

Practical Arrangements for new Special Projects

Project Title: <Project Title>

Registration

Please register a Project using the Project Registration form. Note that the Project identifier should not exceed eight (8) characters in length and must begin with the 4 characters <SP??>, the choice of the remaining characters is left to you. This form should list all the User Identifiers (UIDs) that will use the Project.

If these users have not already been registered then a User Registration form needs to be completed for each one. Each user should be allocated his own separate 4 character UID and is required to sign the User Registration form to acknowledge the conditions printed in the accompanying notes of the form under which access is allowed. Each form **must** be countersigned by the Special Project Principal Investigator.

If you wish to create a new set of UIDs it is best to check which combinations are available via your User Support contact point (see below). If the first two characters of these UIDs form a new combination of letters then a Section Identifier form will also need to be filled in.

N.B. Until these forms have been returned and processed by ECMWF, the project resources will be unavailable.

Allocation

The following resources have been allocated to this project for 2012-2014:

| | 2012 | 2013 | 2014 |
|--------------------------|-------------|-------------|-------------|
| HPCF allocation [SBU] | <units> | <units> | <units> |
| Data storage [gigabytes] | <gigabytes> | <gigabytes> | <gigabytes> |

Manuals

Relevant computer manuals and other documentation are available on the ECMWF website (login might be required):

<http://www.ecmwf.int/services/computing/>

Training

ECMWF organises computer training courses and the next course is planned for February-March 2012. Some of the training material is available via the ECMWF Web pages

<http://www.ecmwf.int/services/computing/training/material/>

Visiting

For security purposes you are required to let ECMWF know in advance, and in writing, of any intended visits. May we emphasise that desk space is in short supply so please give as much warning as possible of such visits. If required we will be happy to arrange hotel accommodation.

Technical advice

This is available through your User Support Contact Point who is <US_contact_point> or any other member of the User Support Section.

If you have any queries about these practical arrangements please do not hesitate to contact Dr. U. Modigliani, Head of User Support.