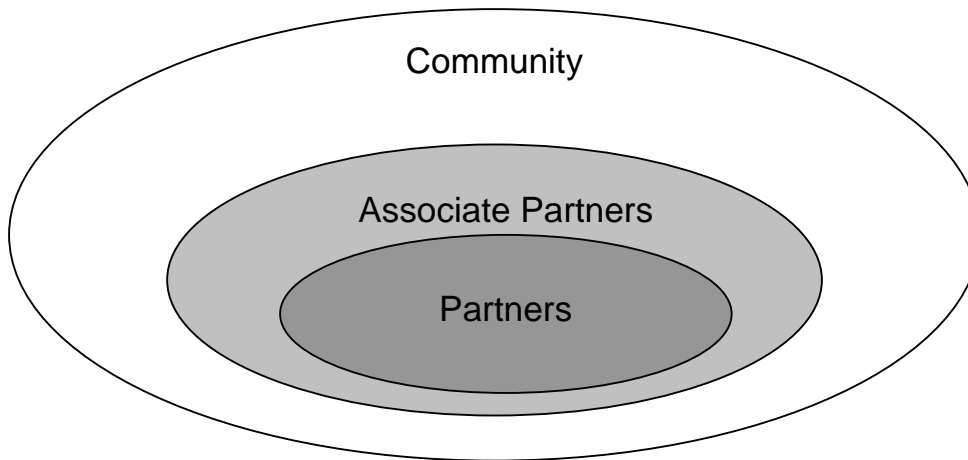


## A revised structure for the

# PRISM Support Initiative (PSI)

S. Valcke, E. Guilyardi (27/04/2006)

## The PRISM Community



The PRISM community is defined by the diagram above.

### ***Community***

All who use the PRISM software, develop the PRISM software, or are in the process of adapting to the PRISM software are the Community. The Community is represented by the User Group.

