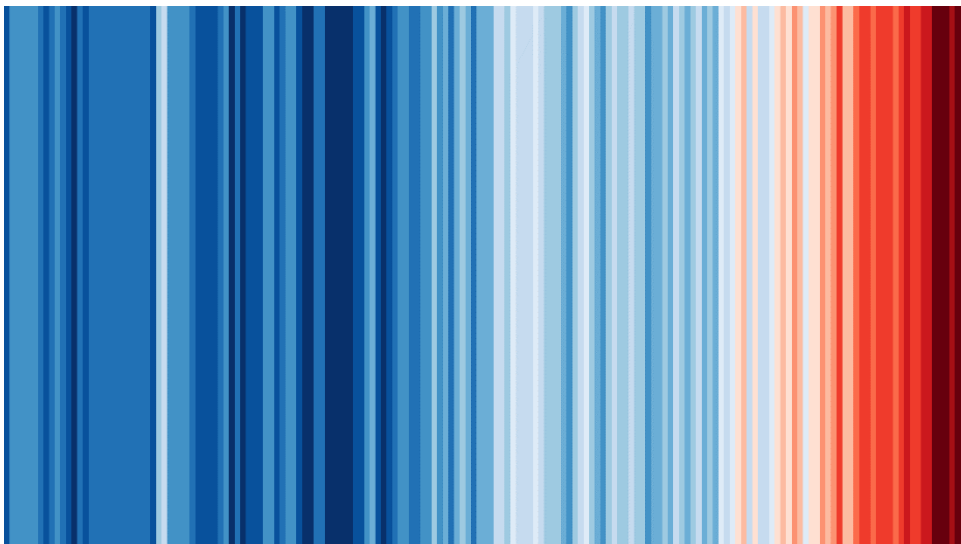


**School of Mathematical, Physical and Computational Sciences**

## **Department of Meteorology**



**DEPARTMENT HANDBOOK**

**2021-22**

## **Session 2021-22**

### ***Autumn Term***

Monday 27 September (Monday 20 September for new students) - Friday 10 December 2021

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### ***Spring Term***

Monday 10 January - Friday 25 March 2022

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### ***Summer Term***

Tuesday 19 April - Friday 10 June 2022

<https://www.reading.ac.uk/internal/student/OnlineStudentHandbook/osh-datesaftermandenrolment.aspx>

#### Public/Statutory Holidays and University Days of Closure Year 2021-22

Friday 24 December 2021 - Closure day  
Monday 27 December 2021 - Public holiday  
Tuesday 28 December 2021 - Public holiday  
Wednesday 29 December 2021 - Closure day  
Thursday 30 December 2021 - Closure day  
Friday 31 December 2021 - Closure day  
Monday 3 January 2022 - Public holiday  
Wednesday 13 April 2022 - Closure day  
Thursday 14 April 2022 - Closure day  
Friday 15 April 2022 - Public holiday  
Monday 18 April 2022 - Public holiday  
Monday 2 May 2022 - Public holiday  
Thursday 2 June 2022 - Public holiday  
Friday 3 June 2022 - Public holiday  
Monday 29 August 2022 - Public holiday

<http://www.reading.ac.uk/internal/staffportal/sp-term-dates.aspx>

## CONTENTS

1. Aim of This Handbook .....	3
2. Buildings .....	3
3. Staff Who's Who.....	5
4. Facilities .....	14
5. Security .....	18
6. Health & Safety.....	20
7. Travel to the University .....	23
8. Research .....	26
9. Academic Activities.....	27
10. Social Activities .....	28
11. Room Bookings .....	29
12. Reporting Building Faults.....	30
13. Reading University Atmospheric Observatory .....	31
14. Additional information for <i>Research Students</i> .....	32
15. Additional Information for <i>Staff</i> .....	33

## 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/Unorganized/Department-Handbook-2020-21.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

