# CCC meeting agenda

- Feedback from the student and post-doc group

- Report from membership committee meeting

- Thesis topics and database

- Proposal for new CCC members

- Pass1 readiness review

- Renewal of CSC members at large

Feedback from student and post-doc group

- Third meeting of the group

- Lack of information on initiatives on gender equality and against discrimination/ harassment at the lab:
  - Action: will transmit this concern to User Organization
- Difficulties in getting started with data analysis:
  - Action:
    - continue expanding/improving documentation,
    - use forum,
    - organize tutorials during regular software meetings,
    - improve communication
    - organize 1-2 days workshop on software and analysis

Postdoc/Student Meeting
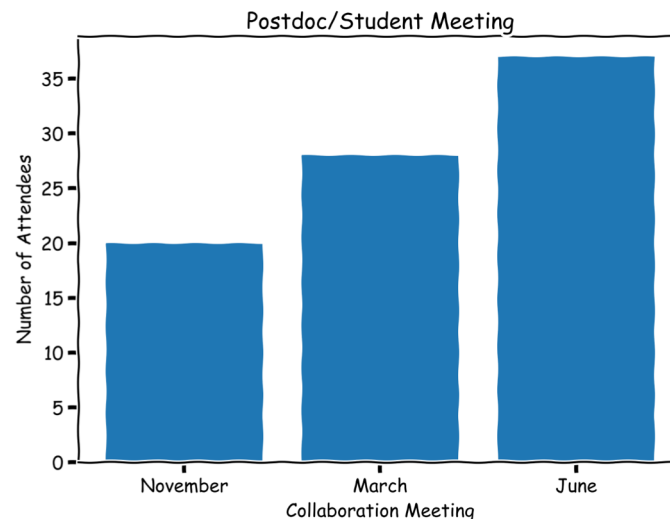
Thanks to Will for hosting the group meetings and to Linda and Jodi for the logistics

Thesis topics and database

- Several requests for thesis topic assignments received
- Others still missing? Check https://www.jlab.org/Hall-B/general/clas_thesis.html
- Database to be updated in the next weeks
- Reminders will be sent

CCC membership

- Proposal to introduce the Technical Coordinator
- Proposal to include the Membership, Service Work and Speaker Committee Chairs

Yordanka Ilieva
CLAS Coordination Committee Proposal
To: Raffaella De Vita

Inbox - devita@ge.infn.it   Yesterday at 22:42   YI

Dear Raffaella,

I propose a change of the composition of the CLAS Coordination Committee by adding the Chairs of the Speakers, Membership, and Service work committees to the CCC.

Membership is fundamental to the operation of the collaboration and the role that the Chair of the membership committee plays in managing the membership provides her/him with the most comprehensive knowledge of any trends and issues related to memberships across all levels of the collaboration. Currently, the Collaboration is missing to fully capitalize on this expertise due to the limited advisory role the Membership Committee Chair (MCC) plays in the executive body of the collaboration. I propose that the MCC has the right to not only propose executive policies but also have a hand in their implementation.

Service work is essential for the scientific operation of the collaboration and is the main pathway to earn the very important right of authorship of the collaboration research products. As in the case of the MCC, the Service Work Committee Chair (SWCC) possesses the most knowledge of the service contributions by various member groups and in this capacity is probably the most qualified to not only recommend, but also have a hand in the taking and implementation of executive decisions.

Similar expertise in relation to talks and conference proceedings is held by the Chair of the Speakers Committee.

Adding the above three chairs to the CCC has several other beneficial aspects:

(a) It increases the representation of the collaboration in the executive body managing collaboration matters, which by itself increases the chance of addressing any issues in a timely manner, as well of responding more successfully to various external and internal challenges.

(b) Since two of the three committees meet more often than during collaboration meetings, the chairs will be able to update more regularly the members of these committees on ongoing discussions in the CCC, and, thus, seek, if applicable, feedback. In any case, the work of the CCC will be more transparent and better communicated to the collaboration.

(c) It diversifies the human resources of the CCC.

(d) This is a bit more subtle: it provides people who have taken responsibilities to serve on the three committees with an access to have a more meaningful input to how the collaboration is run. When we have engaged and committed people in the committees, that access is of benefit to everyone and I would rather think that we should make use of this resource than not.

Since the chairs of the working groups are directly elected, I think that having the chairs of the three committee elected by the committee members would be good. I still think that the CCC should reserve the right to appoint some committee members, but I do not currently have a well formulated proposition of specific policies governing such cases.

Please, let me know if I should seek support of another colleague to "second" this proposal or how you would advise me to proceed.

With best regards, Yordanka

CCC membership and charter

- Important topic that requires further discussion

- Connected to revision of the charter

- Ad-Hoc committee will be appointed with the charge of:
  - Considering the proposal of appointing/electing a technical coordinator and make a recommendation
  - Comment on the extension of the CCC membership and evaluate the Charter changes that would be needed
  - Checking the consistency of the charter with respect to:
    - Committee membership and creation
    - Spokesperson of proposals
    - Limited member "life-time"
    - …
  - Report their findings to the current CCC
  - Findings to be transmitted to the next Chair/CCC for further action

Data Processing Readiness Review

- Ad-hoc committee:
  - 5 people selected among Collaborators
  - standing committee in charge for 2 years
  - Calibration, reconstruction, analysis and software experts
    - 2 experts of reconstruction and calibrations
    - 2 analysis experts
    - 1 software/computing expert
  - 1 day review with presentations
  - Committee recommendations to be addressed before data processing can start
- Request for readiness review to be presented by the Run Group to the Collaboration Chair and CCC that will organize the review
- Pilot review for RG-A
- To be integrated in the bylaws based on first experience

Data Processing Readiness Review

- Tools and procedures:
  - Run list
  - Cooking tools
  - Data management plan (staging area, tape destination, directory structure, logs, software triggers for event reconstruction, ...)
  - Definition of
  - Monitoring (check data quality in real time, identifying cooking failures, …)
- Calibration & Alignment:
  - Quality with respect to expected performance
  - Stability vs. run (pass0 results)
- Reconstruction:
  - Efficiency and resolution with respect to expected
  - Performance stability vs. run (pass0 results)
- Analysis:
  - Readiness of skims definition and train setup
  - Results from partial cooking (5%?) for main reaction channels
  - Verification of all ancillary information (helicity, Faraday Cup, …)

Renewal of CSC at large members

- Two have the four CSC at large members renewed in 2018
- Other two members to be renewed before September 1st
- CCC to appoint the two new members

8

Software group

- Charter change to include the software group in the Collaboration structure and establish the role of the software coordinator approved

- Next steps:
  - Establish the membership of the software group: all full and term members can opt-in to become members of the group
  - The software group will run the election for the coordinator
  - Software coordinator in charge from September 1st

Service Work

- New task list for next year service work to be built based on input from CalCom, Software Group and Detector groups.

- High priority task for CLAS12 should constitute 50% of required service work

- List published in the next months for next SOS submission

Thanks for the support!!!