School of Mathematical, Physical and Computational Sciences

Department of Meteorology

DEPARTMENT HANDBOOK

2019-20
Session 2019-20

*Autumn Term*

Monday 30 September (Monday 23 September for new students) - Friday 13 December 2019

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*Spring Term*

Monday 13 January - Friday 27 March 2020

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*Summer Term*

Monday 20 April - Friday 12 June 2020

https://www.reading.ac.uk/internal/student/OnlineStudentHandbook/osh-datesoftermandenrolment.aspx

Public/Statutory Holidays and University Days of Closure Year 2019-20

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<td>Wednesday 25 December 2019</td>
<td>Public holiday</td>
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<tr>
<td>Monday 30 December 2019</td>
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<td>Tuesday 31 December 2019</td>
<td>Closure day</td>
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<td>Public holiday</td>
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<td>Thursday 9 April 2020</td>
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http://www.reading.ac.uk/internal/staffportal/sp-term-dates.aspx
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1. Aim of This Handbook

This Department of Meteorology Handbook provides general information for staff, students and visitors. It is updated each academic year. Attention should be given to Section 5 on Security and Section 6 on Health and Safety. More information can be found on the Web at:
http://www.reading.ac.uk/met/

The handbook is available in electronic format: https://research.reading.ac.uk/meteorology/wp-content/uploads/sites/8/MetDeptHandbookStaff.pdf should the need arise it can be read by screen-reading software and/or converted to alternative formats such as Braille or large print.

2. Buildings

The Department of Meteorology is organised over several buildings on the Whiteknights Campus, The Meteorology building WO58, the Harry Pitt building WO56, and the Philip Lyle building WO32.

**Meteorology Building**

(University building code: WO58 on University Campus map)
The Meteorology building, at the Earley Gate area of the Whiteknights Campus was opened in 1997, and has 3 wings, set around a central “hub”. The entrance foyer opens into the upper ground floor, in the northeast wing. An extension to the northeast wing opened in January 2004.

The building has a split-level design - the northeast wing is offset by half a floor from the other wings - to create an environment that encourages interactions between members of the department. The central coffee area and attached kitchen, on the lower first floor, are shared by staff and students.

Each room is numbered by floor letter or number (1,2 or 3) plus U or L for upper or lower floor, then room number: e.g. GL42 is room 42 on the lower ground floor and 2U13 is room 13 on the upper second floor.

Teaching accommodation is mostly on the upper ground and lower first floors (GU and 1L). Laboratories and workshops are on the lower ground floor (GL). The Departmental Office is in 1L40 on the first floor. Toilets are in the hub, male on GL and 2L, female on 1L and 3L.

**Harry Pitt Building**
(University building code: WO56 on campus map)
The National Centre for Atmospheric Science occupies office space on the 1st and 2nd floors, with offices, a seminar room and two meeting rooms on the first floor and offices on the second floor.

There is a coffee area with kitchen (room 101) and a separate kitchen (room 174) on the first floor, and female and male toilets on both floors.

**Philip Lyle Building**
(University building code: WO32 on campus map)
The department occupies office space on the 3rd and 5th floors with a meeting room on the 3rd floor. The 4th floor is a communal coffee area with kitchen facilities and 2 further informal meeting rooms. There are male and female toilets on the ground floor. Female toilets on the 2nd and 4th floor and male toilets on the 3rd and 5th floors.
3. Staff Who’s Who

Staff photographs with room numbers and a map of the building are displayed in the foyer of each building.

Email addresses for staff and students can be found on the department web site at: https://research.reading.ac.uk/meteorology/our-staff/

Student group photographs can be found on the school website: https://research.reading.ac.uk/meteorology/intranet/for-students/student-photos/

*Head of School of Mathematical, Physical and Computational Sciences*
Professor Ben Cosh

*Head of Department (External Affairs)*
Professor Andrew Charlton-Perez, BSc, PhD, Reading, *Professor of Meteorology*

*Head of Department (Academic staff)*
Professor Suzanne Gray, BA, Cambridge; PhD, Reading *Professor of Meteorology*

*Head of Department (Finance, Support staff and Infrastructure)*
Professor Robert Plant, BA, Oxford; PhD, Manchester *Professor in Atmospheric Convection*

Professor Richard Allan, BSc, UEA; PhD, Reading, *Professor in Climate Science*

Professor Maarten H P Ambaum, Doctoral, Utrecht, PhD Eindhoven *Professor of Atmospheric Physics and Dynamics*

Professor Nigel W. Arnell, BSc, PhD, Southampton, *Professor of Climate Change Science*

Professor Janet F Barlow, BSc, UMIST; MSc, PhD, Reading *Professor in Environmental Physics*

Dr Nicolas Bellouin, PhD, Lille *Associate Professor in Climate Processes* SCENARIO DTP Director

Professor Emily Black, BA, Cambridge, DPhil, Oxford *Professor in Terrestrial Processes and Climate* Director of Internationalization, TAMSAT Director

Dr David Brayshaw, BSc, Durham, PhD, Reading *Associate Professor in Climate Science and Energy Meteorology* Continuing Professional Development Co-ordinator

Dr Jochen Broecker, Diploma, Goettingen, PhD, Goettingen *Associate Professor in Meteorology and Statistics* Mathematics of Planet Earth MRes co-Director of Studies

Professor Alberto Carrassi, MSc, Ferrara Italy, PhD, Maryland USA, Doctor in Physics, Ferrara Italy *Professor Data Assimilation* Director of Data Assimilation for NCEO
Professor Peter Clark, BA, MA, Cambridge (Met Office Honorary Fellow)

Professor William Collins, MSc, Reading, PhD, Cambridge (Professor of Climate Processes) IT Academic Lead

Dr Helen Dacre, MPhys, Sheffield; PhD, Reading (Associate Professor) School Director of Postgraduate and Professional Studies

Professor Sarah Dance, BA, Cambridge; PhD Brown University, USA (Professor of Data Assimilation)

Professor Daniel Feltham, BSc, Durham, PhD, Cambridge (Chair in Climate Process Physics)

Dr David Ferreira, PhD, Paris (Associate Professor in Oceanography and Climate Dynamics), MSc Admissions

Dr Thomas Frame, BSc Cardiff; PhD, Reading, (Lecturer in Dynamical Meteorology) Dept. Director of T&L: PGT

Professor Jonathan Gregory, MA Oxon; PhD, Birmingham (NCAS - Climate)

Professor Sue Grimmond, BSc Otago; MSc, PhD, British Columbia; DSc Gothenburg (Professor of Urban Meteorology) Joint Met Office Chair in Weather Processes

