# WORKING GUIDE METEOROLOGY DIVISION

A short guideline to help you settle in

## WELCOME

Up to now you have been in contact with your supervisor and our secretary Dagmar Janzen (janzen@meteo.uni-koeln.de). In order to meet the rest of the Institute, your supervisor or close colleague will walk with you through the institute and introduce you to your new colleagues. Furthermore, you will be introduced on the institute’s website - please provide a photo and get in touch with Annette Drost (idrost@uni-koeln.de) to communicate it to the webmaster. Twice a year the whole institute (geophysics and meteorology) meets for the graduation ceremony connected with a social gathering (summer and Christmas party). During these events all new members are introduced.

You will receive a key for your office from Dagmar Janzen and need to acknowledge the receipt by your signature.

## COMPUTER ACCOUNT, EMAIL ADDRESS & MAILING LISTS

After you signed your contract you should have received a letter with information on your general University of Cologne account and email by the computing center (RRZK). To get an account for the computers at our institute and to be included in our mailing lists, you should visit together with your supervisor and our system administrators. If they are not in their offices, make an appointment by mail: meteo-sysadm@uni-koeln.de.

In order to send an e-mail to the whole institute (meteorological department), use the address meteo-igmk@uni-koeln.de, for the Geophysics, please use: allusers-geo@uni-koeln.de.

The meteo-forum mailing list (meteo-forum@uni-koeln.de) can be used for general questions concerning programing, data, analysis, problems etc.. Somebody at our institute might have had similar problems and know the answer. Most important is the meteo-lunch mailing list (meteo- lunch@uni-koeln.de) where you can announce your lunch plans or join other people for lunch (avoiding walking from door to door and ask people in person). Ask Vera Schemann to be set on the lunch mailing list.

## INSTITUTE WEBSITE

To create your profile on the [institute staff website,](http://www.geomet.uni-koeln.de/index.php?id=313&amp;no_cache=1&amp;L=1) please write an email to webmaster- geomet@uni-koeln.de with

* + a photo of yourself
	+ the name of and link to the project you are working on
	+ two to three keywords on your current work
	+ references for your Bachelor, Master, and Doctoral thesis

To be able to view all content on the website, ask the webmasters to create a front end account for you or give you the student account (PhD candidates).

## WORKING TIMES

The total weekly working hours are written in your contract. Similar to many universities and research institutions, you have quite some flexibility when you work, but of course need to be aware of mandatory events that require your attendance. Most people work usually between 09:00 and 18:00. Some working groups have defined core times, e.g. 10:00-16:00 for the Inferno group. Considering flexibility, e.g. in case of compensation for overtime (e.g. measurement campaigns), please check with your working group (supervisor).

**First Salary**

Starting a new job might imply that the first salary could be reduced, depending on when you start the new job and also it might come with a delay, depending on procedures in the university’s human resource department. Please take this into consideration for your personal organization.

## ABSENCE OF WORK

In case you are sick and cannot come to work, write an email or call at least Dagmar (our institute secretary: janzen@meteo.uni-koeln.de), your roommate, and your supervisor in the morning. If you have to stay home longer than three working days, you have to see a medical doctor and get an “Arbeitsunfähigkeitsbescheinigung”. This holds also if you are sick on Friday and still cannot go to work on Monday (Saturday and Sunday count, too). One copy goes to Dagmar Janzen and one goes to your health insurance. It is important to follow these procedures to ensure that you are properly ensured during your sickness!

If you want to go on vacation please ask your supervisor first, so we ensure that your vacation does not conflict with any important date (conference, campaign, etc.). Then fill out an “Urlaubsschein” which you will get from Dagmar. Dagmar will also inform you about the total vacation days you have (left).

For any other reason, you might be unable to come to work (train delay, other personal reasons, etc.) discuss with your supervisor as soon as possible, please also let Dagmar Janzen know.

## TRAVELS

Before you go to a conference or on any other business trip, you have to fill out a “Dienstreisegenehmigung” (travel authorization application) which your supervisor has to sign and then you hand it to Dagmar Janzen. After your return you have to fill out a “Reisekostenabrechnung” (reimbursement form) within six months after your return. You can find a detailed guide and English forms here at this [Link](https://www.google.com/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwiU4ZrKsMvbAhWLZlAKHc9CDbQQFggoMAA&url=https%3A%2F%2Fverwaltung.uni-koeln.de%2Fabteilung44%2Fcontent%2Freisekosten%2Fdownload_vordrucke_und_informationen_reisekosten%2F&usg=AOvVaw0bCfOi6y1fO4Zz2M1-1eMu). The reimbursement usually takes a month. For expensive trips, you can also apply for money beforehand by applying for an “advanced payment” or handing in bills that are already paid (e.g. plane tickets, conference fees, etc.). This has to be done at least two weeks in advance.

