

IceCube Maintenance & Operations Memorandum of Understanding Reconciliation Process

Background:

The current Institutional Memorandum of Understanding documents have been reconciled between the Spokesperson and the Institutional leads. An official version is usually posted twice a year at the collaboration meetings. Over the initial 3 years of M&O, MoU's that were finalized and posted after the spring collaboration meeting, were also used for calculating the Common Fund contribution for the following year.

Current MoU's and the MoU Summary can be found on Docushare:

<https://docushare.icecube.wisc.edu/dsweb/View/Collection-6905>

To make it easier to review the MoU's and filter or group by different categories, several different Staffing Metrics of the M&O Core and Service Work by the Science group, were generated and posted on Docushare:

<https://docushare.icecube.wisc.edu/dsweb/View/Collection-7807>

Objective:

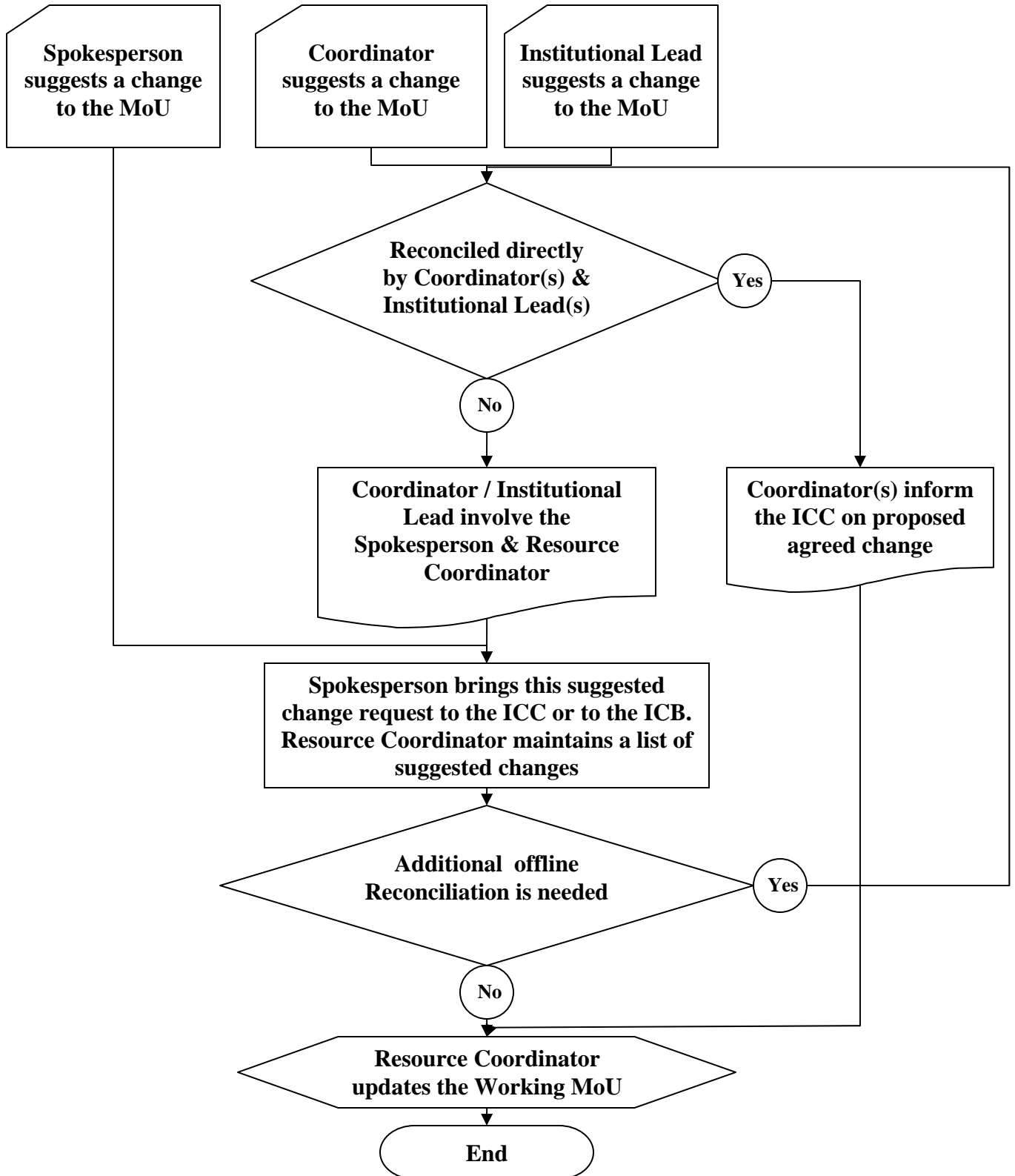
Now that the IceCube Coordination Committee (ICC) has been evolved, it's time to take this reconciliation to the next step which is reconciliation between the functional areas Coordinators and the Institutional Leads, under the guidance of the Spokesperson and with the support of the Resource Coordinator.

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.

Process:

The MoU Changes Reconciliation Process is summarized in the flow chart on the next page and further described on page 3.

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.