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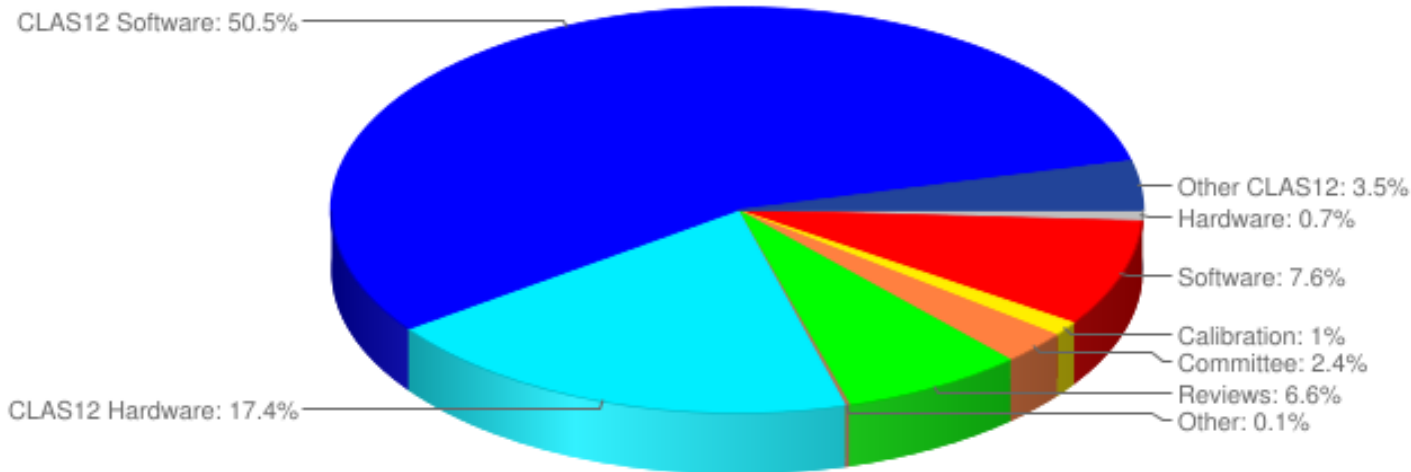
The finalized SoS reviews were sent to all IR's and a report was sent to the CCC

Outcome of the reviews: 2020

- 9 **institutions** didn't fullfill requirements for **2020 (5 minor, 4 major)**

- 2 **institutions** performed **no SW**

Service Work distribution
reported for 2020

Systematics ~15% due to mistakes in the SoS categories

CLAS12 Software: 50.5%

Other CLAS12: 3.5%
Hardware: 0.7%
Software: 7.6%
Calibration: 1%
Committee: 2.4%
Reviews: 6.6%
Other: 0.1%

CLAS12 Hardware: 17.4%

CLAS SW: 19%   **CLAS12 SW: 81%**

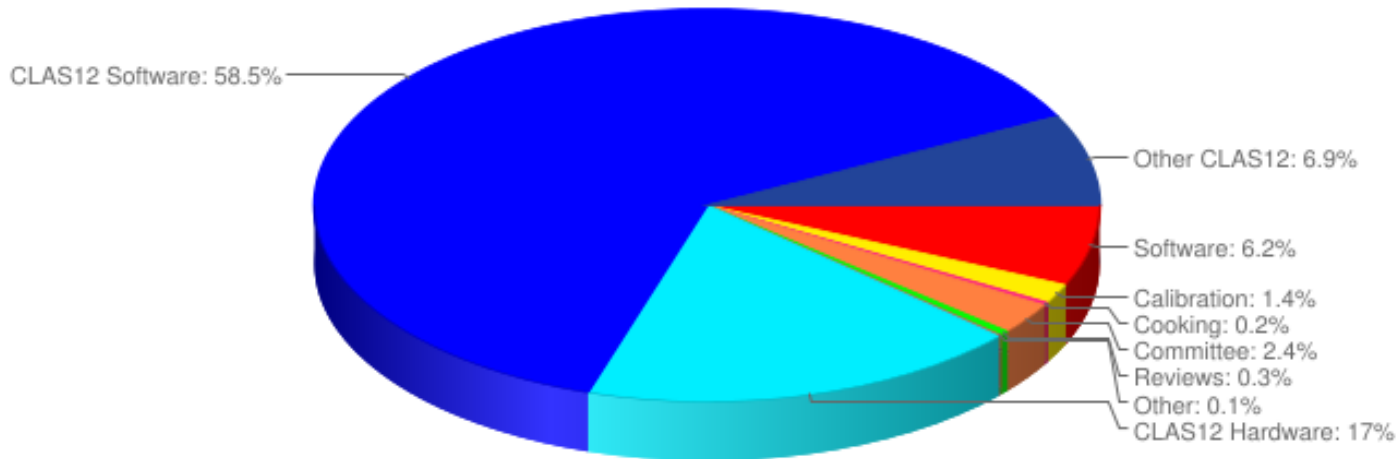**CLAS12 SW: Software SW ~3 times than hardware SW**

~37.5% of SW comes from the CLAS12 Task List

Outcome of the reviews: 2021

- The planned SW for **2021** is not sufficient for **15 institutions (9 minor, 6 major)**

Service Work distribution estimated for 2021

CLAS12 Software: 58.5%
Other CLAS12: 6.9%
Software: 6.2%
Calibration: 1.4%
Cooking: 0.2%
Committee: 2.4%
Reviews: 0.3%
Other: 0.1%
CLAS12 Hardware: 17%

Systematics ~15% due to mistakes in the SoS categories

CLAS SW: 11%   **CLAS12 SW: 89%**

~41.6% of SW comes from the CLAS12 Task List

General notes

This year only **ONE** institution (yay!!!!) failed to respect the submission deadline! Great job, everyone!!!
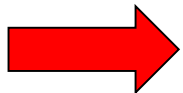
Common issues complicating the SWC members' and shiftbot's work:
- Lack of **documentation**, that forces us to contact institutions for clarifications
- **Avoiding, or being extremely slow, or rude (!), to provide feedback to reviewers**
- **Inconsistencies between FTEs in SoS and in the Task List** (we'll prepare better instructions)
- **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!!**
- ➢ **Please require Term Member status for the PhD students doing SW for your institution**

Often institutions signaled the previous year(s) as being below requirements did not receive enough tasks
→ Institutions: volunteer for SW, if you know you are below requirements, check the Task List!
→ CCC: please pick reviewers from the SWC report first!

In general: things are getting smoother, thank you all for the efforts! ☺