Bahn Card: In case you are using the Bahn Card for your travels by rail, it is possible to get a reimbursement for the purchase of the card. For this, you need to hand in the “Antrag Erstattung Bahncard” form. You can find the form for this on the pages of the university administration.

## SECURITY

In principle, any person can access the institute via the elevator. Therefore, it is recommended that you lock your office even if you only leave for a few minutes. When you leave the institute after 6 pm or if you are the last person, please check that the door to the elevator is closed. Switch off the light if you do not see any other person working and also lock the door to the copy machine.

Fire safety: In case of a fire alarm you have to leave your office immediately and follow the instructions of the fire safety assistant. Medical emergency: In case of a medical situation one of the first aiders can be contacted. For further details regarding behavior in case of fire alarm or medical emergency, please make yourself familiar with the necessary procedures, which you can find at the end of this document.

## KITCHEN

Everybody is free to use the facilities provided in our kitchen. However, please remember

## to tidy up after usage (also keep the kitchen counter clean!),

* + to sign in to the refrigerator list if you want to store food regularly in the fridge,
	+ to make a tick for every coffee (add your name to the coffee list, it is 0,25€ per cup so far), and
	+ to contribute through starting/emptying the dish washer, cleaning/decalcifying the coffee machine, changing the Britta filter, decalcifying the kettle, or buying kitchen stuff (soap, washing-up liquid, dishwasher tablets, sponges, Britta filters). Expenses will be reimbursed. Just add them in the corresponding list in the kitchen.

## It is not allowed to use the microwave oven or the water boiler without continuous surveillance! Stay next to it when you use it!

1. **LIBRARY**

Apart from the main university library and the geosciences library, our institute has a small meteorological library. It can be used by students and staff for quiet work. Strictly speaking, the books are not allowed to leave the library room. In practice, if you want to take the book to your office for longer reading, please put a card with your name and the title and author of the book on the shelf exactly where you found the book. This way, when somebody else is looking for the book, they know where to find it. However, never take the books home with you, they are to remain in the building! For all other questions concerning the library please contact Dagmar Janzen or Frank Steffany.

If you are within the University of Cologne Network, you can access most scientific journals concerned with atmospheric sciences online. An exception are the early online releases from AMS; usually you access them after a few months. Ideally, start the online access via the webpages of the university library choosing “[Elektronische Zeitschriften](https://www.ub.uni-koeln.de/suchen_ausleihen/suchen/medienarten/index_ger.html)” to search for the desired journal. If you do not find the journal you are looking for, ask your supervisor.

Our institute at Pohligstraße 3 does not have a social room. Therefore, the library can also be used as a lunch and/or coffee break room. Lunch time is typically between 12 and 1 pm. During that time two tables are reserved for the lunch of the institute members. Please tidy up after having your meal and leave your space clean.

## COLLOQUIA AND SEMINARS

Hot research topics within the Geosciences are presented in the Department's Geoscience Colloquium (<http://www.geosciences.uni-koeln.de/colloquium.html>) roughly every second Monday at 5 pm in the GeoBio lecture hall. Attendance of institute members is highly recommended and expected.

Within the BMD seminar ([link](http://www.geomet.uni-koeln.de/index.php?id=2743)) Bachelor/Master/Doctoral students present their mandatory talks, i.e., Bachelor seminar and colloquium (in German), project work and Master colloquium and two talks within a PhD project. Attendance is mandatory for Bachelor, Master, and PhD students, but also institute staff is expected to come, in particular for colleagues of your working group. Also, if PhD candidates defend their thesis, you should acknowledge their hard work and attend the defense.

## TRAINING

PhD students shall become members of the Geoscience Graduate School (GSGS, <http://www.geosciences.uni-koeln.de/gsgs.html>). Please contact the coordinator of the GSGS Karin Boessenkool (kboessen@uni-koeln.de) for the induction. GSGS offers various possibilities for training.

As an employee of the University of Cologne, you can participate in multiple (mostly cost-free) opportunities for advanced training including e.g., English skills, scientific writing courses, PhD and time management, programming courses at the computing center RRZK ([RRZK courses](https://rrzk.uni-koeln.de/kursangebot.html?&amp;L=1)), etc..

Also the "Zentrum für Hochschuldidaktik (the center for didactics)" (<https://www.hf.uni-koeln.de/30432>) offers a variety of workshops for PhD students and postdocs in order to improve their teaching skills.