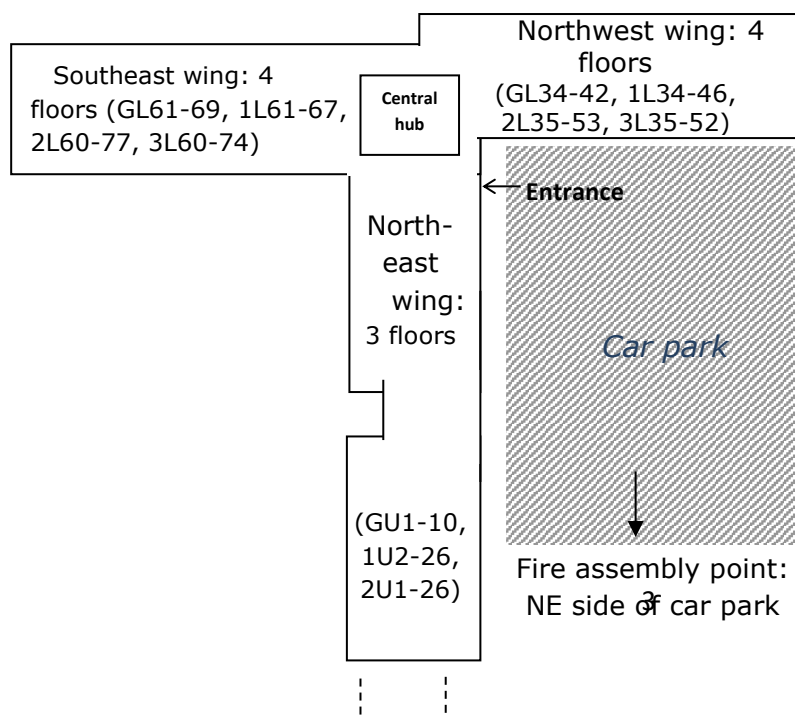


Photograph by [Gabriel Perez](#) – Snowy Wilderness, Whiteknights Campus

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 3<sup>rd</sup> and 5<sup>th</sup> floors with a meeting room on the 3<sup>rd</sup> floor. The 5<sup>th</sup> and floor has a communal coffee area with kitchen facilities and 1 informal meeting room located on floor 5.

There are male and female toilets on the ground floor. Female toilets on the 2<sup>nd</sup> and 4<sup>th</sup> floor, male toilets on the 3<sup>rd</sup> and 5<sup>th</sup> floors, and accessible toilets on the 2<sup>nd</sup> and 4<sup>th</sup> 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 Andrew Charlton-Perez,

#### ***Head of Department (Academic Staff & External Affairs)***

Professor *Suzanne Gray*, BA, Cambridge; PhD, Reading (*Professor of Meteorology*) **WCD**

#### ***Head of Department (Finance, Support staff and Infrastructure)***

Professor Joy Singarayer, MSc, London; DPhil, London (*Professor in Paleoclimatology*), **Equality and Diversity Champion**

**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*) **Department Library Manager**

**Professor Nigel W. Arnell**, BSc, PhD, Southampton, (*Professor of Climate Change Science*) **MSC Admissions**

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

**Professor Nicolas Bellouin**, PhD, Lille (*Professor in Climate Processes*)

**Professor Emily Black**, BA, Cambridge, DPhil, Oxford (*Professor in Terrestrial Processes and Climate*) **TAMSAT Director, Research Division Leader- Earth Observation and Space**

**Dr David Brayshaw**, BSc, Durham, PhD, Reading (*Professor in Climate Science and Energy Meteorology*)  
**Department Director for Continuing Professional Development**

**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,**

**Professor Ros Cornforth, (Professor) Walker Institute.** Director of AfClix (Africa Climate Exchange)

**Professor Helen Dacre**, MPhys, Sheffield; PhD, Reading **Department 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*) **Research Division Leader - Climate**

**Dr David Ferreira**, PhD, Paris (*Associate Professor in Oceanography and Climate Dynamics*), School Director of Academic Tutoring

**Dr Thomas Frame**, BSc Cardiff; PhD, Reading, (*Lecturer in Dynamical Meteorology*) **Examinations Officer**  
**Professor Jonathan Gregory**, MA Oxon; PhD, Birmingham (NCAS)

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

**Professor Eric Guilyardi** (NCAS)

**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*)

**Professor Ed Hawkins** MBE, MPhys, Oxon; PhD, Nottingham; MSc Reading (*Professor of Climate Science*)  
(NCAS) **Department Lead for Public Engagement**

**Michaela I. Hegglin**, BSc, MSc, PhD, ETH Zurich Switzerland (Associate Professor in Atmospheric Chemistry) **PGR Admissions Tutor**

**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 Programme Director MSc**

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

**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 (Professor of Weather and Climate Computing) (NCAS)

**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*)

**Professor John Methven**, BA, Oxford; PhD, Reading, (*Professor of Atmospheric Dynamics*) **Director of International Partnerships**

