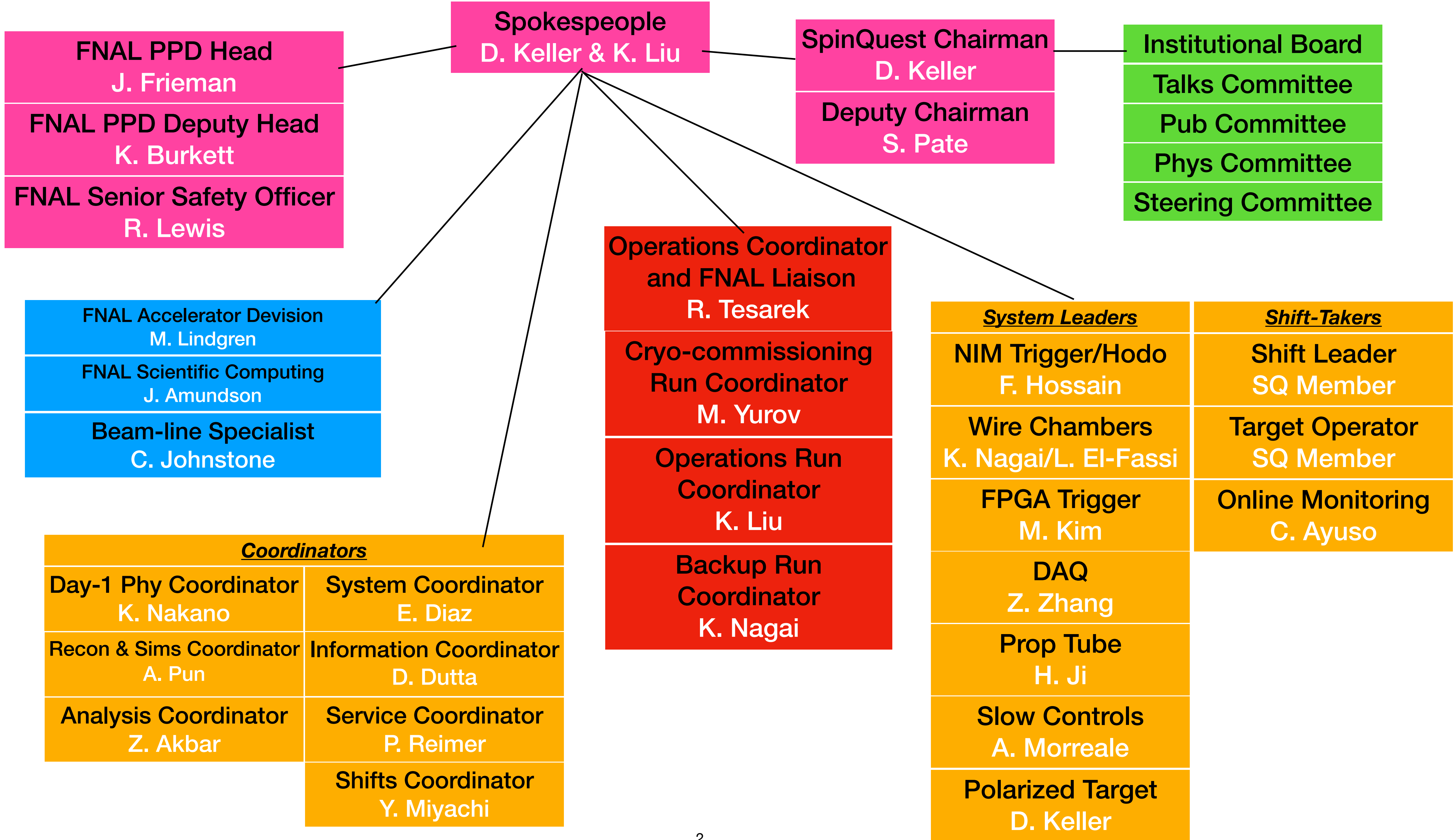


SpinQuest Roles and Responsibilities

D. Keller

SpinQuest Review



Collaboration Requirements

Governance and Responsibilities

Joining SpinQuest

To join SpinQuest just submit in writing these three simple steps to the SpinQuest Chair (or spokespersons dustin@virginia.edu, liuk@fnal.gov), email is fine. The SpinQuest Institutional Board will decide within one week of the submission of the application how to proceed. You may be asked to supply additional information or to give a small presentation (this can be done remotely). No one will be denied without information as to why or how to improve the application.

<https://confluence.its.virginia.edu/display/General/Joining+SpinQuest>

Collaboration Requirements

Governance and Responsibilities

Collaboration Bylaws

Membership

The Collaboration is composed of Members, each of whom belongs to an Institution. (A member might have an affiliation with more than one Institution; such members will need to identify a primary Institution for the purposes of shift staffing and service work.)

There are two kinds of Collaboration Membership:

Full Membership

To be a full member contact the Collaboration Chair or one of the experiment's Spokespeople and request Full Membership. You must be willing to agree to the following two commitments in order to maintain Full Membership status. Losing Membership status for more than a month can limit membership benefits.