## PUBLICATIONS

It is necessary to keep track of our publications. Whenever you have published something, please do the following:

* + For the institute website, write an email to webmaster-geomet@uni-koeln.de with the reference of your accepted or published article so that they can include it in the data base.
	+ You are required to store all data sets and programs/scripts which build the basis for your publication for at least ten years. The input data and code used for your publication along with a description of how to use it to produce the results published can be archived at the computing center RRZK. Therefore a procedure has been established at the institute ([archiving](http://gop.meteo.uni-koeln.de/igmk-wiki/doku.php?id=archive)

[publication data](http://gop.meteo.uni-koeln.de/igmk-wiki/doku.php?id=archive)).

# WORKING ENVIRONMENT

The system administration group maintains a [WIKI](http://gop.meteo.uni-koeln.de/ag_crewell/doku.php?id=home) that gathers all the information about our "working environment”. Here you can find valuable tips for the daily life in front of your computer.

# ROOMS

If you need to reserve rooms (i.e. video conference room, lecture hall, seminar room, meeting room) for any kind of internal or external meeting, please see Dagmar Janzen to see if the room is free and you can use it at the time of desire.

**Additional Information on SAFETY AND SECURITY**

In case of fire or other emergencies we have to evacuate the building. This is indicated by the fire alarm or a person which alerts you. The hazard duty point is the roundabout at the entry to the underground garage (Gothaer Allee). Stay there until the alarm is canceled by authorized persons. Notify if you miss someone of your colleagues you have already seen during the day or if you know of a person not present at work that day. Note that if you do not stay at the meeting point you might possibly be reported as missing person and that firefighters may risk their life in order to search you inside the building!

**Correct behavior in case of fire:**

1. Report the fire (if not already recognized by automatic fire alarm)
* Call 01-112 on landline telephone/Call 112 on mobile phone
* Report (Where, What, Wait Queries)
* Use push button alarm (on the staircase)
1. Fire fighting with fire extinguisher (only if you don’t risk your own safety)
* Metal flags with flame symbol mark next available fire extinguisher
* Memorize in advance position(s) of fire extinguishers closest to your working place.
* Type ABC suited for most fire types
* Stop firefighting in case of danger (by flames, heat, smoke)
1. Get to safety
* Close windows, leave office, close doors but don’t lock doors!
* Report other people in danger and take along helpless people
* Follow the signposted way (it shows you the best way out of the building)
* Don’t use the elevator or stairways filled with smoke
* Gather at hazard duty point

**Preventive fire protection:**

* Escape ways must not be obstructed (e.g. by boxes, furniture, not even temporarily)
* No storage of fire loads (paper, furniture, etc.) on or close to escape ways
* Smoke control doors must not be blocked open nor closed
* The doors of the kitchenettes are smoke control doors and must not be blocked open nor closed
* The same holds for any doors that are equipped with door closers
* Electrical devices such as coffee makers, microwave oven, boilers etc. are not allowed to be used unattended and have to be switched off after usage (fire hazard).
* open flames and smoking in the building is strictly forbidden

**Correct behavior in case of medical emergency:**

1. Rescue person out of the hazard zone if necessary
2. Emergency call (except small injuries)
* Call 01-112 on landline telephone / Call 112 on mobile phone
* Notify: **Who** is calling, **What** happened, **Where** did it happen, **How** many people concerned, **Wait** for queries)
1. Render first aid
* Call one of the first aiders in the list below:

Karin Boessenkool, R. 3.129, Phone: 5925

Heinz Neßeler, R. 3.215, Phone: 1152

Joachim Saur, R. 3.211, Phone: 2310

Alexandre Wennmacher, R. 3.234, Phone: 3387

Andreas Busse, R. 3.231, Phone: 5305

Nadine Horst, R. 3.148, Phone: 1629

* location of first-aid boxes:

at kitchenette 3.154

at small seminar room 3.137

between offices 3.212 (Prof. Tezkan) and 3.213

in the hallway in front of the lecture hall 4.001, 4th floor

* Memorize in advance position(s) of first-aid boxes in your working area
1. Arrival of emergency doctor
* Send a person to the entrance hall who can leads the emergency doctor
* Brief the emergency doctor
1. Documentation of first aid
* Document all rendered first aid in the first-aid register (Verbandbuch). Secures later claims to the insurance - required by German law
* Report incident to the institute head

**Other threats (burglary, assault, bomb threat):**

* Emergency call to the police (01-110)
* Brief the police upon arrival
* Inform dept. 54 of the university administration (extension 5857)