Professor Keith Haines, BSc, PhD, (BMT Professor of Marine Informatics) Director of Impact

Professor R. Giles Harrison, MA, Cambridge; PhD, London, CPhys, MInstP (Professor of Atmospheric Physics)

Michaela I. Hegglin, BSc, MSc, PhD, ETH Zurich Switzerland (Associate Professor in Atmospheric Chemistry) Visitor Programme Coordinator

Professor Robin Hogan, BSc Leicester, PhD, Reading (Professor of Atmospheric Physics)

Dr Chris Holloway, BSc Harvard; Masters, UCLA, PhD UCLA (Associate Professor in Convection), MMet Co-ordinator

Dr Peter Inness, BSc, Reading; PhD, Reading (Associate Professor in Weather), Programme Director Meteorology and Climate

Professor Anthony Illingworth, BA, PhD, Cambridge, DSc, Manchester (Professor of Atmospheric Physics)

Dr Amos Lawless BSc Hons, York, PhD, Reading, FHEA (Associate Professor of data assimilation and inverse problems)

Professor Bryan Lawrence, BSc, PhD, Canterbury, N Zealand Director of Models and Data, NCAS-Climate

Professor Michael Lockwood, BSc Hons, PhD, Exeter; FRS (Professor of Space Environment Physics)
Professor Chris Merchant, BA, Oxford; PhD, London (Professor in Ocean & Earth Observation) Research Division Leader- Earth Observation and Space

Professor John Methven, BA, Oxford; PhD, Reading, (Professor of Atmospheric Dynamics)

Professor Keith Morrison, (Professor of Synthetic Aperture Radar) Academic Lead for Laboratories

Professor Matthew Owens, MSci, UCL; PhD, Imperial (Professor of Space Environmental Physics) Programme Director Environmental Physics

Dr Tristan Quaife, BSc Swansea, FHEA (Associate Professor of Carbon Cycle Science), Undergraduate Admissions, UG Open Day/Visit Organiser

Professor Chris Scott (formerly Davis) BSc, UCW Aberystwyth, PhD, Southampton (Professor in Space and Atmospheric Physics), School Director of Wellbeing, Inclusion, Diversity and Equality (WIDE)

Professor Theodore Shepherd, FRS, BSc, Toronto, PhD (Massachusetts Institute of Technology (Grantham Chair in Climate Science), Grantham Chair, Research Division Leader – Climate

Regius Professor Keith Shine, FRS, BSc, London, PhD, Edinburgh (Regius Professor of Meteorology & Climate Science), Regius Professor, Lead for University REF Earth & Env Research

Dr Joy Singarayer, MSc, London; DPhil, London (Associate Professor in Paleoclimatology), Athena SWAN Lead, Equality and Diversity Champion, School Director of Academic Tutoring

Dr Thorwald Stein, BSc, Utrecht; MSc, Warwick; PhD, Warwick (Lecturer in Clouds), Staff Student Liaison Committee Chair

Professor Graeme Stephens, BSc, PhD Melbourne (Professor of Earth Observation)

Professor Rowan Sutton, BSc, Cambridge; DPhil, Oxford Director of NCAS-Climate

Dr Remi Tailleux, Eng.Deg, Applied Maths and Computer Sci. France; DEA (Masters), PhD, Paris (Associate Professor of Physical Oceanography) Examinations Officer

Dr Miguel Teixeira, BSc, Lisbon, PhD, Reading (Lecturer in Meteorology) Department Library Manager

Dr Andrew Turner, MSc, Oxford, PhD, Reading (Associate Professor in Monsoon Systems), Programme Director NUIST

Professor Pier-Luigi Vidale, BSc, MSc, Sao Paulo, Brazil; PhD, Colorado State University (CSU), USA; (NCAS)

Dr Clare Watt, BSc, Aberdeen, PhD, Cambridge (Associate Professor in Solar Terrestrial Physics) Higher Degree Tutor
Dr Hilary Weller, BSc, Manchester, MSc, Imperial, PhD, Reading (Associate Professor of Computational Atmospheric Dynamics) **Deputy School Director of Academic Tutoring**

Dr Christopher Westbrook, BSc, Warwick, PhD, Warwick (Lecturer in Meteorology), **PGR Admissions, Departmental, Department Director of PG Studies**

Professor Paul Williams, MPhys, Oxford, PhD, Oxford (Professor of Atmospheric Science) **Research Division Leader – Weather**

Professor Peter Jan van Leeuwen, BSc, Leiden, MSc, Amsterdam, PhD, Delft, The Netherlands (Meteorology), (Professor of Data Assimilation) **MSc Data Assimilation Coordinator**

Professor Geoff Wadge, BSc, PhD, Imperial London, (Professorial Research Fellow), **Undergraduate projects, Masters Team projects, H&S Coordinator**

**Visiting Professors**
Professor Stephen Belcher, PhD, Cambridge (Met Office Chief Scientist)
Professor Liz Bentley, BSc, Newcastle, PhD, Manchester (Chief Executive RMets)
Professor Stephen Briggs, BSc UCL, PhD UCL, Fellowship UCL (ESA Harwell)
Professor Andrew Brown, BA (Hons), Oxford, PhD (Director of Research, ECMWF)
Professor Nigel Fox, BSc, London; PhD, London (Fellow Institute of Physics)
Professor Paul Hardaker, BSc, PhD, Essex (Chief Executive Institute of Physics)
Professor Eleanor J Highwood, BSc, Manchester, PhD, Reading (Professor in Climate Physics)
Professor Sir Brian J Hoskins CBE, FRS, MA., PhD. Cambridge
Professor George Marston, BA, PhD, Oxford (Northumbria University)
Professor John Mitchell, BSc, PhD, Queens, Belfast; OBE (Met Office)
Dame Julia Slingo, OBE, FRS, BSc, PhD, Bristol (Chief Scientist, Met Office)
Professor Alan Thorpe, OBE, BSc, Warwick; PhD, London (Director General, ECMWF)

**Emeritus Professors**
Professor Lennart Bengtsson, BSc, Fifl.lic, Docent, Fellow AMS
Professor Keith Browning, BSc, PhD, London, FRS
Professor Robert J Gurney, OBE, BSc, London, PhD, Bristol
Professor Sir Brian J Hoskins CBE, FRS, MA., PhD. Cambridge
Reverend Professor Ian James, BSc, Leeds, PhD, Manchester
Professor Averil Macdonald, OBE, BSc, York, PhD, Southampton
Professor Paul Mason, CB, FRS
Professor Alan O’Neill
Professor Lois Steenman-Clark, BSc, PhD
Professor Graeme Stephens, PhD, Melbourne (Fellow of the Royal Society)

