Research Team "Climate Dynamics and Modeling" at the University of Vienna

This document describes the values and culture of our research team, what we can (and cannot) expect from each other, how we work together and communicate, and how we approach certain tasks. It is a reference in situations of doubt or ambiguity and is passed to new team members.

The document is a subset of our internal "lab book". We share it with the public to make our values and culture transparent.

1. Team values and culture

- We respect and help each other and ask for help when needed. We avoid distracting each other and allow for periods of deep work and thinking.
- We communicate openly and honestly and give each other constructive feedback. If we observe something that we think is problematic, we bring it up and we listen and take problems seriously.
- We set SMART goals, which can be short-term or long-term. We find this helps us focus and progress.
- Vacation and time off are important. They allow us to recharge and are part of a healthy and sustainable work-life balance. Everyone is expected to take their vacation days.
- We strive for the best we can achieve and have high standards. Yet, we avoid perfectionism and aim for a growth mindset.
- We do not hesitate to bring up new ideas and we are open to engaging with them.
- We prioritize our tasks and say no to new tasks if the workload is too much.
- We value open and reproducible science such as the FAIR principles for data and code. Documenting our work is essential to us and we recognize that this takes time.
- Developing and growing as a scientist and as a person requires skills at many different levels, so we continue to educate ourselves in areas beyond "hard science". Many soft skills courses are offered by the university's HR department and by Research Services and Career Development department.
- We take ownership of our projects and follow guidelines for co-authorship
- Outreach and science communication are important to us.
- We actively present our work at conferences and workshops, which we also use as a way to network with other researchers and develop new ideas and projects.
- We celebrate our successes and achievements. We provide support and help in the event of disappointment or rejection.

2. Communication within our team

- We use multiple ways of communicating as a team and on a personal basis. This includes:
  - We do not use email within our team, except to forward external emails.
  - We use Mattermost for chat-like communication and quick questions.
  - We use Gitlab for scientific discussions.

- o We use a team calendar to share our work schedule, vacation days, and important events.
  - o We have a team wiki on Gitlab.
  - o We have a team lunch once per month.
  - o We have a weekly team meeting with everybody.
- Meetings:
  - o The weekly team meeting lasts 55 minutes. It consists of general announcements and open general discussion, as well as a scheduled scientific talk (own work or external papers of general interest) and a quick round every second week. The meeting is led by a facilitator who alternates among team members and collects topics at least one day in advance.
  - o PhD students meet with Aiko every four weeks for 45 minutes.
  - o MSc students meet with their supervisors biweekly for 55 minutes.
  - o Postdocs meet with Aiko as needed.
  - o Every last Friday of the month we have a technical meeting with pre-planned talks or discussions about problems and tools (e.g. models that we use or general tools for our work). The meeting is run by a facilitator who is assigned for one semester. We list all tools that were presented, including a short description, what's the use case, and who presented it in the internal GitLab repository.
- Office hours: twice a week there is an office hour for spontaneous, short meetings with Aiko. These are limited to 15 minutes per person.
- We organize an annual team retreat to reflect on how we communicate and work together and to brainstorm ways to improve our group dynamics.
- We encourage practice talks.
- We have the option of a timely internal review of papers by one of the team members upon request. The author should make sure that the manuscript is in a good state for this and specify what kind of feedback is desired.