

## IceCube Maintenance & Operations Memorandum of Understanding Change Control Process

### **Background:**

The Memorandum of Understanding (MoU) documents between the University of Wisconsin at Madison and the IceCube collaborating institutions, list the names of Faculty, Scientists/Postdocs and Graduate Students and their Service Work responsibilities.

Official versions of the MoU are usually finalized and posted twice a year at the spring and fall collaboration meetings. Over the initial 3 years of IceCube Maintenance and Operations, MoU's that were revised at the spring collaboration meetings, were also used for calculating the Common Fund contribution for the following year based on the number of PhD. authors.

Institutional MoU's and MoU Summary can be found on Docushare:

<https://docushare.icecube.wisc.edu/dsweb/View/Collection-6627>

And on the IceCube's Coordination Committee Wiki page:

[http://wiki.icecube.wisc.edu/index.php/M%26O\\_Coordination\\_Committee](http://wiki.icecube.wisc.edu/index.php/M%26O_Coordination_Committee)

To make it easier for IceCube Coordinators to review all Institutional contributions under their area of responsibility, a summary spreadsheet of all Institutional MoUs is available and can be filter by different categories such as WBS, Labor Category, Name, Task and Institution. For example document #2a under: <https://docushare.icecube.wisc.edu/dsweb/View/Collection-9090>

### **MoU Change Control:**

Previous versions of the Institutional Memorandum of Understanding documents have been mostly reconciled between the Spokesperson and Institutional leads.

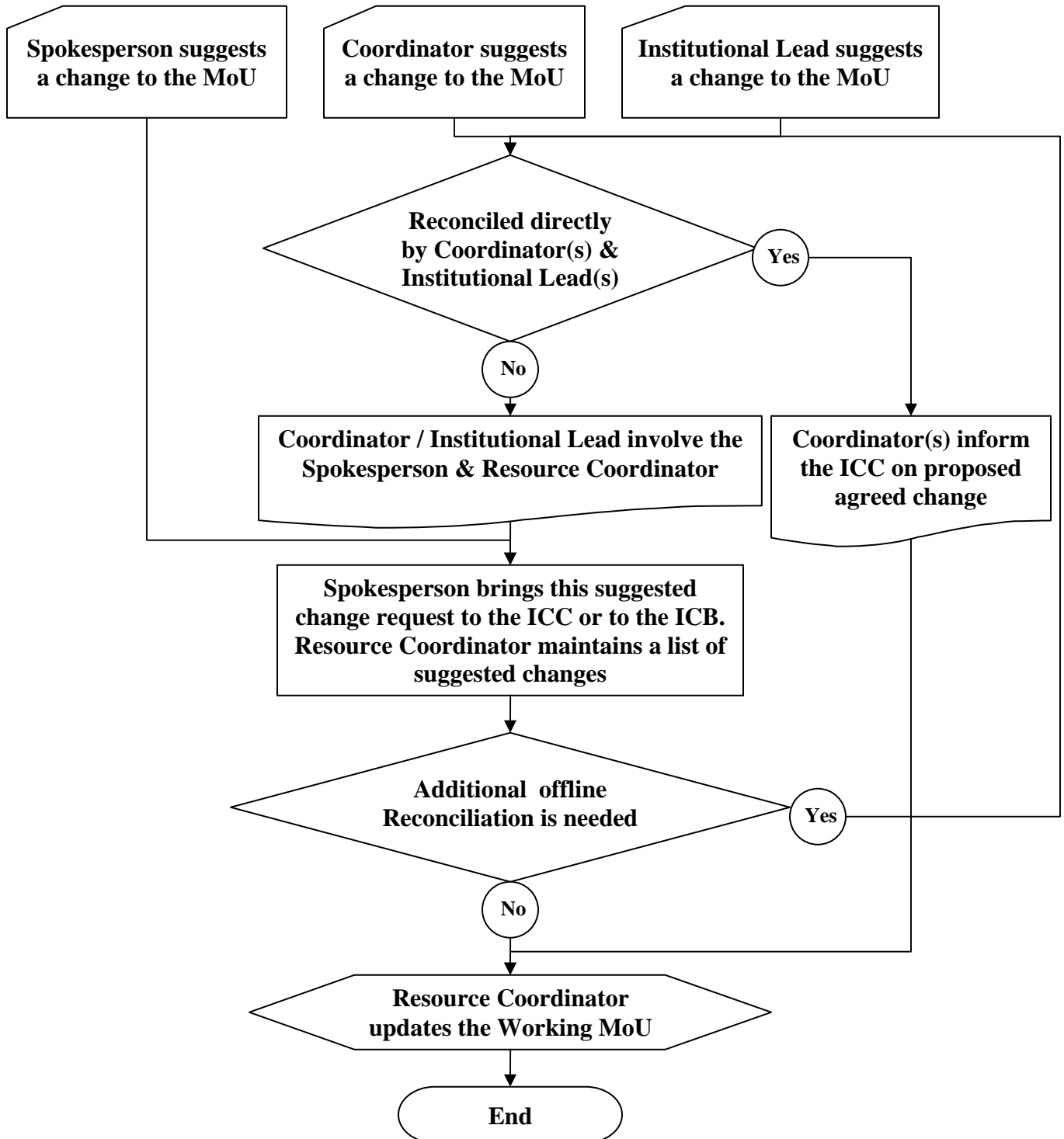
The establishment of IceCube's Coordination Committee (ICC) in April 2009, brought this MoU reconciliation to the next level which is reconciliation between the functional areas Coordinators and the Institutional Leads, under the guidance of the Spokesperson and with the support of the Resource Coordinator.