**Visiting Research Fellow**
Mr Stephen Burt, MSc, Reading
Dr Paulo Ceppi, PhD, Washington, M.S., Zurich
Dr Richard Dixon, BSc, Reading, PhD, Reading
Dr Peter Gibbs, BSc, Newcastle
Dr Chunlei Liu, BSc, China, PhD, Manchester
Dr Ewan O’Connor, BSc, Leicester, MSc, Leicester, PhD, Reading

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Dr Christian Pfrang, BSc, Berlin, PhD, Oxford
Mr Gavin Pretor-Pinney, BA, Oxford; MA, London
Dr Charles Williams, BA(Hons), PhD, Sussex. NCAS-Climate
S Wolowski, MSc, Charlotte. Met Office
Dr Jun-Ichi Yano, BSc, Kwansei Gakuin, MSc, PhD, Kyoto. Météo France

Honorary Graduates
Dr David Burridge, Hon PhD, Reading, Hon fellowship, Swansea, CBE
Professor Julia Slingo, OBE, BSc, PhD, Bristol (Chief Scientist, Met Office)
Professor Susan Solomon, B.S. Illinois Institute. Of Technology, PhD, California, Berkley (NCAR, Colorado)
Professor Alan Thorpe, OBE, BSc, Warwick; PhD, London (Director General, ECMWF)

Honorary Fellows
Dr Mike Pedder, BSc, University of Wales, PhD Cambridge
Mr Ross Reynolds, Associate Professor

Laboratory Staff
Mr Andrew Lomas, Technical Manager
Mr Ian Read, Senior Technician, Teaching and Research
Miss Selena Zito, Senior Technician, Teaching and Research
Mr Cahyo Listyo, Trainee Technician, Teaching and Research

Computing Staff
Maria Broadbridge, Academic Computing Team (ACT)
Andy Heaps, NCAS CMS Computer Systems Manager

Professional and Administrative Staff Department:
Dana Allen, Executive Support Administrator, Meteorology (Lyle)
Laura Byrne, Executive Support Administrator Assistant, Meteorology (Lyle)
Jessica Gardner, Executive Support Officer, Outreach & External Affairs Coordinator Meteorology
Hui Jai, Executive Support Administrator to Heads of Department, Meteorology
Emma Merchant, Executive Support Administrator, Meteorology (Harry Pitt)
Nicki Robinson, Executive Support Administrator, Meteorology

School Management Office:
Dawn Turner, School Administration Manager
Debbie Turner, Executive Support Officer to Head of School

Buildings and Facilities:
Steve Guest, Building and Facilities Manager

Postgraduate Office:
Christine Macfarlane, Postgraduate Research Administrator
Wendy Neale, Doctoral Training Partnership Administration Manager (SCENARIO)
Student Support (JJ Thomson Building):
Parminder Uppal, Postgraduate Administrator (MSc queries)
Alex Owen, Undergraduate Administrator (UG queries)

HR
Michael Connolly, HR Coordinator
Natalie Parnall, HR Administrator
Marianne Swanborough, Payroll Administrator
Rachel Thorns, HR Advisor
Karen Lawrence, HR Advisor

Finance:
Linda Tse, Executive Administration Manager for Finance
Bikal Shrestha, Executive Support Finance Administrator

Meteorology Library:
Catherine Turner, Librarian

Porter:
Porters are centralised and should be contacted via http://www.reading.ac.uk/portering-services/portering-home.aspx

Research Centres:
National Centre for Atmospheric Science: Climate, Models & Data
Nicola Bray, NCAS - Senior Administrator
Julia De Faveri, NCAS - Climate Administrative Assistant.

National Centre for Earth Observation:
Jan Fillingham, NCEO - Training and Communications Manager
Other Research Staff
There are over 120 post-doctoral or post-graduate research and computer staff, and a further 25 Met Office employees, in the Met Office@Reading working on research projects in the Department. For information about the research going on in the Department see: http://www.met.reading.ac.uk/research/

Met Office Staff, MetOffice@Reading

Senior Research Staff,
Dr Humphrey Lean, Manager Convective-scale Modelling Research
Dr Jason Lowe, Principle Fellow, Head of Climate Services, Priestly Chair in Interdisciplinary Climate Services (UoL)
Dr David Simonin, Manager Assimilation Surface-based Observation

Expert Scientists
Dr Neal Butchart, Expert, Stratospheric Processes Research
Dr Terry Davies, Expert Scientist
Dr Graeme Kelly, Expert Scientist, Data Assimilation at Reading
Dr Nigel Roberts, Expert Scientist, Post Processing and Verification

Senior Scientists
Dr Sylvia Bohnenstengel, Senior Scientist, convective-scale modelling research
Dr Cristina Charlton-Perez, Senior Scientist, Land Surface Data Assimilation
Dr Catherine Gaffard, Senior Scientist, Obs R&D Surface Team
Dr Carol Halliwell, Senior Scientist, convective-scale modelling research
Dr Kirsty Hanley, Senior Scientist, convective-scale modelling research
Dr Lee Hawkness-Smith, Senior Scientist, Data Assimilation
Dr Carol Halliwell, Senior Scientist, convective-scale modelling research
Dr William Ingram, Senior Scientist
Dr Dingmin Li, Senior Scientist, Convective scale Data Assimilation
Dr Zhihong Li, Senior Scientist, Obs R&D Surface Team
Dr Aurore Porson, Senior Scientist, Convective-scale
Dr Yongming Tang, Senior Scientist, UKESM Configuration Manager
Dr Christopher Thomas, Senior Scientist, Assimilation Surface-based Observation
Dr Jo Waller, Senior Scientist, Assimilation Surface-based Observation

Scientists
Dr Laila Gohar, Climate Scientist

Support Staff
Khalid Mahmood, Administrator MetOffice@Reading
4. Facilities

4.1 Coffee Areas –
The coffee areas are available to all members of the department. Please help to keep the kitchen area clean and tidy. Please dispose of or recycle all litter, including complimentary catering when on offer. The coffee lounge is not intended as an overflow work area; it becomes very busy at times.

The coffee club provides tea and coffee on a ‘pay as you go’ basis. Members should provide their own mugs. Mugs for visitors are available from the Department Office. Please wash and tidy away cups or mugs directly after use.

Each building has Monitors responsible for the coffee area, these are listed in the kitchen area.

There is a vending machine for snacks in the main Met building outside GU01.