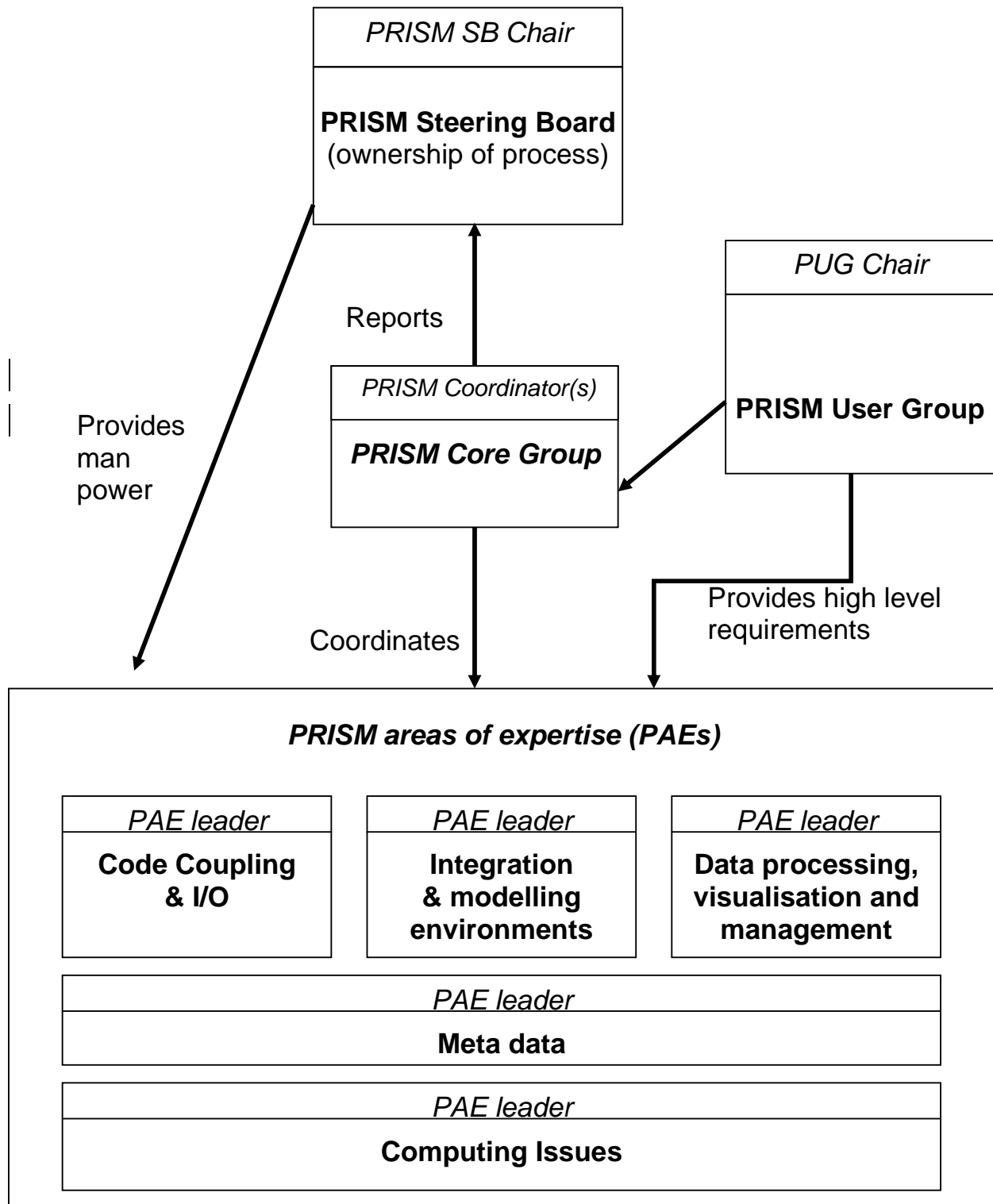
### ***Associate Partners***

Any Institution, Centre or Vendor who contributes effort coordinated by the PRISM Support Initiative (PSI) is considered a Associate Partner, unless they contribute at a level significant enough to become a Partner.

### ***Partners***

Any Institution, Centre or Vendor who contributes ***significant*** effort coordinated by the PRISM management structure is considered a Partner. Partners have representation on the Steering Board. Initially, significant effort is defined as a planned commitment of at least 0.5 person year per year averaged over each 3-year period, renegotiated for 3 years every year.

# PRISM Support Initiative Structure



# PRISM Areas of Expertise

The PRISM activities are organised around five PRISM areas of expertise (PAEs):

- Code coupling and I/O
- Integration and modelling environments (source version control, assembly, compiling, running)
- Data processing, visualisation and management
- Meta-data (cross cutting PAE)
- Computing issues<sup>1</sup> (cross cutting PAE).

Each PAE has the following remits:

- Promotion and, if needed, development of software tools for Earth System Modelling (including beta-testing). The development of a tool can be considered a PAE activity when:
    - the tool is portable, ported to different platforms, modular, usable independently, and interoperable with the other PRISM tools;
    - there is documented interest from the community or part of the community to use the tool;
    - the tool developers are ready to provide user support;
    - the tool is freely available for research .
- A tool meeting the above requirements can be considered a PRISM tool<sup>2</sup>. The list of PRISM tools is proposed by the PRISM Core Group (see below) and approved by the PRISM Steering Board.
- Encouragement and organisation of related network of experts, including technology watch;
  - Promotion and participation in the definition of community standards where needed;
  - Coordination with 1) other PRISM areas of expertise 2) related international activities.

The Partners and Associate Partners contribute a precise amount of manpower to particular tasks in at least one of the PAE; this is described in details in the PAE work plans. Each PAE has a leader, recommended by the PRISM Core Group and appointed by the PRISM Steering Board, which ensures that the PAE meets the above remits. PAE leader activities have to be supported by his/her home institution.

## PRISM Core Group (PCG)

### *Membership and Appointment*

The PCG is composed of the following individuals:

- the PRISM Coordinator(s)
- the PAE leaders

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<sup>1</sup> This PAE should address issues such as performance, efficiency, quality control, portability, etc. and should increase PRISM cooperation with vendors and computer centres. This PAE will need to be confirmed after presentation of a first detailed workplan and its leader will then be appointed.

<sup>2</sup> A tool not fulfilling all above requirements but raising strong interest in the PAE can be identified a PRISM candidate tool.

- the PUG leader
- any other expert appointed by the SB

The PRISM Core Group members are appointed by the SB.

