

# SEC Long-Term Organization Leadership

June 3rd, 2021

<https://indico.fnal.gov/event/49362/>

## GENERAL AGENDA:

- The Convener Restart Survey and related issues
- Restart Welcome Packet discussion

**ATTENDEES:** Kristi Engel, Joshua Barrow, Amber Roepe, Sara Simon, Tiffany Lewis

## MINUTES:

### The Convener Restart Survey

- Tao Han was given the [survey](#) developed during last week's meeting to determine when all the Frontier Conveners & Topical Group Conveners intend to restart full Snowmass activities, but he said he does not plan to use it
  - ◆ He said that the Steering Committee already asked the Conveners for this information and it was included in the [January Snowmass Newsletter](#)
  - ◆ July/August is the estimated restart time frame, but there will be a Town Hall about this at the [2021 Meeting of the APS Division of Particles and Fields \(DPF21\)](#)
    - *HOWEVER*, because we have to plan for the restart in terms of recruitment and be prepared to provide information for newcomers/refreshers for returning SEC participants, we need info on when things are starting along sooner than the general public who does not have to make preparations
- While we can wait until July to distribute this survey, in general it may not be the most helpful thing because not every Frontier seems to want to do recruitment, so they may not want to participate at all
  - ◆ It may be helpful, in this respect, to distinguish between recruiting for SEC and recruiting in general
  - ◆ Most conveners are likely not currently focused on recruiting, but rather on organizing with the current level of participation. There may be a perceived drawback to increasing participation at this time if a given Topical Group is already anticipating being overwhelmed by White Paper submissions (note for future organization that the distribution of work among Topical Group Conveners is uneven)

★ Why not recruit more people from the community as additional “readers”?

- Though the Steering Committee has expressed in the past some concerns about having too many Conveners and then not being able to reach a consensus
- Wouldn't need to give these “readers” actual power; this could actually be a great way to include Early Career members so that they can learn more about what's actually going on in their Frontier(s)

→ How were the Conveners selected?

◆ Conveners were chosen in the first place by a call for nominations that lasted for two weeks. The DPF Executive Committee picked the Frontier Conveners from that pool of nominees, with the remaining being distributed among the Topical Groups

- This process may have left some of the Conveners thinking that they should be leading the science goals rather than organizing and facilitating for the community to define important questions and propose solution directions
- To this extent, the Ethics Advisory Committee has been working on some Convener Training to help remind them that they are *facilitators* and to help them communicate better within their Frontiers (with each other and with their constituents)
  - The hope for this would be that such training would be held at the beginning of July when things are (hopefully) really ramping back up, but that's unlikely

→ With the White Paper we had been discussing writing for the Long-Term Organization Initiative, we wanted to fashion a chapter concerning what worked and what didn't in an organizational & leadership sense within the Snowmass21 Process to assist with the next Snowmass Process whenever that should occur

◆ This could be a good place to recommend having Early Career members as “readers” for the White Paper review process (and maybe also for LOIs)

★ The idea of this really comes down to the idea of roles and definitions of roles, i.e., what a Convener is, what their jobs are, and what they are supposed to facilitate

- Such definitions can definitely be included in the Welcome Back Packet in an aspirational way, maybe so as to suggest the “reader” position *now* instead of waiting for the next Snowmass Process

→ So the question is, do we want to respond to Tao and tell him we do think it is necessary?

◆ YES; **Josh** to handle this

◆ It may help to be very specific in our response

- Could refer to the [January Newsletter](#) so he knows which frontiers the information isn't clear for (thanks, Tiffany!)
  - The Energy and Accelerator Frontiers (EF & AF) only ever slowed down, and it is unspecified when they are coming back online fully
  - The Community Engagement Frontier (CommF) termed their activities a "hybrid slowdown" and pointed to their Topical Group wiki pages, none of which have schedule info on them
  - The Computational, Instrumentation, and Theory Frontiers (CompF, IF, and TF) are pausing until August, but it is unclear at what point during that month they hope to return
    - ◆ Similarly, the Rare Processes Frontier (RF) does not plan to resume full activities until the end of August, though they specified something closer to a slowdown
    - ◆ These four Frontiers are obviously not an imminent concern, but we do still need to know this information
  - The biggest questions are really for the Cosmic, Neutrino Physics, and Underground Frontiers (CF, NF, and UF) which all say they will return "no earlier than June," with no further explanation given. This phrasing makes it unclear if they plan to return in June or at some later point
    - ◆ **Kristi** should contact the CF Conveners to update the wiki anyway to prepare some information about their plans for the broader community (especially since CF03 has already planned [their first meeting back](#) for the 12th of July)

→ Though speaking of things we need to pull from the January Newsletter... We need to know what other Frontiers have lists of Solicited/Coordinated White Papers so we can include them in the [White Paper Database](#)

◆ We know EF, CF, RF, and CommF have planned solicited works

◆ Do we want to get the SEC Frontier Liaisons involved in this so as not to solicit pushback from Conveners who may not want this information public because of papers they don't want to be scooped?