Sandwiches and other snacks can be purchased in the nearby Department of Agriculture, whilst cooked meals are available in Eat at the Square, or Park House (staff only). (Buildings 7 and 8 on the Whiteknights Campus map).

4.2 School & Departmental Offices

Nicki Robinson (1L40), Executive Support Administrator and deals with general enquiries for the Department. n.c.robinson@reading.ac.uk

Christine Macfarlane: The Postgraduate Research Administrator can be found at the Department of Meteorology on Tuesdays and Fridays in Room 1L35 (ext. 8954) and in the Graduate School on Mondays, Wednesdays & Thursdays in Room F06 (ext. 4160). Christine can help with PhD student enquiries and handles Meteorology PhD admissions and PhD programme administration. christine.macfarlane@reading.ac.uk

Wendy Neale: Doctoral Training Partnership Administration Manager, 1L35 working with the SCENARIO Centre Director, Nicolas Bellouin. Wendy organises training courses, workshops and conferences, interacting with the many partners including placements, accounting for the centre and organisation of data relevant to the DTP activities and reporting. w.neale@reading.ac.uk

Hui Jia: Executive Support Administrator to Heads of Department, 1L42 hui.jia@reading.ac.uk
The School’s Student Support Centre is situated on the ground floor in the JJ Thompson Building and deals with all Undergraduate and MSc related administration. To contact them, please email Mpcs- tlsupport@reading.ac.uk or call 0118 378 8630.

Opening hours are Monday - Friday
Term time: 8.30am to 5.00pm
Non-term time: 9.00am to 4.00pm

4.3 Meteorology Library
The Meteorology Department has its own library which holds copies of all recommended texts as well as a great variety of books on meteorology and related topics and long runs of important meteorology journals. Many meteorological journals are also available electronically. Information can be found at https://libguides.reading.ac.uk/meteorology-library. Details of how to use the Department library will be provided during the first week of term.

The Meteorology Library, in room 1L67, stocks books, journals, and the department’s PhD theses and master’s dissertations. There are individual and group study spaces in the library. It is always open.

The Librarian, Catherine Turner, is in the library 8:30 – 13:30 Tuesdays and Fridays. If assistance is required at other times, please email met-librarian@reading.ac.uk. All new staff should register with the librarian as soon as possible on arrival. New students should attend autumn term induction sessions and register their campus card with the librarian. We also have an Academic Liaison Librarian (Judith Fox) who is based at the main library.

All books must be self-issued if they are removed from the library and should be returned by their due date. Some journals and books marked ‘Not to be taken away’ must remain in the library.

Publications (print or electronic) not available from the departmental or main libraries can be requested free of charge using the book request form https://www.reading.ac.uk/library/contact/lib- meteorology-request-form.aspx.

Fines and/or suspension of borrowing rights are among the penalties that can be imposed for damage to books or other items, removal of reference-only material or failure to return items.

4.4 Study Areas
There is a study area with a large table and smart board for group use. Students have an additional quiet study space adjacent to the Library equipped with four networked PCs.
4.5 Photocopiers and Printing
The University has provided Multi-function devices (MFD), for student use in the following locations, Met: GL68, GL69, 1L37, 1L67, 1U24 and 3L67.
Lyle: Floor 3 & 5 in communal areas.
Campus Cards are used to access this system and PhD and MSc students will not be charged at source to use the MFD’s, instead the Department will receive a monthly report on student use and cost per user.

4.6 Laboratories, Workshops & the Atmospheric Observatory
The Department of Meteorology is well equipped with modern laboratories and workshops, which are used in the University's meteorological teaching and research. These are situated on the lower ground floor of the main Meteorology building.

There are two main teaching laboratories, which are used for undergraduate and postgraduate courses: the Instrumentation Laboratory (GL69) and the Fluid Dynamics Laboratory (GL42). Research is pursued in the Experimental Research Laboratory (GL41), Radar Lab (GL65) and on the Atmospheric Observatory, which is about 500m northeast of the Department. We also regard the Atmospheric Observatory as a Teaching Laboratory.

The Instrumentation Laboratory includes the Equipment Store (GL63) and the Experimental Research Laboratory (GL62). Along the corridor are the Electronics Workshop (GL36) and Joint Mechanical Workshop (GL40). Both workshops provide support for our teaching and research laboratories.

Technical support for teaching and research within the laboratories is provided locally by a small team of technical staff who form a part of the larger University Technical Services.

Use of the laboratories is regulated by Andrew Lomas, Technical Manager (x7993)

4.7 Computing Facilities
All IT systems are centrally managed.
For IT enquiries and support, contact IT support via the Self Service Desk at http://uor.topdesk.net

The majority of computing research activity is carried out on Unix systems (Linux) which are accessed through local desktop solutions. The majority of that are windows PCs. Access to the Linux computing facilities can be created on request.

Most teaching (undergraduate and MSc) is carried out in computing labs on Windows PC systems

List of computing services provided to the Met department users:
- Home directories are provided by IT and backed up. There is a separate home directory on Windows (known as Ndrive) and a home directory on Unix/Linux (also known as Unix Home) for those being granted access to Linux. Both are accessible from Linux and Windows environments if necessary.
- Network colour printers
- MSc. Windows PC Computing Lab (1L34)
- Windows PC Computer Lab (3L67)
- Windows PC teaching Lab (GL68)
• Further PC terminals (Library)

• 2 laptops, available on short-term loan (3L45)

• A digital camera can be obtained from Dana Allan dana.allen@reading.ac.uk (Lyle 302C, ext.8677).

Further information about IT facilities in the Met department are provided on the intranet: https://research.reading.ac.uk/meteorology/intranet/

4.8 Telephones

The telephones in PhD rooms and staff offices are for work use. Itemised phone bills for each phone are sent to the Head of Department each month to monitor for excessive phone bills. The Department permits staff to use their phones for occasional personal use, e.g. calling home (locally!) to say that you will be working late. However, work phones must not be used for personal long distance calls (unless they are very short), or personal international calls.

5. Security

Working Hours

The University building’s normal opening hours are from 8am until 6.30pm (Philip Lyle Building 5pm), Monday to Friday. Outside these hours, and on University closure days, the buildings will be locked and the security alarm set.

A swipe card is required for access when the buildings are locked. (see below).

*Staff and students working in any building outside the hours of 8am to 6.30pm must sign the out-of-hours book, which is kept in the foyer of each building. If you continue working in the building after 6p.m. you must go down and sign in.*

This is a legal requirement and is for your own safety: in the event of a fire the fire brigade needs to know if anyone is trapped inside the building.

