

Service Work Committee report

S. Niccolai, IPN Orsay, CLAS Collaboration meeting, 11/15/2019

The web interface is **open** and the **SoS submission deadline is imminent: 11/30/2019!**
It is high time to prepare and submit your SoS's

Two Sos's must be submitted: one for 2019 (SW done) and one for 2020 (planned SW)

The Rule: **expected FTEs = 0.25*N** N=number of Full + Term Members per institution

Reminder: 50% of the required SW for your institution should come from the CLAS12 Task List

CLAS12 task list: SW tasks are listed, with

- Description of the work
- Skills required
- FTEs that the work will provide to your institution
- Contact person

PICK YOUR TASKS for next year!! Some are still vacant...
Once you picked a task, include it in you 2020 SoS

NEW: now you must email the contact person and he/she will assign you to the task

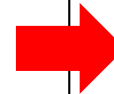
How to access the CLAS12 Task List

- Go to the main Hall-B web page (www.jlab.org/Hall-B)
- Click on « CLAS12 Service Work Task List »
- Log in into the interface
- Click on CLAS12 Tasks on the Option Menu

EXPERIMENTAL HALL B

CLAS Collaboration and Hall B

- Welcome to the CLAS Collaboration
- CLAS Collaboration Information
- Phonebook, Opt-in, and Database
- Shifts, Reviews and Service Work Login
- **CLAS12 Service Work Task List**
- Working Groups & Committees
- CLAS Speakers Committee wiki
- Meeting Schedules and Minutes
- Hall B Staff
- Awards



View all the shifts currently assigned to you

Show my shifts

Change shifts passwords for anyone from 'ORSAY'

Change passwords

Add or remove members from the **ORSAY** shift taker's list

Manage members

Assign names to shifts allocated to your institute

Assign shifts

Trade your shifts with someone else

Trade shifts

Swap shifts assigned to **ORSAY**

Swap shifts



Report service work done by members of **ORSAY**

Submit SoS

Contribute to CLAS12 service work

CLAS12 tasks

Start or contribute to a paper or PAC review

Reviews



Examples of available tasks

FT	Calibration	FT-Cal calibrator Expertise required:	Software	0.150	Raffaella De Vita	October 14, 2020	1 year	none	Edit or DELETE
FT	Calibration	FT-Cal calibrator Expertise required:	Software	0.150	Raffaella De Vita	October 14, 2020	1 year	none	Edit or DELETE
FT	Calibration	FT-Hodo calibrator Expertise required:	Software	0.100	Nicholas Zachariou	October 14, 2020	1 year	none	Edit or DELETE
FT	Calibration	FT-Hodo calibrator Expertise required:	Software	0.100	Nicholas Zachariou	October 15, 2020	1 year	none	Edit or DELETE
FT	Calibration	FT-Trk calibrator Expertise required:	Software	0.200	Raffaella De Vita	October 15, 2020	1 year	none	Edit or DELETE
FT	Alignment	FT system alignment Expertise required: Java - FT	Software	0.200	Raffaella De Vita	October 15, 2020	1 year	none	Edit or DELETE
HTCC	Hardware	HTCC hardware work Expertise required:	Hardware	0.200	Youri Sharabian	October 16, 2020	1 year	none	Edit or DELETE
LTCC	Calibration	LTCC calibrator Expertise required:	Software	0.200	Maurizio Ungaro	October 16, 2020	1 year	none	Edit or DELETE
LTCC	Calibration	LTCC code development Expertise required:	Software	0.200	Maurizio Ungaro	October 16, 2020	1 year	none	Edit or DELETE
Other	Expert on call	FT expert on call Expertise required:	Hardware	0.100	Raffaella De Vita	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Analysis coordinator for RGA Expertise required:	Software	0.200	Latifa Elouadrhiri	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Analysis coordinator for RG-F Expertise required:	Software	0.200	Sebastian Kuhn	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Analysis coordinator for RG-K Expertise required:	Software	0.200	Annalisa DAngelo	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Chef for RG-A Expertise required:	Software	0.300	Latifa Elouadrhiri	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Chef for RG-K Expertise required:	Software	0.300	Annalisa DAngelo	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Chef for RG-F Expertise required:	Software	0.300	Sebastian Kuhn	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Data-quality checks for RG-B Expertise required:	Software	0.100	Silvia Niccolai	October 16, 2020	1 year	none	Drop, Edit or DELETE
Other	Run group tasks	Data-quality checks for RG-A Expertise required:	Software	0.100	Latifa Elouadrhiri	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Data-quality checks for RG-K Expertise required:	Software	0.100	Annalisa DAngelo	October 16, 2020	1 year	none	Edit or DELETE
Other	Run group tasks	Data-quality checks for RG-F Expertise required:	Software	0.100	Sebastian Kuhn	October 16, 2020	1 year	none	Edit or DELETE