### ***Role***

The PCG has the following responsibilities:

- General coordination of PAE activities .
- Detection and resolution (if possible) of conflicts between the PAEs. Only conflicts that cannot be resolved at the level of the core group should be brought to the SB.
- Internal communication.
- Coordination of common funding activities.
- External representation.

## **The PRISM Coordinator**

### ***Role***

The role of the PRISM coordinator is to provide management support to PRISM by:

- Chairing the PRISM Core Group
- Ensuring a general coordination of the PAEs
- Reporting back on the general evolution of PAE activities and issues (if unsolved at the PRISM Core Group level) to the SB
- Helping the Chair prepare for the SB meetings
- Acting as secretary to those meetings
- Acting as a resource to coordinate other PRISM activities such as:
  - coordination of bids for external funding;
  - community outreach, community umbrella, relations with other projects (ESMF, FLUME, etc);

The PRISM Coordinator does not have line management responsibility for the PAEs, which lies with the Partners and Associate Partners.

### ***Appointment***

The PRISM coordinator is appointed by the SB. The SB may decide to appoint two PRISM Coordinators that will share the work. The SB decides on PRISM Coordinator renewal mechanism and frequency.

## **The PRISM User Group (PUG)**

### ***Role***

- The role of the PUG is to
- capture the community feedbacks through regular surveys and meetings;
- ensure communication between PAEs and users.

## ***Membership***

Membership of the PUG is open to all in the community.

## ***Chair***

The Chair of the PUG is appointed by the PUG members. The Chair is reviewed as a standing agenda item at each meeting.

The role of the PUG chair is to organise PUG Meetings and to provide to the Steering Board a report on requests for future work for the PAEs. Changes to the PUG's processes can be agreed in the group and proposed by the Chair to the Steering Board.

## **PRISM Steering Board (SB)**

### ***Membership and Appointment***

One member is appointed by each Partner. Once the SB is set up, new Partners can be accepted into the SB by majority agreement of the SB. Partners can be asked to leave the SB when all members (except the one being asked to leave) agree that the partner is no longer providing enough resource to be considered a Partner.

The chair of the User Group and the PRISM Coordinator(s) each have a non-voting advisory position on the SB. Associate Partners can send non-voting observers to the SB meeting.

The Chair of the SB is a member of the SB. The SB decide on the renewal mechanism and frequency of its Chair. The PRISM Coordinator(s) supports the Chair of the SB in preparing the SB meetings and acts as secretary for the meetings (including minutes secretary).

### ***Role***

The Steering Board has high level ownership and sets directions. It takes high level requirements input from the User Group via the PUG Chair. It facilitates the coordination of the PAEs. The SB aims are:

- To review annually the work programme of the different PAEs and define priorities
- To ensure that the resources committed by the partner institutions will be used to fulfil the PAE activities.
- To help resolve disagreements in or between the PAEs if they cannot be resolved at the PRISM Core Group level.
- To ensure that proposal for work is achievable within the constraints placed on the resources provided by the Contributing Partners.
- To agree and make any changes to the structure defined here
- To appoint the PRISM Coordinator(s), the PAE leaders, and the PRISM Core Group members.
- To organise activities to bring in further resources (EU bids, etc)

Reports from the PRISM Coordinator(s), the PAE leaders and the PUG Chair input to the Steering Board.

## Administrative activities

The following administrative tasks are carried on and recognized as PRISM activities:

- PRISM web site maintenance
- Regular PCG telephone conference and minutes
- Meetings:

Partners should fund attendance at the meetings as suggested below.

Meeting	Frequency	Notes
SB Meeting	Annually	Meets (physically or by teleconference) after reports from the PAE leaders and PUG Chair Other decision by email and by special meeting. Any member can call a special meeting through the Chair.
PUG meeting	Biennially	In time to provide report to SB meeting. Single day meeting
PCG Meetings	Biennially	Day after the PUG meeting. All PAE members are encouraged to attend both the PUG and PCG meetings.

- Document writing:

Document	Frequency	Notes
PAE leader report	Annually	Report on the work done during the year and work plan for the coming year, with detailed commitment per Partner per task, every year in good time for the SB meeting. PAE members always has sight of the reports and chance to comment before they are submitted to the SB.
PUG report	Annually	In time to provide for SB meeting.
PRISM Coordinator report	Biannually	Report to the SB on general PAE activities

Further activities will be arranged via teleconference etc with optional participation.