Swipe Cards

Staff and postgraduate students can obtain access to the buildings out of hours by using a campus card. Staff campus card application forms can be found at http://www.reading.ac.uk/internal/campus-card/Forms/sac-staff-Campus-card-order.aspx. For further details regarding student campus cards go to: http://www.reading.ac.uk/internal/campus-card/sac-about-campus-cards.aspx.

*Never attempt to use your room key to enter the main door of the buildings.* Despite appearances it operates entirely by the Swipe Card reader on the left of the entrance. If the door is held open out of hours the building alarm will trigger.
Security
Security incidents occurring out of hours must be reported to the Security Office on extension 6300 (emergencies) or 7799 (minor).
There is a security alarm system associated with many rooms and pieces of equipment. This sounds in the Department and in the University Security Office if there is an unauthorised break-in or theft. If this occurs after hours a University Security Officer will secure the building and reset the alarm system. Please inform Steve Guest or the Departmental Office if the alarm is set off during normal working hours.

In general, only members of the department should use the building out of hours. If you allow a visitor in to the building you are responsible for their behaviour, and for ensuring that they sign the out-of-hours book when they enter and leave. You should only allow a visitor into the department if you know them well.

5.1 Dealing with Intruders
The incidence of unwelcome intruders is low, but we must be clear about our actions should such an incident take place.
Above all else, we are concerned that no member of the department should put themselves at risk from physical injury.

- Remember to lock your office whenever it is unoccupied - all valuables should always be locked away
- The police advise that no untrained member of the public should physically tackle an unknown person in their office/room/home etc.
- Although the University is insured against wrongful arrest - for that is what it will be if an employee holds someone illegally - it is not advised for anyone, including the security staff, to directly tackle someone except in self-defence.
- Any visitor here on legitimate business, but unsure where to go, would be expected to consult the Departmental Office immediately.
- Never assume that a stranger wandering in the building is authorised to be there. Challenge them! Even a (polite) “can I help you?” can deter.
- Even if they say they are on legitimate business, if you remain unsure, (politely) ask them to wait while a member of staff (Dawn Turner ext. 6012 or Nicky Robinson ext. 8950) is consulted. However, do not leave them alone in your office; use the telephone.
- If you have cause for concern that a stranger is in the building with criminal intent, phone 6300 immediately.
- If someone is allowed into the Department out of hours, they will have a swipe card. You should NOT let anyone into the Department out of hours unless they have legitimate business with you. The Department will hold you responsible for any out of hours visitors you admit.
- The correct response to someone claiming to have business with a member of the Department other than yourself is to ask that person to let them in. They can contact them via the phone next to the swipe card reader.
o **The phone number for ALL emergencies is Internal 6300.** Make sure this is clearly displayed on your telephone, in case you need to use it.

More information on security can be found at: [http://www.reading.ac.uk/security-services/](http://www.reading.ac.uk/security-services/)

### 6. Health & Safety

#### 6.1 Safety

The Health and Safety coordinator is Marie Taylor [marie.taylor@reading.ac.uk](mailto:marie.taylor@reading.ac.uk) Ext. 5220 Room 119 Wager Building.

All information regarding health & safety can be found here: [http://www.smpcs.reading.ac.uk/intranet/school-health-and-safety-information/](http://www.smpcs.reading.ac.uk/intranet/school-health-and-safety-information/)

The School Health & Safety Code is updated every year and a copy can be found on all health and safety noticeboards. [http://www.smpcs.reading.ac.uk/media/1226/smpcs-health-and-safety-code-2018.pdf](http://www.smpcs.reading.ac.uk/media/1226/smpcs-health-and-safety-code-2018.pdf)

Various legal requirements concerning safety are regulated by the Health and Safety Co-ordinator and described in the School Safety Code. All staff and students should read this Code, which is posted on the School website and will be issued at the H&S induction.

The Department’s policy on un-accompanied and out-of-hours work is posted on notices in every room.

Details of first aiders and first aid boxes can be found on the Area Safety Notice boards.

**Staff should ensure that a First Aider is sought in the case of injury or illness.**

All electrical equipment used in the Department is safety tested. Anyone wishing to use personal electrical equipment such as laptops in the Department should consult Steve Guest [s.guest@reading.ac.uk](mailto:s.guest@reading.ac.uk) to arrange a safety test.

The **Department has first aiders in each of its locations a list of which can be found here;** [http://smpcs.reading.ac.uk/intranet/school-health-and-safety-information/#firstaid](http://smpcs.reading.ac.uk/intranet/school-health-and-safety-information/#firstaid)

An accident/incident online record must be completed for ALL injuries. Accidents/Incidents resulting in loss of working hours or severe injury must also be notified on the online Accident Report Form that can be found at [http://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/emergency-incident-reports.aspx](http://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/emergency-incident-reports.aspx)

All other incidents and near misses should be reported online via the Health and Safety Services webpage: [https://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/IncidentNotification/](https://www.reading.ac.uk/internal/health-and-safety/IncidentReportingandEmergencyProcedures/IncidentNotification/) Please email the HSC Marie Taylor, marie.taylor@reading.ac.uk, to inform her of the incident.
6.2 Emergencies

In an emergency, telephone 0-999 and ask the operator for the emergency service required (police, ambulance or fire brigade). You will need to provide the name of the building and location on campus. Then telephone security on 6300 on an internal telephone or 0118 378 6300 on a mobile. Let them know you’ve called for emergency assistance.

6.3 Fire

If you discover a fire, activate the nearest fire alarm. This will cause an alarm to sound in the Emergency Control Centre, and the Fire Brigade will be alerted. The building is equipped with fire extinguishers for use by trained personnel, but don’t put yourself at risk by trying to fight a fire. If you hear the fire alarm, leave the building by the nearest exit and assemble at the designated assembly point.

A University Fire Safety film can be found at http://www.reading.ac.uk/internal/health-and-safety/hs-training/TrainingCourseDetails/hs-training-firesafetyfilm.aspx

All members of the Department are asked to act as Fire Wardens, as described on the fire notices in each room when the alarm sounds. Fire Wardens will don fluorescent jackets – please follow their instructions. Teaching staff are responsible for evacuating students during a Lecture or Lab Class and the Seminar Organiser for a Seminar.