The motivation is to bring to a wider discussion, only unreconciled changes that the ICB as the "Resources Providers" or the ICC as the "Functional Area Leads" can help solving.

**MoU Change Control Reconciliation Process:**

The MoU Changes Reconciliation Process is summarized in the flow chart below and further described on the next page.

**IceCube MoU Changes Reconciliation Process**



**Process description:**

- 1). Coordinators / Institutional Leads suggest a change to the MoU's.
- 2). Coordinators / Institutional Leads try to reconcile those changes / additions directly and will copy the Spokesperson or the resource Coordinator if their help is needed.
- 3). Coordinators inform the ICC of proposed agreed solution(s), either during an ICC phone meeting or by e-mail for coordination and avoiding conflicts. The Resource Coordinator will keep a list of suggested changes.
- 4). The Resource Coordinator will make agreed changes to the WORKING version of the MoU, which will become the new official posted MoU at the time of each collaboration meeting. Updated Staffing Metrics and working versions of the MoU's will be posted every 2 weeks or once a month depends on the amount of changes.
- 5). Unreconciled changes such as listed below, will be summarized by the Resource Coordinator and will be discussed at the ICC meeting (type B) or at the ICB (type A), or will be presented at the ICC but will be solved offline by the Spokesperson (Type C).

Examples of unreconciled changes:

Type A). Coordinator is still looking for resources and couldn't find a supporting institution.

Type B). Institutional Lead has available resources and is looking for tasks.

Type C). Coordinator and Institutional Lead can't come to reconciliation.

## IceCube's Coordination Committee Wiki page

[http://wiki.icecube.wisc.edu/index.php/M%26O\\_Coordination\\_Committee](http://wiki.icecube.wisc.edu/index.php/M%26O_Coordination_Committee)

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## M&O Coordination Committee

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Coordination of maintenance and operations activities in the broadest sense. Includes all kind of service tasks, simulation production and software, data production and filtering, low level data analysis, calibration etc.

A technical coordination committee ICC, has been formed to steer these activities.

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[Memorandum of Understanding \(MoU\)](#) [edit]

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**1. MoU Agreement - signed documents** [edit]

MoU Agreement between UW-Madison and the collaborative institutions

- [MoU Agreements on DocuShare](#) 🔒

**2. MoU - Scope of Work documents** [edit]

M&O Scope Of Work including Core activities and Service Work

- [Official posted Scope Of Work documents](#) revised twice a year at the collaboration meetings

**3. MoU - Scope of Work - Making Changes Procedure** [edit]

- [MoU Change Control & Reconciliation Process](#) 🔒

## IceCube's Coordination Committee members

[http://wiki.icecube.wisc.edu/index.php/Coordination\\_Committee\\_members](http://wiki.icecube.wisc.edu/index.php/Coordination_Committee_members)