**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**

**Professor Robert Plant**, BA, Oxford; PhD, Manchester (*Professor in Atmospheric Convection*)

**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) Athena SWAN Lead**

**Professor Len Shaffrey**, BSc, Manchester, PhD, Reading (*Professor of Climate Science*) (NCAS)

**Professor Theodore Shepherd**, FRS, BSc, Toronto, PhD (Massachusetts Institute of Technology (*Grantham Chair in Climate Science*), **Grantham Chair**,

**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 Thorwald Stein**, BSc, Utrecht; MSc, Warwick; PhD, Warwick (*Associate Professor in Clouds*), **SCENARIO DTP Director, Staff Student Liaison Committee Chair**

**Professor Rowan Sutton**, BSc, Cambridge; DPhil, Oxford **NCAS Director of Science (Climate)**

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

**Dr Miguel Teixeira**, BSc, Lisbon, PhD, Reading (*Lecturer in Meteorology*) **Visitor Programme Coordinator**

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

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

**Dr Hilary Weller**, BSc, Manchester, MSc, Imperial, PhD, Reading (*Associate Professor of Computational Atmospheric Dynamics*) **Department Online Teaching Coordinator**

**Dr Christopher Westbrook**, BSc, Warwick, PhD, Warwick (*Lecturer in Meteorology*),

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

**Professor Steve Woolnough**, BSc, Reading, MSc, Reading, PhD, Reading (*Professor of Climate Science*), **Head of NCAS@Reading**

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

### ***Visiting Professors***

**Professor Alberto Arribas Herranz**, BSc Spain, PhD USA, Diploma in Strategy and Innovation Oxford

**Professor Dale Barker**, BSc Newcastle, PhD Sussex, MHD Manchester

**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 Christopher Jones**, BSc, Bristol, MSc, Mexico, PhD, Wisconsin-Madison

**Professor John Mitchell**, BSc, PhD, Queens, Belfast; OBE (Met Office)

**Professor Alan Thorpe**, OBE, BSc, Warwick; PhD, London (Director General, ECMWF)

### ***Emeritus Professors***

**Professor Lennart Bengtsson**, BSc, Fil.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

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

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

**Professor Lois Steenman-Clark**, BSc, PhD

**Professor Graeme Stephens**, PhD, Melbourne (Fellow of the Royal Society)

**Professor Geoff Wadge**, BSc, PhD, Imperial London, (*Professorial Research Fellow*)

### ***Visiting Research Fellow***

**Dr Stephen Burt**, MSc, PhD, Reading

**Mr Dai Clegg**, BSc, Birmingham, MSc, London  
**Dr Richard Dixon**, BSc, Reading, PhD, Reading  
**Dr Daniel Drew**, BSc, Reading, MSc, Reading, PhD, Reading  
**Dr Peter Gibbs**, BSc, Newcastle  
**Dr Simone Kotthaus**, BSc, Germany, MSc, Germany, PhD, London  
**Dr Chunlei Liu**, BSc, China, PhD, Manchester  
**Dr Ewan O'Connor**, BSc, Leicester, MSc, Leicester, PhD, Reading  
**Dr Albert Osso**, BSc, Barcelona, MSc, Barcelona, PhD, Barcelona  
**Mr Gavin Pretor-Pinney**, BA, Oxford; MA, London  
**Dr John Seaman**, MBBS, London, DCH, London  
**Dr Talia Tamarin-Brodsky**, BSc, Tel-Aviv, MSc, Tel-Aviv, PhD, Weizmann  
**Dr Natalie Theeuwes**, BSc, Netherlands, MSc, Netherlands, PhD, Netherlands  
**Dr Adrian Tompkins**, BSc Warwick, PhD, Reading  
**Dr Jun-Ichi Yano**, BSc, Kwansei Gakuin, MSc, PhD, Kyoto. M'et'eo France

#### **Senior Visiting Research Fellows**

**Dr Christian Pfrang**, BSc, Berlin, PhD, Oxford  
**Dr Charles Williams**, BA(Hons), PhD, Sussex. NCAS-Climate

#### ***Honorary Graduates***

**Dr David Burridge**, Hon PhD, Reading, Hon fellowship, Swansea, CBE  
**Sir John Houghton**, CBE, FRS, UKMO Director General (1983-1991)  
**Dame 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

