Code of Conduct of the Plant Ecology Modelling group at Trinity College Dublin

13/01/2025

The following document outlines the code of conduct for the Plant Ecology Modelling group also known as PEM. We value the participation of every member of our group and want to ensure everyone has an enjoyable and fulfilling experience, both professionally and personally. Accordingly, all members of the group are expected to show respect and courtesy to others at all times. Please note that this code of conduct is not a legal document. It is meant to be a living document so if you have feedback or comments please send this to Silvia, who will make the necessary changes in consultation with the group. Any changes will be announced in the PEM Teams group and via email and come into effect immediately.

The PEM group is committed to an harassment-free policy

We value the participation of every member of our community and want to ensure that every member has an enjoyable and fulfilling learning and working experience. Accordingly, everyone who participates in any PEM project is expected to show respect and courtesy to other members at all time. To make clear what is expected, all members of the PEM group (including Silvia) must conform to the following Code of Conduct: Silvia, as head of the PEM group, and all group members, are dedicated to a harassment-free experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, race, class, national origin, age or religion. We do not tolerate harassment by and/or of members of our community in any form.

In summary:
- All communication – online and in person – should be appropriate for a professional audience including people of many different backgrounds.
- Sexual language and imagery is not appropriate at any time.
- Be kind and respectful to others and their opinions.
- Do not insult or put down other group members. Your ideas are not more valuable than others'.
- Behave professionally.
- Harassment and sexist, racist, or exclusionary jokes will not be tolerated in this space.

Participants asked to stop any harassing or disrespectful behaviour are expected to comply immediately. Members of the PEM group who violate these rules – no matter how much they have contributed to the PEM group, or how specialized their skill set – will be approached by Silvia. If inappropriate behaviour persists after a discussion with Silvia, the situation will be escalated to College level.

To report violation please feel free to talk to Silvia if the violation is perpetuated by any other group member that is not Silvia. If the problem is about Silvia or if you do not feel comfortable doing so, contact the Head of Discipline (Marcus Collier), the Postgraduate Office (for postgrads), your tutor (for undergrads) or use the Trinity anonymous reporting portal https://www.tcd.ie/hr/consent/.

All group member have the responsibility to:
- Work on their research project. Each person's research is their own and they are the main person responsible for driving it forward. This includes keeping up with the relevant literature.
- Work with Silvia to develop a project that is tailored to their interests and expertise and is also aligned with the aims of the funded project that they are part of, where applicable.
- Be responsive to advice and constructive criticism. The feedback they get from Silvia and their colleagues is intended to improve their work. Provide feedback on Silvia's mentoring. Not

everyone has the same mentoring needs and personalities, so there will inevitably be places where efforts do not line up with your preferences. Silvia is not infallible, and can only make adjustments when she knows that they are needed.

- Ask for help when needed. No one is expected to know everything or be able to do everything themselves, research is teamwork. However, no one can read minds and group members should speak up when they need help.
- Monitor communication channels and reply to emails and Teams messages in a timely manner during working hours outside vacation time. There is no obligation to have email or Teams open all the time but both should be checked regularly. There are separate notification settings for groups on Teams so that should be enabled for the PEM group. Additionally, those actively developing QUINCY should keep up to date with discussions on GitLab and MatterMost.

In addition for postgraduate and undergraduate students:
- Complete their degrees. This includes taught and research work, which has to be conducted with professionalism, self-motivation, engagement, scientific curiosity, and high ethical standards.
- Be knowledgeable of the policies, deadlines, and requirements of the graduate program, the graduate school, and the university. Comply with all institutional policies, including academic program milestones.

As a PI, it is Silvia's responsibility to:
- Provide an environment that is safe and free of harassment, intellectually stimulating, and emotionally supportive. We will enforce a culture governed by collegiality that values differences in personalities and opinions.
- Be committed to each member's research project. Silvia will help everyone design an independent project within the scope of the group's research for your thesis, or postdoctoral work. This includes helping to generate ideas, interpreting and constructively criticizing results and contextualizing it within a broader context, and support in presenting ideas and results to the scientific community.
- Ensure that each member receives appropriate training. Everyone will receive resources and mentorship from both Silvia and senior group members so that they have the technical skills that they need to accomplish their research. If the training needed does not fall within the group's expertise, we shall discuss opportunities for receiving that training elsewhere, either through collaborations with other groups or by attending workshops and classes outside of this University.
- Lead by example and facilitate training in complementary skills needed to be a successful scientist, such as oral and written communication, applying for grants, management, mentoring, and scientific ethics and professionalism. Everyone is encouraged to seek teaching opportunities, and members will be included where appropriate in grant writing and manuscript reviews, and there will be opportunities to mentor junior researchers.
- Provide financial resources to each group member as appropriate and according to this institution's guidelines. To the best of her ability, Silvia will provide the resources that each member needs to conduct their research.
- Help build professional social networks, including presenting at scientific meetings. As funding allows, each postgrad and postdoc is entitled to attend a major conference every year when they have material to present.
- Provide career advice and assist group members in finding a position following completion of your project here. Silvia will give advice and feedback on career goals, and encourage members to explore opportunities both outside and within academia as suits their interests and progress. She will promptly provide honest letters of recommendation whenever they are requested of her.