WBS L2	WBS L3	Coordination	Member	Name	University
WBS 2.1	WBS 2.1.1	Associate Director for Science - Committee Chair	Member	A. Karle	UW-Madison
		Spokesperson	Member	G. Sullivan	Maryland
		Software Coordinator	Member	P. Toale	Alabama
		Resource Coordinator	Member	A. Peles	UW-Madison
WBS 2.2	WBS 2.2	Detector Maintenance & Operations Manager	Member	D. Laitsch	UW-Madison
	WBS 2.2	Detector Maintenance & Operations Coordinator	Member	K. Hanson	Libre
	WBS 2.2.1	Run Coordinator	Member	S. Boeser	Bonn
		Winter Overs coordinator	As needed	M. Krasberg	UW-Madison
	WBS 2.2.2	Data Acquisition	Member	K. Hanson	Libre
	WBS 2.2.3	Online filter (PnF)	Member	E. Blaufuss	Maryland
	WBS 2.2.4	SPS Operations	Member	M. Merck	UW-Madison
	WBS 2.2.5	SPTS Operations	Member	M. Merck	UW-Madison
	WBS 2.2.6	Experiment control	As needed	J. Jacobsen	UW-Madison
	WBS 2.2.7	Detector Monitoring	As needed	K. Filimonov	UC-Berkeley
	WBS 2.2.8	Calibration	As needed	D. Williams	U-Alabama
WBS 2.2.9	IceTop Operations	As needed	S. Tilav	Delaware	
WBS 2.2.10	Supernova Operations	As needed	L. Koepke	Mainz	
WBS 2.3	WBS 2.3	Computing & Data Management Manager	Member	M. Merck	UW-Madison
	WBS 2.3	Computing & Data Management Coordinator	Member	M. Merck	UW-Madison
	WBS 2.3.5	Simulation Production Coordinator	Member	P. Desiati	UW-Madison
WBS 2.4	WBS 2.4	Triggering & Filtering			
	WBS 2.4.1	TFT Coordinator	Member	I. Taboada	Georgia Tech
	WBS 2.4.2	Physics Filters Coordinator	Member	E. Strahler	Vrije
WBS 2.5	WBS 2.5	Data Quality, Reconstruction & Sim. Tools			
	WBS 2.5.1	Simulation Programs Coordinator	Member	A. Olivas	Maryland
	WBS 2.5.2	Reconstruction, Analysis Tools	As needed	D. Boersma	Aachen
	WBS 2.5.3	Data Quality	Member	D. Williams	Alabama
	WBS 2.5.4	Offline Data Processing	Member	G. Hill	UW-Madison
Analysis		Analysis Coordinator	Member	E. Resconi	MPI Heidelberg
		Channel WG Rep.	Member	P. Berghaus	Delaware
		Cascades WG Rep.	Member	M. Kowalski	Bonn

## IceCube's M&O Institutional Memorandum of Understanding

[http://wiki.icecube.wisc.edu/index.php/Official\\_posted\\_Scope\\_Of\\_Work\\_documents](http://wiki.icecube.wisc.edu/index.php/Official_posted_Scope_Of_Work_documents)

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### Official posted Scope Of Work documents

#### Memorandum of Understanding (MoU) - Official Scope Of Work documents

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MoU Version	v7.2 Sep 30, 2009	v8.3 May 18, 2010	v9.0 Sep 15, 2010	v10.0 Apr 22, 2011
Description	2009 Fall Collaboration Meeting	2010 Spring Collaboration Meeting	2010 Fall Collaboration Meeting	2011 Spring Collaboration Meeting
Docushare Collection	<a href="#">DocuShare</a>	<a href="#">DocuShare</a>	<a href="#">DocuShare</a>	<a href="#">DocuShare</a>
MoU Summary	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>
Staffing Matrix sorted by WBS	<a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>
Staffing Matrix sorted by Institution	<a href="#">pdf</a>	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>
Analysis Matrix		<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>	<a href="#">pdf</a> ; <a href="#">xls</a>
Chiba University	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
Clark Atlanta University	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
DESY-Zeuthen	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
EPFL - Lausanne	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
Georgia Tech	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
Humboldt Universität Berlin	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
LBNL	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
MPI Heidelberg	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
Ohio State University	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>
Oxford University	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>	<a href="#">doc</a>

And all other institutions...