#### **Laboratory Staff**

**Mr Andrew Lomas**, *Technical Manager*  
**Mr Ian Read**, *Senior Technician, Teaching and Research*  
**Mr Cahyo Listyo** *Trainee Technician, Teaching and Research*  
**Ashley Dobie**, *Trainee Technician, Teaching and Research*

#### **Computing Staff**

**Maria Broadbridge**, *Academic Computing Team (ACT)*

**Professional and Administrative Staff Department:**

**Dana Allen**, *Executive Support Administrator, Meteorology (Lyle Building) and Staff Forum Representative*

**Kathryn Boyd**, *Executive Support Administrator to Heads of Department, Meteorology*

**Jessica Gardner**, *Executive Support Officer, Outreach & External Affairs Coordinator Meteorology*

**Seema Mayor**, *Executive Support Administrator, Meteorology*

**Emma Merchant**, *Executive Support Administrator, Meteorology (Harry Pitt)*

**Nicki Robinson**, *Executive Support Administrator, Meteorology*

**Jen Scothern**, *Executive Support Administrator, Meteorology (Lyle Building)*

**School Management Office:**

**Sukhi Sanghera**, *School Administration Manager*

**Debbie Turner**, *Executive Support Officer to Head of School*

**Buildings and Facilities:**

**Gemma Knight**, *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***

**Nicola Bray**, *NCAS Senior Administrator*

**Kim Mernagh** *NCAS Administrator*

### ***National Centre for Earth Observation:***

**Uzma Saeed** , *NCEO - Training and Communications Manager*

## ***Walker Institute:***

**To be Appointed-** *Executive Administration Officer*

## **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.

**Prof. Jason Lowe**, Principal Fellow, Head of Climate Services, Priestly Chair in Interdisciplinary Climate Science (UoL).

**Mr Nigel Roberts**, Science Fellow, Ensembles, Forecast Evaluation, Post Processing.

**Dr David Simonin**, Manager Assimilation Surface-based Observation.

### **Research Staff**

**Dr Neal Butchart**, Expert Scientist, Stratospheric Processes Research.

**Dr Cristina Charlton-Perez**, Senior Scientist, Land Surface Data Assimilation.

**Dr Terry Davies**, Expert Scientist, Dynamics Research.

**Dr Catherine Gaffard**, Senior Scientist, Observations Network Design Team.

**Dr Laila Gohar**, Climate Scientist, UK Climate Resilience Team.

**Dr Carol Halliwell**, Senior Scientist, Convective-scale Modelling Research.

**Dr Kirsty Hanley**, Senior Scientist, Convective-scale Modelling Research.

**Dr Lee Hawknesh-Smith**, Senior Scientist, Data Assimilation.

**Dr William Ingram**, Senior Scientist, Climate Research.

**Dr Graeme Kelly**, Expert Scientist, Data Assimilation at Reading.

**Dr Dingmin Li**, Senior Scientist, Convective scale Data Assimilation.

**Dr Zhihong Li**, Senior Scientist, Observations Network Design Team.

**Dr Jon Shonk**, Senior Scientist, Convective-scale Modelling Research.

**Dr Yongming Tang**, Senior Scientist, UKESM Configuration Manager.

**Dr Christopher Thomas**, Senior Scientist, Assimilation Surface-based Observation.

**Dr Joanne Waller**, Senior Scientist, Assimilation Surface-based Observation.

#### **Support Staff**

**Mr 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 areas clean and tidy. Please dispose of or recycle all litter, including complimentary catering when on offer. The coffee lounges are not intended as an overflow work area as they can become 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 .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](mailto:n.c.robinson@reading.ac.uk)



**Christine Macfarlane:** The Postgraduate Research Administrator can be found at the Department of Meteorology on Mondays, Tuesdays, Thursdays and Fridays in Room 1L35 (ext. 8954) and in the Graduate School on Wednesday 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](mailto:Christine.macfarlane@reading.ac.uk)



**Wendy Neale:** (1L35) Doctoral Training Partnership Administration Manager, working with the SCENARIO Centre Director, Thorwald Stein. 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](mailto:w.neale@reading.ac.uk)



**Kathryn Boyd:** (1L42) Executive Support Administrator PA to Heads of Department  
[Kathryn.boyd@reading.ac.uk](mailto:Kathryn.boyd@reading.ac.uk)



**Bikal Shrestha:** (1L42): Executive Support Finance Administrator  
[bikal.shrestha@reading.ac.uk](mailto:bikal.shrestha@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](mailto: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 – Emailed Catherine – 26/07 – await response**

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](mailto: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. PhD 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).