1.) **Shifts Staffing:** The number of shifts will be assigned to each institution based on the number of Full Members in that institution. The Institution Representative is responsible for assigning shifts within their group. A shift schedule will be made available to the Collaboration. Any person may be a shift-taker and help fulfill an institution's shift quota if they meet the training requirements. During the run, the shifts for the experiment will be partitioned evenly among the institutions weighted by the number of full members.

2.) **Service Commitment:** Each Full Member must contribute to service work to the Collaboration. Examples of service work include: serving as a sub-system expert and being on call for that sub-system while running; contributing a major piece of hardware or work; being on-site and working on hardware for an extended period of time. Financial purchases can be counted, as well as any major vital contribution that satisfies the Chair. A memorandum of understanding will be made through the chair on behalf of the Collaboration with each institution on a set of roles and responsibilities for each full member. All appointed positions in the Collaboration can partially satisfy that persons service work.

Collaboration Requirements

Governance and Responsibilities

Service Commitments

The crediting system used here is Full Time Equivalent (FTE) which is defined by a 40 hour work week. We use the same definition as the DOE and FNAL for clarity and transparency. In order to qualify for Full Membership along with shifts each institution must sign up for a service commitment equal to half time of a Full Time Equivalent (0.5 FTE) per Full Member in that institution. These FTEs can be distributed in any way to the members within an institution. For example a professor and a postdoc together need 1 FTE which could be accredited in full by the postdoc being stationed at Fermilab and committing to one of the on site 1 FTE positions. However a single person can not be signed up for more than 1 FTE position without special consideration/permission (see Chair). It is also possible to have non-collaboration members or Affiliate Members provide service accredited to a particular institution.

All Coordinator positions are for 1 year unless worked out with the Chair and Service Coordinator. One can volunteer for any open service work or position, all are offered on a first come first serve basis. If conflict arises, the Chair may assign the position, call an election, or form a selection committee at anytime. It is also important to know that each institution must maintain its commitments in order to preserve full membership. It is also possible to have extra FTEs served count towards future FTEs needed for an institution (not including trainee FTEs) or have past work FTEs counted to date but this should be worked out directly with the Chair.

<https://confluence.its.virginia.edu/display/General/Service+Commitments>

SpinQuest

SQ Collaboration

- 17 Institutions from 5 countries (Armenia, China, Sri Lanka, Japan, USA)
- 12 grad students
- 10 postdocs
- 51 Full Members
- 50 Affiliate Members

FULL MEMBERS

ABU: Donald Isenhower (PI), Michael Daugherty, Shon Watson

ANL: Paul Reimer (PI), Donald Geesaman

FNAL: Richard Tesarek (PI), Carol Johnstone, Charles Brown, **Cristina Suarez**

KEK: Shin'ya Sawada (PI)

LANL: Kun Liu (SP), Mikhail Yurov, Ming Liu, Astrid Morreale, **Kei Nagai**, **Zongwei Zhang**

MSU: Lamiaa El Fassi (PI), Dipangkar Dutta, **Catherine Ayuso**, **Nuwan Chaminda**

NMSU: Stephen Pate (PI), Vassili Papavassiliou, **Abinash Pun**, **Forhad Hossain**, **Dinupa Nowarathne**

RIKEN: Yuji Goto (PI)

Shandong U: Qinghua Xu (PI), **Zhaohuizi Ji**

TIT: Kenichi Nakano (PI), Toshi-Aki Shibata

U. Colo: Darshana Perera (PI), Harsha Sirilal, **Vibodha Bandara**

UIUC: Jen-Chieh Peng (PI), **Jason Dove**, **Ching Him Leung**

UM: Wolfgang Lorenzon (PI), **Ievgen Lavrukhin**, **Minjung Kim**, **Noah Wuerfel**

UNH: Karl Slifer (PI), **David Ruth**

UVA: Dustin Keller (SP), **Ishara Fernando**, **Zulkaida Akbar**, **Liliet Diaz**, **Anchit Arora**, **Arthur Conover**

Yamagata U: Yoshiyuki Miyachi (PI), Norihito Doshita

AANL(YerPhl): Hrachya Marukyan (PI)

Critical Collaboration Documents

- FNAL Technical Scope of Work (TSW)
- SpinQuest Experiments Operations Plan (EOP)
- SpinQuest Collaboration Memorandum of Understanding (MOU)

SpinQuest Safety

- SpinQuest has safety as top priority (Bottom-up approach)
- Its everyones responsibility to look out for everyones safety all the time
 - All member are responsible for having the proper FNAL training, following the FNAL protocols, reading and signing the appropriate documents before work
 - Everyone helps everyone else to be safe under all work conditions
 - Everyone has the right to call for a 'stop work' at anytime if safety is a concern
 - Senior members are expected to lead by example
- Run coordinators are responsible for making sure all safety regulations are followed during running
- FNAL-Liaison/Ops-coordinator assumes the final safety authority/responsibility for all onsite activities

