

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

To make it easier to review MoU's and filter by different categories, a Staffing Matrix of M&O Core and Service Work was created, for example document #2a under: <https://docushare.icecube.wisc.edu/dsweb/View/Collection-7913>

MoU Change Control:

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

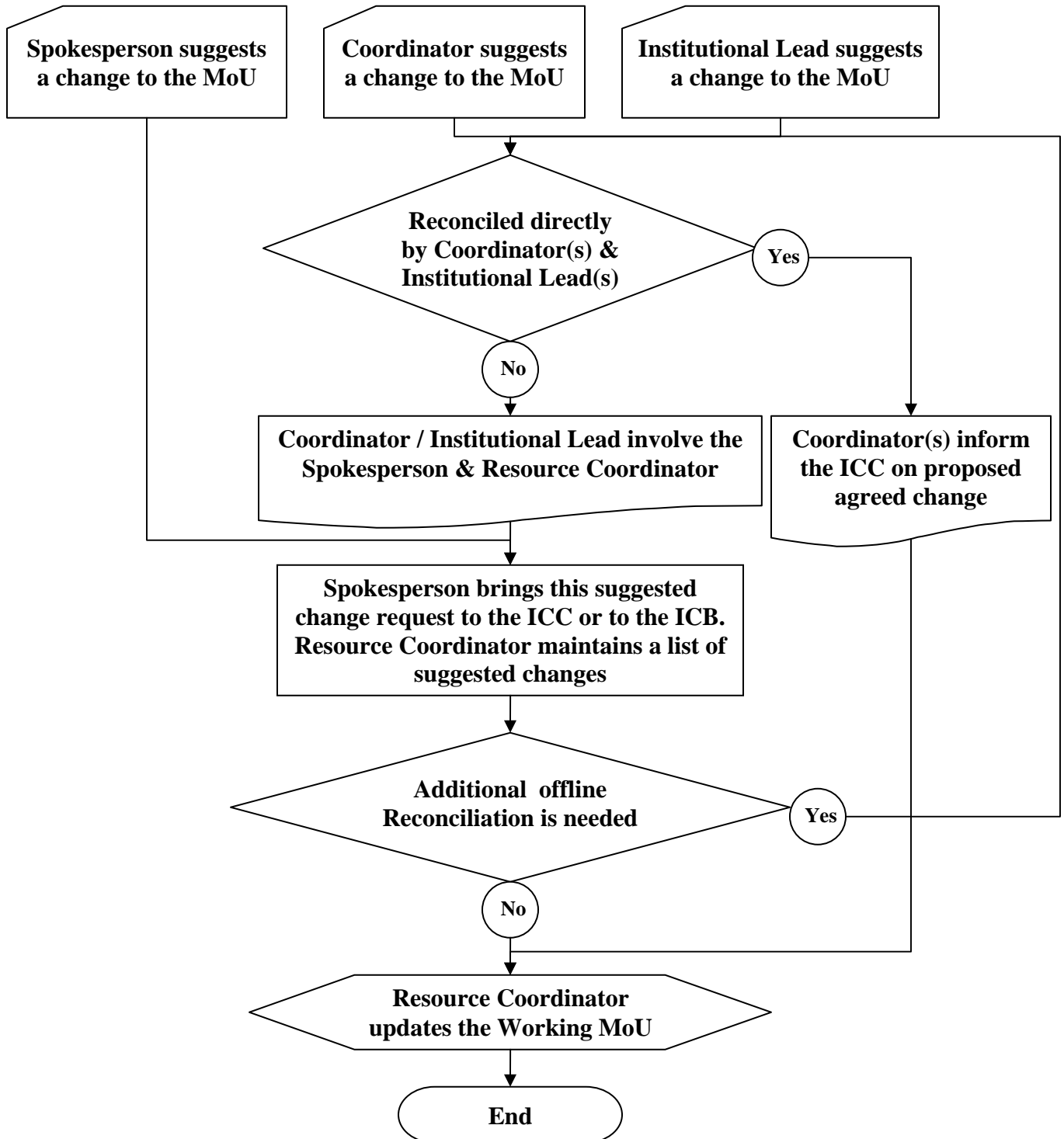
The establishment of IceCube's Coordination Committee (ICC) in April 2009, brought this MoU reconciliation to the next level which is reconciliation between the functional areas Coordinators and the Institutional Leads, under the guidance of the Spokesperson and with the support of the Resource Coordinator.

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

page discussion view source history

M&O Coordination Committee

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.

Contents [\[show\]](#)


Coordination Committee members

Coordination Committee Calls

Memorandum of Understanding (MoU)


1. MoU Agreement - signed documents

MoU Agreement between UW-Madison and the collaborative institutions


- [MoU Agreements on Docushare](#) 

2. MoU - Scope of Work documents

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

- [Official posted Scope Of Work documents](#) usually twice a year at the collaboration meeting
- [Working documents - MoU SOW v9.0 DRAFT](#) 

3. MoU - Scope of Work - Making Changes Procedure

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

IceCube's 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	T. Gaisser	U-Delaware
		Software Coordinator	Member	P. Toale	PSU
		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	ULB
	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	ULB
	WBS 2.2.3	Online filter (PnF)	Member	E. Blaufuss	UMD
	WBS 2.2.4	SPS Operations	Member	S. Barnet	UW-Madison
	WBS 2.2.5	SPTS Operations	Member	S. Barnet	UW-Madison
	WBS 2.2.6	Experiment control	As needed	J. Jacobsen	UW-Madison
	WBS 2.2.7	Detector Monitoring	As needed	K. Filimonov	UCB
	WBS 2.2.8	Calibration	As needed	K. Woschnugg	UCB
	WBS 2.2.9	IceTop Operations	As needed	S. Tilav	U-Delaware
WBS 2.2.10	Supernova Operations	As needed	L. Koepke	U-Mainz	
WBS 2.3	WBS 2.3	Computing & Data Management Manager	Member	M. Merck	UW-Madison
	WBS 2.3	Computing & Data Management Coordinator	Member	S. Barnet	UW-Madison
	WBS 2.3.5	Simulation Production Coordinator	Member	P. Desiati	UW-Madison
WBS 2.4	WBS 2.4	Triggering & Filtering Coordinator	Member	E. Blaufuss	UMD
	WBS 2.4.1	TFT Coordinator	Member	E. Blaufuss	UMD
	WBS 2.4.2	Physics Filters Coordinator	Member	K. Hoffman, S. Klein	UMD, LBNL
WBS 2.5	WBS 2.5	Data Quality, Reconstruction & Sim. Tools	Member	A. Gross	U-Canterbury
	WBS 2.5.1	Simulation Programs Coordinator	Member	A. Olivas	UMD
	WBS 2.5.2	Reconstruction, Analysis Tools	Member	D. Boersma	Aachen
	WBS 2.5.3	Data Quality	Member	D. Williams	U-Alabama
	WBS 2.5.4	Offline Data Processing	Member	G. Hill	UW-Madison
		Analysis Coordinator	Member	E. Resconi	MPI Heidelberg
		R&D Coordinator	Member	K. Helbing	U-Wuppertal