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.

The Reading University Atmospheric Observatory (RUAO), which is about 500m northeast of the Department, host a Teaching Laboratory, a research Laboratory and a Radiosonde facility.

The RUAO is also the centre for atmospheric measurements, micrometeorological research and daily meteorological observations.

Health and safety are of paramount importance both in our laboratories and the RUAO.

Laboratories' inductions are essential and compulsory for all new users, all the equipment is used and maintained according with latest safety regulations and all activities and equipment are risk assessed to minimise the risks and control workplace hazards.

Lab users and students are required to familiarise themselves with all equipment and correct procedures before commencing work and are made aware of all the emergency response procedures in the laboratories and the RUAO.

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

#### **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.
- Network colour printers
- MSc. Windows PC Computing Lab (1L34)
- Windows PC Computer Lab (3L67)
- Windows PC teaching Lab (GL68)

- Further PC terminals (Library)
- A digital camera can be obtained from Dana Allan [dana.allen@reading.ac.uk](mailto: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/it>

#### 4.8 TEAMS Telephones

The telephone facility provided in TEAMS for staff is for work use only. Itemised phone bills for each number 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 or personal international calls.

#### 4.9 Emergency Telephones

There is an Emergency landline phone located within each building for Emergency 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 6pm. 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](http://www.reading.ac.uk/internal/campus-card/sac-about-campus-cards.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 Gemma Knight 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 into 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 (Sukhi Sanghera ext.8482 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.
- **The University Security 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/>

## 6. Health & Safety

### 6.1 Safety

The Health and Safety Manager 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/>

The School Health & Safety Code is updated every year and a copy can be found on the school website.

<http://www.smpcs.reading.ac.uk/media/1288/smpcs-health-and-safety-code-2019.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 Gemma Knight [g.j.knight@reading.ac.uk](mailto:g.j.knight@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 on the last page on this handbook. All General First Aid information can be found here; <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>

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/> Please email the HSC Marie Taylor, [marie.taylor@reading.ac.uk](mailto: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 <https://www.reading.ac.uk/health-safety-services/first-aid/first-aid-training/fire-safety-film>

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

<https://www.readinguniversitymedicalpractice.nhs.uk/>

### **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](mailto: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](http://www.reading.ac.uk/internal/humanresources/WorkingatReading/humres-Occupational_Health.aspx)

## 7. Travel to the University

The university encourages sustainable travel and provides a host of information and offers to encourage sustainable travel choices. You can find the most update information here:

<https://sites.reading.ac.uk/sustainability/travel/>

### 7.1 Cycling

There are lots of options for getting at bike at the university, from hire schemes to second hand bike sales, there is also a salary sacrifice scheme for staff wishing to purchase a new bicycle. Regular free bike checks and cycling courses are available to both staff and students. <https://sites.reading.ac.uk/sustainability/travel/cycling/>

Bicycles should be left in the bicycle racks provided. Secure bicycle parking compounds are available across Whiteknights campus, to gain access please visit the security window at Whiteknights House with your campus ID card. We recommend that bicycles are locked and insured, because bicycle theft does unfortunately occasionally occur.

### 7.2 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](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.

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 2021-22 Whiteknights and London Road campuses:

Grades 1-3	£52
Grades 4-5	£104
Grades 6-8	£130
Grade 9 and Professorial	£208
Staff outside salary bands	As per salary equivalent
Blue Badge Holders	Free

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](mailto: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](mailto:n.c.robinson@reading.ac.uk) for the Met Building, Dana Allen [dana.allen@reading.ac.uk](mailto:dana.allen@reading.ac.uk) or Jen Scothern [jennie.scothern@reading.ac.uk](mailto:jennie.scothern@reading.ac.uk) for the Lyle Building and Kim Mernagh [k.f.mernagh@reading.ac.uk](mailto:k.f.mernagh@reading.ac.uk) 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 permit 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 will 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>

## **Parking Regulations**

For full details of the Campus Parking Regulations, please see the link below:

[https://www.reading.ac.uk/web/files/parking/Parking\\_Regulations\\_2020\\_21.pdf](https://www.reading.ac.uk/web/files/parking/Parking_Regulations_2020_21.pdf)



## **Vehicle Safety and Security**

The speed limit on campus roads is 20mph, 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.

