

# Service Work Committee report

7 committee members:

Angela Biselli, **Phil Cole (leaving)**, Yordanka Ilieva, Douglas MacGregor, Marco Mirazita, Silvia Niccolai (chair), Kevin Giovanetti

+ webmaster (AKA « shiftbot ») &  
Membership chair: **Bryan McKinnon**

The Rule: **expected FTEs =  $0.25 * N$**  N=number of full + term members per institution

Role of the committee: **check if everybody respects The Rule!**

SoS's from **42 collaborating institutions** reviewed between November and February,  
~ **6 institutions** → ~**12 SoS's** per committee member

**The SWC report, sent to the CLAS chair, quantifies the missing FTEs, and gives advice on the kind of SW that could make up for them**

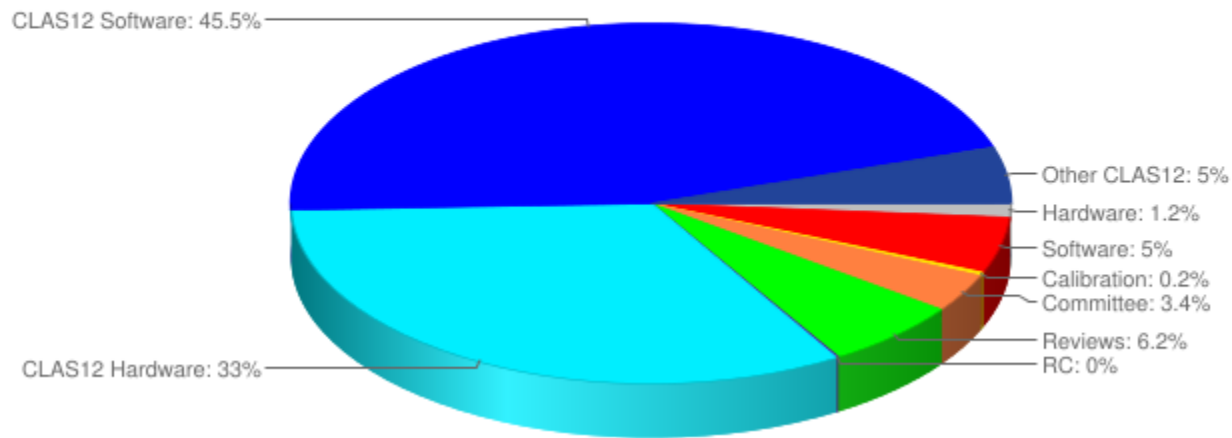
*The finalized SoS reviews were sent to all IR's*

# Outcome of the reviews: 2018

- **9 institutions** didn't fullfill requirements for **2018 (3 minor, 6 major)**
  - **3 institutions** performed **no SW for CLAS12**
- } **2 institutions**

Service Work distribution  
reported for 2018

**Systematics ~15% due to mistakes  
in the SoS categories**



**CLAS SW: 16.5%**

**CLAS12 SW: 83.5%**

**CLAS12 SW: Software beats hardware**

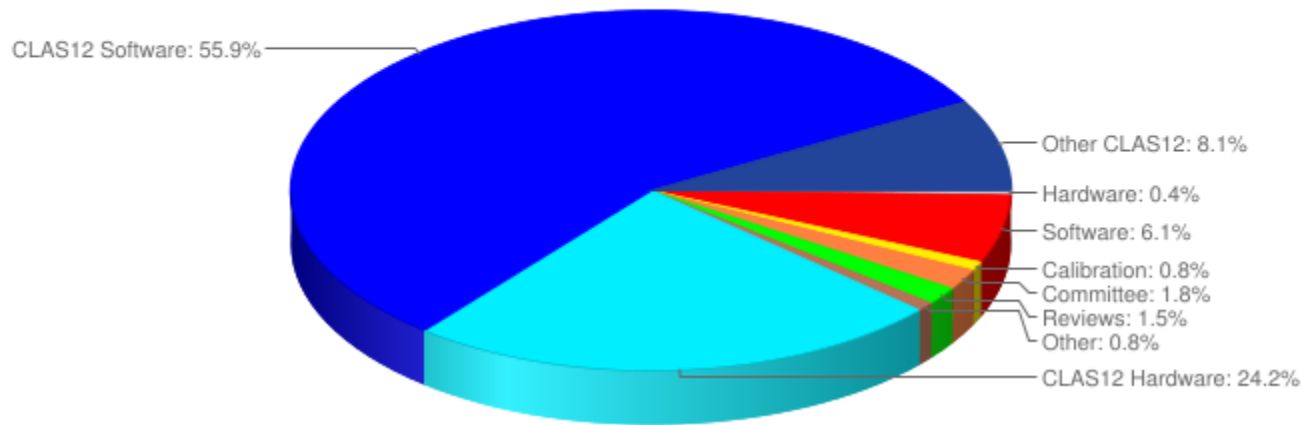
**Note for shiftbot: « RC » and « on-call » categories should move to « CLAS12 »**

