

# Service Work Committee report

7 committee members:

Angela Biselli, Volker Crede, Yordanka Ilieva, Douglas MacGregor, Marco Mirazita, Silvia Niccolai (chair), Kevin Giovanetti

+ webmaster (AKA « shiftbot »): 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 **41 (40...)** 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**

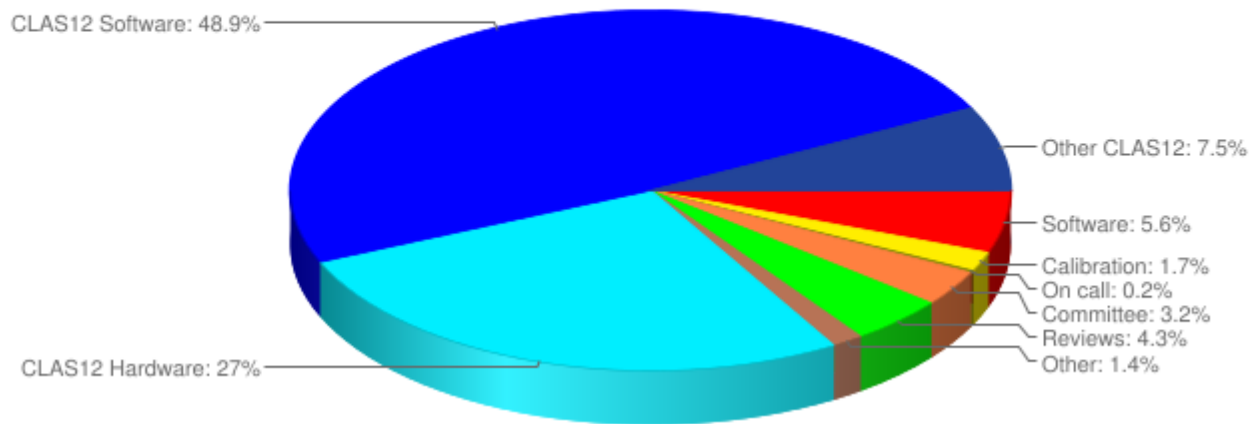
*The finalized SoS reviews were sent to all IR's and to the CCC*

# Outcome of the reviews: 2019

- **10 institutions** didn't fullfill requirements for **2019 (3 minor, 7 major)**
  - **3 institutions** performed **no SW for CLAS12**
- } **2 institutions**

Service Work distribution  
reported for 2019

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



**CLAS SW: 16.5%**

**CLAS12 SW: 83.5%**

**CLAS12 SW: Software beats hardware**

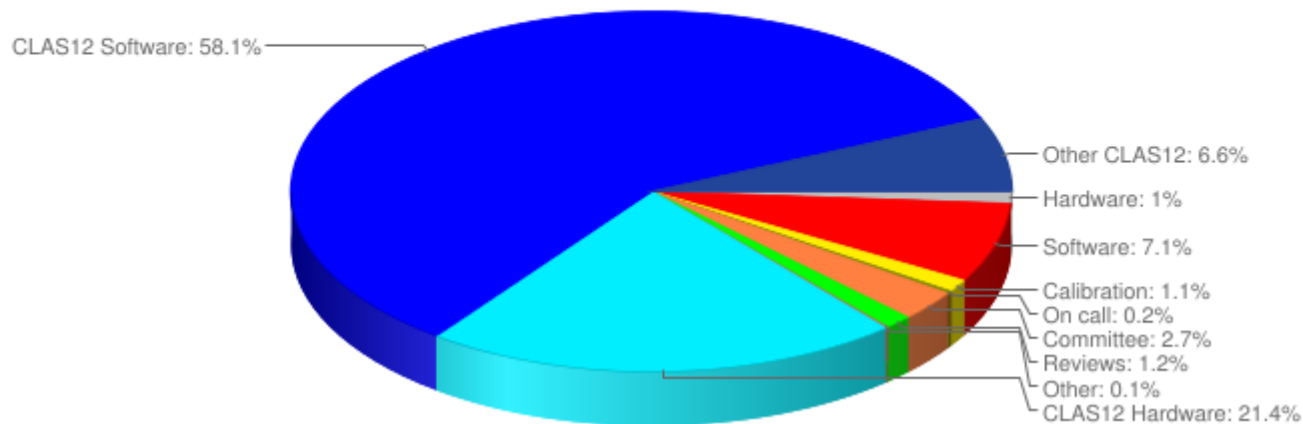
**Note for shiftbot: « RC » and « on-call » categories should move to « CLAS12 »**

# Outcome of the reviews: 2020

- planned SW for **2020** is not sufficient for **15 institutions (12 minor, 3 major)**
- **4 institutions** will not, a priori, be involved in CLAS12

Service Work distribution  
estimated for 2020

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



**CLAS SW: 13.7%**

**CLAS12 SW: 86.3%**

**CLAS12 SW: More software contribution than in 2019. Fingers crossed ;-)**

« New » rule, introduced last year: 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

This year, more institutions used the Task List, which makes everyone's work easier: for you to do and to document, and for us to assess. Still the SWC was not strict in applying the new rule this year, as the available tasks were not enough for everyone.

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 only **ONE** institution (yay!!!!) failed to respect the submission deadline! Great job, everyone!!!

**For the institution that didn't submit the SoS, in spite of our reminders, I decided not to do personalized warnings, for the first time. Their SW was counted as zero for 2019 and 2020.**

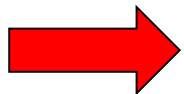
## Common issues complicating the SWC members' and shiftbot's work:

- Lack of **documentation**, that forces us to contact institutions for clarifications
- **Avoiding, or being extremely slow, to provide feedback to reviewers**
- **Management of members** seems to still be a problem for several institutions



- 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!**



**Institutional representatives: a bit more care/effort is necessary**