## **8. Research**

### **8.1 Research Centres**

As well as the research undertaken by individuals and all the Research Groups within the Department, the Department also hosts components of two NERC Research Centres. These Scientists work closely with staff in the Department:

#### **[National Centre for Atmospheric Science \(NCAS\)](#)**

Head of NCAS@Reading: Prof. Steve Woolnough

Director of Science (Climate): Prof. Rowan Sutton

NCAS Theme Leader (Climate and High Impact Weather): Prof. Len Shaffrey

NCAS Theme Leader (Long Term Global Change): Dr Till Kuhlbrodt

Head of Computational Modelling and Support: Dr Grenville Lister

Senior Administrator: Nicola Bray

Administrator: Kim Mernagh

#### **NERC National Centre for Earth Observation (NCEO)**

Divisional Director: Professor Alberto Carrassi

NCEO Training Officer: Uzma Saeed

Finance Administrator: Bikal Shrestha

## 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
- Regional model evaluation
- Regional and global model evaluation

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. Due to Covid restrictions the below seminars will not take place on campus and are all accessible online until further notice.

**Departmental Seminars**, with external speakers, occur on Mondays in term-time from 12 to 12:50pm in the Sutcliffe Lecture Theatre, GU01. Contact: Robert Lee

**Lunchtime Seminars**, with department speakers, occur on Tuesdays in term-time from 1 to 1:50pm in the Sutcliffe Lecture Theatre, GU01. Contact: Rohit Ghosh or Yumeng Chen

**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 met coffee area & notice board outside Lyle 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, Nicki Robinson, 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](mailto:met-social@lists.rdg.ac.uk)

registration is required. All information can be found on notice boards around the Met & Lyle Coffee areas.

## 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](mailto: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](mailto: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](mailto: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)
- Lyle 507A Small interview/ informal meeting room – no IT (fits 4 people)

## Other

- Green screen TV studio (used for weather forecast recording. Contact [met-roombookings@lists.reading.ac.uk](mailto:met-roombookings@lists.reading.ac.uk) to make bookings: mention if you wish to book a room at the same time)
- [Globe](#)
- Cameras for Teams meetings
- **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: [Estates@reading.ac.uk](mailto:Estates@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** [bsa-team-zone1@reading.ac.uk](mailto:bsa-team-zone1@reading.ac.uk)

**Harry Pitt Building WO56** [bsa-team-zone1@reading.ac.uk](mailto:bsa-team-zone1@reading.ac.uk)

**Philip Lyle Building WO32** [bsa-team-zone2@reading.ac.uk](mailto:bsa-team-zone2@reading.ac.uk)

### 13. Reading University Atmospheric Observatory

Meteorological readings were first recorded at the University around the beginning of the 20th century. By 1908 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
- 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 and 10 metre wind vane
- British Standard evaporation tank
- Solarimeters (measuring global and diffuse radiation)
- Barometer
- Barograph



Other on-site observations include:

- Cloud amount and type
- Present weather (coded)
- Visibility
- State of ground
- Snow depth
- Other important weather events throughout the day

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 from both the climatological and METFiDAS observations are archived and available for teaching and research; these can be accessed via a variety of webpages.

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 Mr Cahyo Listyo at [c.s.l.leksmono@reading.ac.uk](mailto:c.s.l.leksmono@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 2<sup>nd</sup> and 3<sup>rd</sup> 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](mailto: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](mailto: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, Jen Scothern [Jennie.Scothern@reading.ac.uk](mailto:Jennie.Scothern@reading.ac.uk) in 302C Lyle and Kim Mernagh [k.f.mernagh@reading.ac.uk](mailto:k.f.mernagh@reading.ac.uk) in 102 Harry Pitt for re-ordering if you take the last of any item. Additional items may be available, please 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](mailto: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](mailto: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>

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>

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

<https://www.reading.ac.uk/finance/forms-and-guides-policies-and-procedures/expenses-claim-form> General rules on our Expense Claim & Hospitality Policy can be found at:

<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/> 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>



### **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***

Name	Room		Extension
Linda Tse	Meteorology	3L36	6456
Sanita Vetra- Carvalho	Meteorology	3L49	6311
Wendy Neale	Meteorology	1L35	6211
Sarah Dance	Meteorology	1U04	6452
Joanne Waller	Meteorology	1U21	5794
Dana Allen	Lyle	302C	8677
Jessica Gardner	Meteorology	1L44	8974

### ***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 – Entrance hallway, open plan offices 306 & 505

Harry Pitt Building – outside HP182