Working hours & location

- There are no core working hours, everyone can work at any time that suits them best as long as the work gets done. However, all group members will be expected to participate in meetings (see below) which are during regular office hours.
- Everyone is welcome to send emails and Teams messages outside of regular office hours but group members are not required or expected to reply at these times.
- Each group member (excluding undergrad project students) will be allocated an office space on campus, in the Botany building or elsewhere. They do not have to use this space every day and they are welcome to work remotely. They should notify Silvia or other meeting attendees if they will be joining any meetings remotely.
- Vacations. Everyone should take some. Members should check their contract for limits on vacation days even though these are very loosely enforced. Notify Silvia of vacation time for organisational purposes. Please set an out of office reply on your email.

Personal circumstances accommodations

- In the case of disability, health conditions, care responsibilities or other personal circumstances, we shall work together to design work conditions and work schedules that work for each individual and to facilitate productivity without compromising on physical or mental health. If changes in needs occur over time, we will meet again to revise this accommodation.

Meetings

- PEM group meetings take place weekly, in a hybrid format. Attendance is mandatory under normal circumstances for postgrads and research staff. Undergraduates are welcome and their presence is encouraged but not mandatory.
- 1-to-1 meetings. Each group member is expected to have regular meetings with Silvia to discuss their research and anything else that might arise. The time and frequency of these meetings will be decided individually, based on preference and work patterns. However, if there has not been a meeting in more than a month, one must be arranged.
- QUINCY meetings. For those working with the QUINCY model directly, attendance to the bi-weekly developers meeting is mandatory. See QUINCY intro document for details.

Equipment & shared resources

- All postgrads and research staff will be provided with a laptop and work station devices (screen, keyboard, mouse etc). They should follow College regulations on the use of these machine on the Trinity network.
- The group shares a large storage drive (pem.tchpc.tcd.ie) that all group members have access to. This is shared space and there is currently no user disk quota. Everyone should be respectful of this shared space and regularly clean up files that they don't need. If they are requested to clean up some of their files due to space constraints they will do so.

Data & code

- Data should be stored on the PEM storage drive under shared/data/ and should be documented appropriately so it can be used by other group members now and after individuals leave the group.
- QUINCY model development should be done only through the QUINCY git repository, following the recommended workflow and coding standards (See the git wiki). Branching off and developing offline is not permitted.

- For any work outside direct QUINCY development, everyone is welcome to use any programming language that works for them. Commenting code and the use of version control is strongly encouraged to allow reproducibility.
- When leaving the group, members should leave their code, manuscripts and data required to replicate or continue published work in pem:shared/archive/. This should be accompanied by detailed documentation.

Presenting scientific research
- All authors should be informed of the intention to present work and abstracts should be circulated prior to submission. For co-authors within the PEM group, lack of reply should be considered approval to submit. For external collaborators, all efforts should be made to get an actual confirmation.
- Prior to presenting to non-group-members work generated in the context of the group, the presented results should be shared with participating collaborators at least 5 working days before presentation in the first instance.
- When presenting scientific work in public, group members should give proper attribution to collaborators and sources of funding. If the presented work contains data or figures that were generated or derived by others, group members should indicate this, through the use of legends, footnotes or other means.
- Our group fully supports and encourages the use of social media to promote scientific research and to communicate with colleagues and the public. Group members should be aware that their online presence can have an impact on their professional reputation. They are advised to avoid posting content that could be perceived as offensive or discriminatory. Respect your colleagues in pictures, personal information and all sensible content, as much as possible secure consent before posting such information. Openly accept to remove any content involving colleagues if requested to do so.

Publishing scientific research
- Author roles and expectations are discussed early on in the project and ultimately decided by the first and senior authors. This is often an ongoing conversation throughout the project, as roles and contributions may change over time.
- All authors are expected to contribute significantly to the project. This includes conception, design, development of functionality, analysis and interpretation, and drafting and revising the manuscripts.
- Group members should acknowledge the contributions of all collaborators and funding agencies in their publications.
- Open access publications are preferred whenever possible and might be mandatory depending on the funding source of the particular project.
- All manuscripts should be published as preprints through a reputable preprint server such as bioRxiv or EGUsphere, unless there are specific reasons not to do so. All authors should be informed of the publication of the preprint.
- Whenever possible, when circulating manuscripts (or other text, such as conference abstracts) for feedback to co-authors, this should be done through a text collaboration tool that everyone has access to, such as but not limited to Overleaf, Google Drive or Office365, rather than by emailing around a word file. This makes dialogue between co-authors more open and makes your own work in collating feedback much easier.

Independent work & external collaborations
- Independent work and forming external collaborations is greatly encouraged and can boost an academic career. This includes finishing publications from previous projects and maintaining collaborations with former research groups, as well as establishing new collaborations.

- All work outside the individual research project for which a group member has been specifically hired must be discussed with Silvia. This is not to control anyone's actions, but in the interest of time management to ensure that all needed tasks can be achieved.
- If external collaborations involve the use of code or data produced within PEM, approval should be obtained from Silvia and any group members that have contributed to that work. Correct attribution and co-authorship should be given where appropriate.

Social events
- The PEM group may have social activities outside working hours, such as dinner, games or potlucks and even trips away. Attendance is of course not mandatory, but it is easier to work with people who you know personally.
- Networking at scientific meetings is encouraged and (fortunately or unfortunately) is a key aspect of an academic career. Conference dinners can be reimbursed according to College policy.
- Alcohol is likely to be consumed at such events but there is no obligation or expectation that anyone drinks. Group members will not be questioned about their reasons for drinking or not drinking.
- This code of conduct applies in all social situations associated with meetings and conferences and at social events where multiple PEM group members are present.