6.4 Student Health

The University of Reading Medical Practice is at:
University Health Centre
9 Northcourt Avenue
Reading, RG2 7HE

Enquiries and appointments: Tel: 0118 987 4551

6.5 Occupational Health

The University’s Occupational Health (OH) provider is based on campus. The OH service is delivered by a team of Health Professionals who specialise in the branch of medicine that deals with the relationship between work and health. All referrals to Occupational Health should be made through your line manager or you can contact them directly by email at occupationalhealth@reading.ac.uk. For further information please visit the HR website at http://www.reading.ac.uk/internal/humanresources/WorkingatReading/humres-Occupational_Health.aspx
7. Parking at The University

7.1 Vehicle Entry Permit
To bring a car or motorcycle onto campus you will need a vehicle entry permit. These permits don’t guarantee a parking space but allow you to use designated parking on campus. You will be liable to be fined £75 if you park without a permit or outside the designated bays. You can apply for a Staff Vehicle Entry Permit online:
http://www.reading.ac.uk/web/files/parking/VEP1_Application_Form.pdf
Revenue generated by Vehicle Entry Permits is used to fund initiatives from the University’s Green Transport Policy. The University also offers a car sharing scheme, you can register via www.RUCarsharing.com

Full details relating to parking can be found online:
Staff: http://www.reading.ac.uk/parking/staff/park-staff-parking.aspx
Students: http://www.reading.ac.uk/parking/students/park-student-parking.aspx

Charges for staff parking 2018- Whiteknights and London Road campuses:

<table>
<thead>
<tr>
<th>Grades</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>£52</td>
</tr>
<tr>
<td>4-5</td>
<td>£104</td>
</tr>
<tr>
<td>6-8</td>
<td>£130</td>
</tr>
<tr>
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<td>£208</td>
</tr>
<tr>
<td>Staff outside salary bands</td>
<td>As per salary equivalent</td>
</tr>
<tr>
<td>Blue Badge Holders</td>
<td>Free</td>
</tr>
</tbody>
</table>

The cost of a permit for part time staff will be calculated at 50% of the appropriate rate.

Staff Day Permits - £3.30 per permit

For queries relating to Vehicle Entry Permits:
For queries relating to car parking, please contact Whiteknights House reception at reception@reading.ac.uk, Tel 0118 378 7307.

Visitor Permits:
If you are expecting a visitor, please contact Nicki Robinson n.c.robinson@reading.ac.uk for the Met Building, Dana Allen dana.allen@reading.ac.uk for the Lyle Building and Julia De Faveri j.defaveri@reading.ac.uk for the Harry Pitt Building in advance for a permit. If you are an Academic with a PA assigned to you, please check with them first. Staff using a car on campus less than five times a year should register as a visitor on those occasions.

Student Permits:
Students are only entitled to apply for a vehicle entry permit if they are not able to reach the university via public transport, or in exceptional circumstances. You’ll need to supply proof of your address, and the Security Services Manager reserves the right to ask for further documentation if required.
Applications for discretionary permits will not be considered in the first four weeks of the autumn term.
Halls of Residence Permits
The Student Residency Agreement prohibits Students living in halls to park on campus or within a one-mile radius of campus. This applies to both cars and motorcycles. Except in very specific cases, students living in halls are unable to bring a vehicle to the University. The area around the University is for Residents parking only. Students with mobility issues or other extenuating circumstances that meet the halls qualifying criteria will need to apply online for a permit via: http://www.reading.ac.uk/parking/students/park-student-apply-for-permit-halls.aspx

7.2 Vehicle Safety and Security
The speed limit on campus roads is 25mph, except where a lower limit is signposted.

You park your vehicle on University premises at your own risk. Please take every sensible precaution to secure your vehicle and possessions.

Bicycles
Bicycles should be left in the bicycle racks provided. We recommend that bicycles are locked and insured, because bicycle theft does unfortunately occasionally occur.

Parking Regulations
For full details of the Campus Parking Regulations, please see the link below on the second page: http://www.reading.ac.uk/web/files/parking/VEP1_Application_Form.pdf

8. Research

8.1 Research Centres
As well as the research undertaken by individuals and all the Research Groups within the Department, there are also a number of autonomous Research Centres funded from outside sources. These Scientists work closely with staff in the Department:

**National Centre for Atmospheric Science (NCAS) – Climate**
Director: Prof. Rowan Sutton
Head of National Centre for Atmospheric Science @Reading: Steve Woolnough
Senior Administrator: Nicola Bray
Administration Assistant: Julia De Faveri

**Computational Modelling Services (CMS)**
Director: Prof. Bryan Lawrence
Senior Administrator: Nicola Bray
Administration Assistant: Julia De Faveri

**NERC National Centre for Earth Observation (NCEO)**
Divisional Director: Professor Alberto Carrassi
Training & Communications Manager: Jan Fillingham
Finance Administrator: Hui Jia
8.2 Met Office at Reading
- MetOffice@Reading consists of a number of Met Office staff working in areas including:
  - Convective Scale Modelling
  - Data Assimilation and Use of Novel Observations
  - Satellite Applications
  - Climate Science
  - City Scale Modelling

Met Office Administration, Support and Enquiries: Khalid Mahmood. 0330 135 1441.
More information on Met Office can be found at: http://www.metoffice.gov.uk/

9. Academic Activities

The Department offers a range of lecture courses as part of the BSc and MSc degrees. Research staff and students are welcome to attend any course. Details may be obtained from the following link: http://www.reading.ac.uk/modules/ or for further information contact Tom Frame about Masters modules and Pete Inness about Undergraduate modules. http://www.met.rdg.ac.uk

Seminars and Meetings
In addition, the following seminars and meetings take place each week in term time:
- **Departmental Seminars**, with external speakers, occur on Mondays in term-time from 12 to 12:50pm in the Sutcliffe Lecture Theatre, GU01. Contact: Dr. Julia Curio.
- **Lunchtime Seminars**, with department speakers, occur on Tuesdays in term-time from 1 to 1:50pm in the Sutcliffe Lecture Theatre, GU01. Contact: Dr. Hannah Bloomfield.
- **Weather and Climate Discussion**: This occurs on Fridays in term-time from 12.00 to 12.50 in the Sutcliffe Lecture Theatre, GU01.

Details at https://research.reading.ac.uk/meteorology/news-and-events/ or can be found on notice boards around the Met department. All members of the department are encouraged to attend.

Information about the prestigious Current Weather Game can be found here: http://www.met.reading.ac.uk/~weather/next/index.php

Other meetings occurring less frequently that may be of interest:
- There are many Research Group Meetings occurring regularly in the Department – please see the main Seminar notice board in the coffee area. https://research.reading.ac.uk/meteorology/research/research-groups/
- For meetings of The Royal Meteorological Society, see https://www.rmets.org/events
The Department will reimburse staff, MSc and PhD students for reasonable travel expenses to the above meetings provided this is agreed in advance with their Supervisor or course co-ordinator.

