduction of new and closing of obsolete WGs and/or PGs.
- Decision on recommended model versions.
- Recommendation of positively assessed configurations.
- Decision on the list of CLM-Community tasks and responsibilities.
- Decision on new and revised CLM-Community documents.

A member of CLM-CO leads the CLM-Community meeting.

5 General Regulations

5.1 Decisions

CLM-Community meeting

Each member has one vote.

The CLM-Community meeting taking place at the annual Assembly has a quorum if 50% of the core institutions are represented. Decisions are made by simple majority.

Independent from the Assembly, decisions can be taken (e.g. in online meetings or surveys) provided that CO has agreed to the voting and all CLM-Community members are informed by CO or the coordination office at least 2 weeks in advance, 20% of the members participate, and 20% of the partner institutions and all core institutions are represented by at least one member. Decisions are taken by simple majority if no other regulation for the voting applies.

WGs/PGs

The reference for membership in a WG/PG is the list in the community portal. Each member has one vote.



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Decisions are made by simple majority.

If the regular meeting takes place at the Assembly and ICCARUS, the WGs/PGs always have a quorum.

If a WG/PG meeting is held apart from the Assembly, a quorum is obtained if at least 20% of the members of the WGs/PGs participate.

CLM_SAB

See the terms of reference of the CLM_SAB.

5.2 Minutes

A draft of the minutes of the CLM-Community meeting, the WG and PG meetings has to be made available to the participants no later than 6 weeks after the end of the meeting. The participants have a 2-week period to make comments. They will be taken into account or, in case of different opinions, published as alternatives. After the 2-week period the authorised version of the minutes is made available to all members of the CLM-Community.

5.3 CLM-Community documents

All CLM-Community documents are listed on the CLM-Community webpage. The groups maintaining the documents as well as the group deciding on its acceptance or changes are listed together with the accepted version of the document and potential revised versions for download.

5.4 Climate projections

Climate projection contributions from the CLM-Community to be published on an ESGF (Earth System Grid Federation) node should not have restricted access but be unrestricted for research and commercial use. Institutions interested to run this kind of climate projections should be willing to do so without restrictions on accessibility.

6 Final Clause

6.1 Enactment

The rules of internal procedure of the CLM-Community come into effect after the approval at the CLM-Community Assembly.