# **Terms of Reference for the Climsoft Technical Advisory Group**

#### Technical Advisory Group

The Technical Advisory Group reports to the Steering Group.

The TAG is chaired by the Coordinator/Project Manager and consists of active representatives of the Development Lead, Contributors, Users and other Experts. Membership is in a personal capacity. The Coordinator/Project Manager may invite people to become members of the TAG, subject to the approval of the Steering Group. Members may resign if they are not able to participate sufficiently in the Climsoft Project.

The TAG is responsible for:

* Reporting to the Steering Group on all technical aspects of project implementation through the project Coordinator.
* maintaining and reviewing the Requirements and Problems list,
* advising the Steering Group on priorities for releases, bug fixes, new code and documentation
* supervising the merging of code and documentation into the Core software
* in conjunction with the Coordinator/PM, monitoring the allocation of work to Developers and Contributors
* Approving coding standards and development methodologies,
* Inviting suitable Contributors to join the Development Lead,
* Assisting the Coordinator/PM with planning training and capacity development for Contributors and Developers.
* Providing reports to the Steering Group and to Users etc.

The TAG will generally work through on-line discussion and consultation. Discussions and documents on the TAG Forum should be visible to all Contributors, but only members of the TAG should be able to post in the TAG Forum. A general discussion forum will be maintained for all Contributors.

#### Development Lead

The Development Lead for Climsoft is a team of developers coordinated by the Coordinator/Project Manager. The Lead Developers are members of the TAG.

It is the Development Lead’s collective responsibility to ensure the quality of the source code and documentation remains high and that the integrity of the project is preserved. To achieve this, the Development Lead will:

* Define coding and documentation standards
* Define development methodologies

Lead Developers are responsible for reviewing and merging Contributors bug fixes, new or revised code and/or documentation from submitted pull requests into the Core software. They ensure that all code submitted for merging meets the appropriate coding and documentation standards. They also ensure that everyone who wishes to contribute has submitted a ‘Contributor License Agreement’.