The Departmental Secretary e-mails a weekly round-up to all Department staff and students on Monday mornings, listing all the seminars / events in the Meteorology Department for that week – these are open to anyone in the Department to attend.

10. Social Activities

The Department has a lively social life that includes a Christmas Party and Pantomime, and a Summer Barbecue.

Members of the Department participate in a wide variety of musical and sporting activities: lunchtimes may include croquet or conkers tournaments, or fundraising entertainments, as well as seminars.

Social contact can occur through the email alias: met-social@lists.rdg.ac.uk registration is required. All information can be found on notice boards around the Met Coffee area.

11. Room Bookings

All information regarding Room bookings can be found here https://research.reading.ac.uk/meteorology/intranet/room-bookings/

Booking Local Meeting Rooms

To check availability of meeting rooms

Log in to CMISGo - https://timetable.reading.ac.uk/CMISGo/Web/Timetable, using your standard UoR login details (Username and Password)

Click the ‘Toggle timetable list’ button on the date bar, then click on the ‘Add’ button which will appear near the bottom right of the window. Then you can click on the Room tab and find the room you are interested in to bring up the timetable for all bookings in the that room. If you would like to keep a room on your timetable click the ‘Save’ button; to remove a room click the dustbin symbol next to the room name in your timetable.

To book a meeting room

Use CMISGo to check availability and then contact met-roombookings@lists.reading.ac.uk to make bookings for the following meeting and lecture rooms:
Meteorology Building

- Meeting room 1L36 (fits 10 people)
- Meeting room 1L43 (fits 12 + 8 people)
- Meeting room 1L46 (fits 10 people, no IT/AV equip.)
- Synoptic lab 1L61 (synop. lab - fits 60 people)
- Lecture theatre GU01- booked through rooms@reading.ac.uk

- Library Group Study Area 1L67 (fits 8 people)

Harry Pitt Building

- ESSC 175 - Seminar Room (fits 40+ people)
  Please ask to book the video wall also if you will be using it. Please note:
  It is essential to email met-videowall@lists.reading.ac.uk prior to use of the video wall if using it for the first time.
- ESSC 176 - Conference Room (fits 10 people)
- Meeting Room 108 (fits 16 people)

Lyle Building

- Lyle room 307 (fits 14 people)
- Mtg Rm 1 Lyle 406 Small interview/ informal meeting room - no IT (fits 4 people)
- Mtg Rm 2 Lyle 406 Small interview/ informal meeting room - no IT (fits 8 people)

Other

- Green screen TV studio (used for weather forecast recording. Contact met-roombookings@lists.reading.ac.uk to make bookings: mention if you wish to book a room at the same time)
- Globe
- GoToMeeting booking arrangements: we have a departmental GoToMeeting account. Please contact a member of the Admin Team who can give you the login and password details

12. Reporting Building Faults

If you wish to report a building fault such as a door jamming or a defective light bulb, email the problem and the location to: fm-help@reading.ac.uk or call Ext. 7000. Further information can be found http://www.reading.ac.uk/fmd/businessservices/HelpDesk/fmd-bsd-help-desk.aspx

The Building Support officers for the various locations can also be contacted to report building faults are as follows:

Meteorology Building WO58
Harry Pitt Building WO56
Philip Lyle Building WO32
Steve Guest s.guest@reading.ac.uk G71 Meteorology & Harry Pitt Building,
Tony Parr a.d.parr@reading.ac.uk G73 Philip Lyle Building
13. Reading University Atmospheric Observatory

Meteorological readings were first recorded at the University around the beginning of the 20th century. By 1904 the University had a full Meteorological Station and its observations started to appear in the Monthly Weather Report, published by the Meteorological Office.

The site now known as the Reading University Atmospheric Observatory (RUAO), has been located in the field adjoining Bridges Hall since 1970. Instruments used for routine climatological observations include:

- Wet and dry bulb thermometers
- Maximum and minimum thermometers
- Thermograph and hygrograph
- Piche evaporimeter
- Standard rain gauge
- Level ground rain gauge
- Alter shield rain gauge
- Tilting siphon rain gauge
- Sunshine recorder
- 5, 10, 20, 30, 50 and 100 cm soil thermometers
- Grass, bare soil and concrete minimum thermometers
- 2 metre and 10 metre wind anemometers
- British Standard evaporation tank
- Solarimeters (measuring global and diffuse radiation)
- Barometer
- Barograph

Other on-site observations include:

- Cloud amount, type and height
- Present weather (coded)
- Visibility
- State of ground
- Snow depth
- Other important weather events throughout the day
- Eddy covariance
- Vertical wind profiles
- Vertical temperature profiles
- Live and captured sky images from our Atmospheric Observatory SkyCam
- Lightning detection and ranging

In addition, the Department’s Automatic Weather Station (currently METFiDAS3) which has been operating on the site since 1997 provides over 100 channels of near real-time 1 second sample and 5 minute average data to our WWW site and display in the Foyer. Data is archived and available for teaching and research.
Technical staff, as part of the University Technical Services, provide technical support for research and teaching on the Atmospheric Observatory. Initial enquiries regarding the Observatory should be directed to Miss Selena Zito s.zito@reading.ac.uk.

14. Additional information for Research Students

14.1 Change of address
To be able to maintain an up to date student record it is very important for you to make sure that any change of address is changed via the RISIS portal.

14.2 Demonstrating
There is an amount of paid demonstrating work available for 2nd and 3rd year Research Students. The Research Student Tutor gathers requirements from staff and allocates student demonstrators. **Demonstrators are required to have a zero-hours contract in place before undertaking demonstrating work.** For contracts, please contact Bikal Shrestha bikal.shrestha@reading.ac.uk for further information.

14.3 Desks
These are allocated by the Research Student Tutor and Dana Allen dana.allen@reading.ac.uk

14.4 Stationery
Stationery is available from the cabinets in room 1L37 Met, Lyle cabinets on Floors 3 and 5 and room 189 in Harry Pitt. Please inform Nicki Robinson in 1L40 Met, Dana Allen in 302C Lyle and Julia de Faveri in 182 Harry Pitt for re-ordering if you take the last of any item. Additional items may be available if you ask.
15. Additional information for Staff

15.1 Absence

Staff should inform their immediate Supervisor if their work is affected by illness or personal circumstances. Staff returning from sick leave should complete a USP 1 Sickness Form and pass this to their Supervisor for signature. For any illness of more than 7 consecutive days, you will need to provide a doctor’s certificate to HR, as well as the USP 1 form.

http://www.reading.ac.uk/internal/humanresources/Forms/humres-forms.aspx

Teaching staff who are unable to give a lecture due to sickness should contact the JJ Thomson Student Support Centre on Mpcs-tlsupport@reading.ac.uk or call 0118 378 8630, as early as possible so that students can be informed of this absence.