Current Coordinators

Run Coordinator	Physics Coordinator	Analysis Coordinator	Systems Coordinator	Shift Coordinator	Meeting Coordinator
A. M. Yurov B. K. Liu	A. K. Nakano B. Z. Akbar	A. Z. Akbar B. K. Nakano	A. E. Diaz B. K. Liu	A. Y. Miyachi B. MJ. Kim	A. I. Fernando B. D. Keller
Talks Coordinator	Information Coordinator	International Coordinator	Outreach Coordinator	Service Coordinator	Chair, Deputy Chair
W. Lorenzon	D. Dutta	S. Sawada	T.A. Shibata	P. Reimer	D. Keller, S. Pate

Critical Systems

Slow Controls	Wire Chambers	Hodo+NIM	Beam Cerenkov	Prop. Tubes	Target Controls	Offline Recon	Online Recon	FPGA Trigger	Onsite Computers	DAQ	Fiber Hodo
A. Morreale	K. Nagai	F. Hossain	R. Tesarek	H. Ji	M. Yurov	A. Pun	C. Ayuso	M. Kim	H. Leung	Z. Zang	C. Suarez
(M. Yurov)	N. Chaminda	(L. Diaz)		(A. Arora)	D. Ruth	Z. Akbar	(N. Chaminda)	N. Wuerfel	P. Reimer	(H. Leung)	(K. Liu)
P. Reimer	L. El Fassi				Z. Akbar		K. Nakano			P. Reimer	M. Liu
					A. Arora						
					V. Bandara						

Red indicates on or near FNAL grounds

Target Critical Systems

Microwaves and Electronics	NMR	Magnet/IV	Roots/VP	Target Material	QT-Liq	Actuator	Temperature Measure	Fridge	Cryocontrols
I. Fernando	M. Yurov	Z. Akbar	A. Arora	L. Diaz	UVA-RS	V. Bandara	L. Diaz	E. Diaz	V. Bandara
(M. Yurov)	(D. Ruth)	(F. Diaz)	(M. Yurov)	(Z. Akbar)	(A. Arora)	(I. Fernando)	(F. Diaz)	(V. Bandara)	D. Perera
Z. Akbar		(D. Ruth)						A. Arora	Harsha

Red indicates on or near FNAL grounds

Working Groups

Target Controls	Trigger	Online Recon	Tracking+ Sims	Analysis	Day One	Chambers	Hodo+NIM	Target	Prop. Tubes	DAQ	Slow Controls
M. Yurov	M. Kim	C. Ayuso	A. Pun	Z. Akbar	K. Nakano	K. Nagai	F. Hassian	D. Keller	H. Ji	Z. Zang	A. Morreale
D. Perera	N. Wuerfel	K. Nakano	Z. Akbar	L. Diaz	S. Pate	L. El Fassi	C. Suarez	M. Yurov	A. Arora	H. Leung	M. Yurov
V. Bandara	I. Lavrukhin	R. Tesarek	K. Nakano	A. Arora	W. Lorenzon	Y. Goto	M. Liu	Z. Akbar	L. Diaz	Y.C. Chen	P. Reimer
R. Lockhart	W. Lorenzon	L. El Fassi	C. Ayuso	F. Hossain	P. Reimer	Y. Miyachi	L. Diaz	A. Arora	Q. Xu	P. Reimer	K. Nakano
Z. Akbar	D. Dutta	N. Chaminda	F. Hossain	I. Fernando	J.C. Peng	C. Brown	S. Pate	L. Diaz			
E. Perez		A. Pun	N. Wuerfel	N. Chaminda	L. El Fassi	K. Nakano	Isenhower	D. Ruth			
D. Ruth		N. Wuerfel	I. Lavrukhin	C. Ayuso	C. Ayuso	C. Ayuso	C. Brown	I. Fernando			
A. Arora			N. Chaminda	H. Leung	Z. Akbar	N. Chaminda					
				K. Nagai	N. Chaminda						

Red is team leader and contact for group

Analysis Effort Organization

Member:

- Zulkaida, Anchit, Liliet, Dustin (UVA)
- Forhad, S. Pate (NMSU)
- N. Chaminda & C. Ayuso (MSU)
- K. Nagai (LANL)
- H. Leung (UIUC)
- I. Lavrukhin (UM)

Topic summary

- Sivers-extraction tools
- Error Analysis
- Covariance matching
- E906-Analysis
- Backgrounds
- Alignment

Information and Commitments

SpinQuest Bylaws: <https://confluence.its.virginia.edu/display/General/Collaboration+Bylaws>

How to Join: <https://confluence.its.virginia.edu/display/General/Joining+SpinQuest>

Service Commitments: <https://confluence.its.virginia.edu/display/General/Service+Commitments>

Talks Policy : <https://confluence.its.virginia.edu/display/General/Talks+Policy>

Institutional Board: <https://confluence.its.virginia.edu/display/General/Institutional+Board>