- This is supposed to be a resource for the entire community, not just SEC, and so should really include all the solicited White Papers which theoretically would not be the ones people want to embargo

- ◆ Want to email Tao about this database definitely, but also want to keep this issue separate from the Convener survey so as not to not cause confusion
  - Want to target the June 14th Snowmass Steering Group meeting for this issue; **Josh** to begin drafting the relevant email a few days prior to that
- ★ Also want to make sure that all Overleaf links are changed to “view only” links if possible
  - All the contact emails for the coordinators are linked, so anyone genuinely interested can reach out for an edit link

### Snowmass Restart Welcome Packet

- It’s really important that we include information on and from the Ethics Advisory Committee in this [packet](#)
  - ◆ **Amber** to send wording to **Josh** to facilitate this
  - ◆ The EAC is about to establish a Code-of-Conduct subcommittee that would be really important for people to know about
    - This subcommittee is half Early Career members by design
  - ◆ Also definitely want to include where one can find the [Core Principles and Community Guidelines](#)
    - These are currently in a Google Doc as they are meant to be “living documents” [always open for community input/feedback](#), but we do want to make sure what’s included is the anyone-can-comment link and not the anyone-can-edit link to help avoid accidental incidents
    - These are probably also the kinds of things that we want to include on the long-term organization website
      - Though the EAC does intend to set up their own website where such material can be found eventually (just unfortunately probably not in time to be linked in the Welcome Packet)
    - Tiffany has also linked all of these in the [#welcome-to-snowmass](#) Slack channel, along with the [APS Code of Conduct](#)
- In all email invitations [to participate], we want to make sure we are clear about what Snowmass is, what it does, and why it’s important
  - ◆ There may be some emails for which this is the main focus, but for those that are not, still want to include something at the bottom just in case
    - Don’t want anyone confused if they haven’t been fully plugged in, especially as we get further into the process
  - ◆ We can potentially just harvest language from old emails from Sara sent out during the original kickoff period

- ★ Also in such emails, do we want to include a statement along the lines of “By participating in Snowmass, you agree to follow the Core Principles & Community Guidelines”?
  - Want to be clear from the beginning that we want to uphold a specific standard and that we expect people to adhere to and follow this standard if they participate
  - Don’t want to have people sign their agreement, as this could create some sort of loophole. Just want to make it implicit agreement through participation (make it the small print at the end of every email)
    - E.g.: “As an APS-sponsored process, we will abide by the [APS code of conduct](#) for all meetings. In addition, DPF has drafted a set of [Core Principles and Community Guidelines](#) to which members pledge to adhere. Please note that any questions or concerns regarding ethics within the snowmass community can be directed to the DPF Ethics Committee on the [#moderation](#) channel or by contacting the members listed therein.”
  - Can also link [the Ethics page](#) from the Snowmass wiki
    - But we don’t want to link to any place where the information is not complete! Very few people will click on one link, and even fewer will follow through and click on both
      - Want to include all complete links so we don’t have to update this email signature anytime the EAC makes edits (though obviously we would change it when their website is up and running)
      - It’s also important for transparency; we don’t want anyone to be able to claim they couldn’t readily find the information

#### **CLOSING REMARKS:**

- Want to email Tao back about the [Convener survey](#), incorporating Tiffany’s comments
- Go through the comments on the [Welcome Packet](#)
  - Iterate on this with (hopefully) more people next week
  - Want to include language at the bottom of this document and all emails about the [Core Principles & Community Guidelines](#) and implicit acceptance of these by participation in the Snowmass Process
- Want to email Tao on the 14th about the [White Paper database](#)

- **Josh** to write this on Sunday the 13th for group review on Monday the 14th before it goes out to Tao
- *Want to make it clear this database is focused on the Solicited White Papers— “strongly encouraged for solicited works, available for other authors who are open to it”*
- Need to make sure we keep the major infrastructure at the forefronts of our minds in case we need to launch on short notice:
  - The website (currently [here](#))
    - What we’re using for it (gitlab/markdown, Wix, Squarespace, otherwise)
    - Have it set up
    - Currently waiting on Fernanda to move forward with this
      - **Josh** to email her; it needs to be a more accessible resource than this to the leadership
  - We need to check the points of contacts for the list of listservs
    - Survey team is willing to do this
      - **Tiffany & Kristi** can handle the Cosmic contacts (good for exposure), just don’t want to double-dip
    - Use appropriate column to specify confirmation for participation