15.2 Holidays and Travel

Holiday requests are made through the Employee Self Service. Check first with your line manager in good time, and if possible, communicate to others in your group to allow you to make arrangements for cover during your absence.

- Ensure that all commitments relating to teaching and administration duties are covered, either by rearranging classes or by arranging for a colleague to cover for you - please do not just cancel a class;
- Ensure that you are up to date with any work and where possible pre-empt any matters that might need attending to while you are away and to arrange for a colleague to handle these for you should the need arise, and to 'catch up' with any work or issues that have arisen while you were absent;
- Stay in regular e-mail contact with staff and students – if this is not possible please make sure you have set up the automated "away from email message" and arrange with a colleague to field queries on your behalf. Please add a line about FOI requests as follows to our out of office message: “If your email is a request under the Environmental Information Regulations or Freedom of Information then please re-send this to imps@reading.ac.uk
- If you start during the middle of the year, you will be allocated a pro-rata share of your holiday allocation, which you will need to take before the end of September. If you have not used your entire allocation by the end of September, you can carry over up to 5 days until the end of the year but need to use these up by the end of that time or you will lose these.

Staff on fixed-term contracts are not paid for accrued holidays NOT taken when they come to the end of their contracts. They should either take all of their holiday allocation for that year, before they finish their employment, or they will lose these days

15.3 Diary Management

Staff should ensure that their movements are recorded on an electronic diary system. The preferred system is the University’s MS Outlook system, which the university supports, and this allows you to share your movements with colleagues, make direct appointment requests. You should make sure that direct colleagues and PAs have access to these electronic diaries.
15.4  **Travel on University Business**

All information can be found here: [http://www.smpcs.reading.ac.uk/intranet/school-health-and-safety-information/#oversea](http://www.smpcs.reading.ac.uk/intranet/school-health-and-safety-information/#oversea)

If you are intending to be away at a Conference or Workshop, please let your Administrator (or your PI's Administrator) know of your movements.

Full details of the University's insurers can be found on the University website [http://www.reading.ac.uk/internal/finance/TravelandInsurance/fcs-ins-travelandinsurance.aspx](http://www.reading.ac.uk/internal/finance/TravelandInsurance/fcs-ins-travelandinsurance.aspx)

If you are claiming expenses through a claim form, these can be found here:

[http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx](http://www.reading.ac.uk/internal/finance/fcs-expenseclaimsform-open.aspx)

General rules on our Expense Claim & Hospitality Policy can be found at: [http://www.reading.ac.uk/web/FILES/finance/FfinanceExpensesHospitalityPolicy.pdf](http://www.reading.ac.uk/web/FILES/finance/FfinanceExpensesHospitalityPolicy.pdf) Please refer to Section 4 for details on our Travel Policy. Information on maximum limits for hotels and subsistence are listed on pages 16 and 17.

When completing an expense claim, please note:

- Handwritten forms will not be accepted
- Accounting section can be left blank
- The reason/ event should be included on the first page (only print second page if claiming for mileage)
- Forms must be printed and signed- digital scans will not be accepted
- Original receipts must be included, copies will only be accepted for shared meals, which must be highlighted clearly.
- If currency is different, please use: [http://www.oanda.com/currency/converter/](http://www.oanda.com/currency/converter/) to convert to correct daily rate
- Please post form & receipts to event organiser as soon as possible to prevent outdated forms being submitted
15.5 Change of address

Staff should update their information on the Employee Self Service Portal with any change of address.

15.6 Performance and Development Reviews - PDR

The University considers the opportunity of a regular PDR as a right for all staff, including those with part-time and short-term rolling contracts. Full details of the scheme can be found at:

http://www.reading.ac.uk/internal/humanresources/WorkingatReading/PerformanceandDevelopmentReview/humres-PerformanceandDevelopmentReview.aspx

15.7 Contract Research Staff

There is further information of use to contract research staff at:

http://www.reading.ac.uk/internal/researchstaff/rstaff-home.aspx
NOTES: -
NOTES: -
In case of emergency

Call the Emergency Control Centre at the Security Office on ext. 6300.
It is also possible to contact the Emergency Services directly by dialling 0-999.

Meteorology Building No 58, Earley Gate Entrance
Harry Pitt Building No 56, Earley Gate Entrance
Philip Lyle Building No. 32, Pepper Lane Entrance

First Aid
Staff should ensure that a First Aider is sought in the case of injury or illness.

Department First Aiders

<table>
<thead>
<tr>
<th>Name</th>
<th>Room</th>
<th>Extension</th>
</tr>
</thead>
<tbody>
<tr>
<td>Linda Tse</td>
<td>Meteorology</td>
<td>3L36</td>
</tr>
<tr>
<td>Sanita Vetra-Carvalho</td>
<td>Meteorology</td>
<td>3L49</td>
</tr>
<tr>
<td>Amulya Chevuturi</td>
<td>Harry Pitt</td>
<td>123</td>
</tr>
<tr>
<td>Dawn Turner</td>
<td>Meteorology</td>
<td>2U01</td>
</tr>
<tr>
<td>Wendy Neale</td>
<td>Meteorology</td>
<td>1L35</td>
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<tr>
<td>Sarah Dance</td>
<td>Meteorology</td>
<td>1U04</td>
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<tr>
<td>Joanne Waller</td>
<td>Meteorology</td>
<td>1U21</td>
</tr>
<tr>
<td>Dana Allen</td>
<td>Lyle</td>
<td>302C</td>
</tr>
<tr>
<td>Michaela Hegglin</td>
<td>Lyle</td>
<td>302A</td>
</tr>
<tr>
<td>Jessica Gardner</td>
<td>Meteorology</td>
<td>1L44</td>
</tr>
</tbody>
</table>

First Aid Boxes:
Central Stairwell on floors 1U and 2U (opposite lift).
Fluid Dynamics Laboratory, GL42.
Postgraduate Office, 1L42.
Atmospheric Observatory. Field Teaching Laboratory
Experimental Research Laboratory, GL62.
Joint Mechanical Workshop, GL40.
Lyle Building – Communal Area on Floor 3 & 5, Floor 4 kitchen
Harry Pitt Building – outside HP182