# Outcome of the reviews: 2019

- planned SW for **2019** is not sufficient for **9 institutions (4 minor, 5 major)**
- **2 institutions** will not, a priori, be involved in CLAS12

Service Work distribution  
estimated for 2019

**Systematics ~15% due to mistakes  
in the SoS categories**



**CLAS SW: 11.8%**

**CLAS12 SW: 88.2%**

**CLAS12 SW: Hardware decreases, as expected, compared to 2018**

# New rule introduced for the 2019 SoS: 50% of the required SW for each institution must come from the CLAS12 Task List

Show my shifts
Change passwords
Manage members
Assign shifts
Trade shifts
Swap shifts
Submit SoS
CLAS12 tasks
Reviews

**CLAS12 task list:** SW tasks are listed, with

- Description of the work
  - Skills required
- FTEs that the work will provide
- Contact person for the task

**Apparently this year, few institutions were aware of the Task List existence, and there were not enough tasks for everyone. Thus the SWC was not strict in applying the new rule this year.**

Subsystem	Task	Description	Category	FTE/year	Contact(s)	Due date	Recurrence	Responsible	Action to perform
DETECT	BONUS	BONUS Construction, Installation and Commissioning <b>Expertise required:</b>	Hardware	0.000	Sebastian Kuhn	December 31, 2019	1 year	none	Pick, Edit or DELETE
DETECT	HDICE	HDICE R&D <b>Expertise required:</b>	Hardware	0.000	Andy Sandorfi	December 31, 2019	1 year	none	Pick, Edit or DELETE
DETECT	Polarized Target	Polarized Target R&D & Construction <b>Expertise required:</b>	Hardware	0.000	Sebastian Kuhn	December 31, 2019	1 year	none	Pick, Edit or DELETE
DETECT	RICH	Construction of second RICH module <b>Expertise required:</b>	Hardware	0.000	Marco Contalbrigo	December 31, 2019	1 year	none	Pick, Edit or DELETE
ECAL	Calibration	ECAL calibrator <b>Expertise required:</b> None	Software	0.200	Cole Smith	October 16, 2019	1 year	none	Pick, Edit or DELETE
FT	Calibration	FTTrk calibration for 2019 <b>Expertise required:</b>	Software	0.200	Raffaella De Vita	December 31, 2019	1 year	none	Pick, Edit or DELETE
Other	Run Group Tasks	Analysis coordination for RG-A <b>Expertise required:</b> General knowledge of calibration procedure and data processing	Other	0.300	Raffaella De Vita	December 31, 2019	1 year	none	Pick, Edit or DELETE
Other	Run Group Tasks	Analysis coordination for RG-K <b>Expertise required:</b> General knowledge of calibration procedure and data processing	Other	0.300	Raffaella De Vita	December 31, 2019	1 year	none	Pick, Edit or DELETE

# General notes

This year **FOUR** institutions (2 new, 2 old ones...) failed to respect the submission deadline, which had to be extended « ad hoc »

## Common issues complicating the SWC members' and shiftbot's work:

- Lack of **documentation**, that forces us to contact institutions for clarifications
- **Avoiding**, or being extremely slow, or extremely mean, to provide **feedback** to reviewers
- Lots of **mistakes**: **management of members**, mismatched categories (CLAS/CLAS12, software/hardware)



- If a person leaves your group and you DON'T ask Bryan removal from the membership DB, he/she will keep on **having the right to sign CLAS papers**, thus we'll count **him/her in your expected SW**
- **Managing members is a responsibility of institution representatives**
- **The SWC cannot remove members for you!!**

Often institutions signaled the previous year(s) as being below requirements **did not receive enough tasks**  
→ **volunteer for SW, if you know you may end below requirements! Check the Task List!**

**Recurring issue:** institutions using **PhD students** to do SW, but **they don't make them term members**.  
This is **formally OK** from the SWC point of view, but it is **not fair** to the students.  
If a student works on CLAS-related things, **he/she should be a member, and sign papers.**



**Institutional representatives: more care/effort/respect is necessary!**