SoS submission tutorial

- Go to the main Hall-B web page (www.jlab.org/Hall-B)
- Click on « Shifts, reviews, service work login »
- Log in into the interface

View all the shifts currently assigned to you

Change shifts passwords for anyone from 'ORSAY'

Add or remove members from the **ORSAY** shift taker's list

Assign names to shifts allocated to your institute

Trade your shifts with someone else

Swap shifts assigned to **ORSAY**

Report service work done by members of **ORSAY**

Contribute to CLAS12 service work

Start or contribute to a paper or PAC review

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

→ Institution reps, click here to update your members list (all year long)

→ Start SoS submission

PLEASE READ THIS BEFORE CONTINUING [Service Work Instructions]

CLAS Service Work:

Please choose what you would like to report:

Service work performed in 2019 ▼

→ Select 2019 or 2020 SoS (both will have to be done)

In the next step you will review your group members list.

Next Reset Form

→ Click « Next » and get to review your members list

The members list should include all **TERM and FULL members** of your institution, plus you are free to include any other person (engineers, technicians) who has contributed to your SW. Their work will be counted, and they won't contribute to the expected FTEs.

If your list contains CLAS members that you want to remove, contact Bryan Mc Kinnon.

SoS submission tutorial

You'll have to fill a first page with your **CLAS SW** (this should be modified for the future), and then one with **CLAS12 SW**. Committee category right now is only available in « CLAS » page (also to be changed)

Report CLAS service work performed by members of ORSAY during 2018 (leave CLAS12 for the next page):

Feel free to change the row categories as needed. Any row with an empty description box will be ignored. RC is used as acronym for 'Run Coordinator'. The *percentage* documentation field is not mandatory. The use of '#' (hash) in the text fields is not allowed. **It is now 07:01 EST. Your login will expire at 07:51 EST, so you have information later on.**

Category	Description	Who	FTE	Done	Documentation
Reviews ▼	Completed review of the DVCS2 cross section paper	Eric Voutier ▼	0.05	100 %	Don't forget documentation! Web links, reports, talks, etc., or even names of people who witnessed to your work
Committee ▼	Chairman of the SWC	Silvia Niccolai ▼	0.1	100 %	
Committee ▼	Member of the CSC	Carlos Munoz-Camacho ▼	0.05	100 %	

Please double-check everything before proceeding to the next step.

Once done, save and go to next step →

Save and go to next step | Reset Form

**Institution representatives:
don't forget to SUBMIT!**

You can edit and resubmit as many times as you want, before the deadline (and I won't read your SoS until then!), so don't be afraid of the Submit button!

Execute submission

Add here any additional notes you might have (or simply leave blank):

Then, if everything is in order, please click the button below to finish submission:

Submit SoS

https://www.jlab.org/Hall-B/secure/sos/SW_Instructions.pdf

Tips/recommendations

- You need Service Work **to maintain the right to sign CLAS Collaboration papers**
- SW is computed for the INSTITUTION as a whole: if you want non-active members to sign papers, **you need to make up for their own SW fraction**
- SW done by **non-CLAS members** (techs, engineers, undergrads) of your institution **counts**
 - Include **documentation** to allow the SWC to evaluate your SW
 - Shifts do **not** count
 - HPS work does **not** count
 - Your own analysis work does **not** count
 - Writing a grant proposal or organizing a conference does **not** count
 - Supervising someone else doing SW does **not** count
 - Preparing the SoS does **not** count ☺
- If you don't know what kind of SW to commit for next year, check the **Task List**, or contact me, or the CalCom, or the CLAS Chair, or all the three
- Please ask for **Term Membership for PhD students** that do SW for your institution