

## 2025 Statement of Service

P. Antonioli – P. Steinberg  
ePIC Membership Committee

# ePIC Membership Policy: a brief reminder



discussed and debated during Q1+Q2 2024  
voted by the CC during July/August → approved August

Zenodo link to the policy: <https://zenodo.org/records/13693927>  
(you should be on Zenodo, but if you are not here a courtesy Google [link](#))

## key elements

- establish rules for institutions and members to gain/maintain signing/authorship status
- establish mechanism to collect commitments by institutions for the upcoming year ("Statement of Service" - SoS)
- establish a mechanism to review the SoS → evaluate if everything ok

# ePIC Membership Policy: some excerpts



## 1. ePIC membership policy scope

This policy defines the process, immediately following admission to the ePIC Collaboration, in which an institution and its members establish and maintain the status of “signing institution” and “author”, respectively (referred to in ePIC Charter v1.0, section 4.3 as “institution in good standing” and “member in good standing” -- we henceforth replace those terms with the new language here.).

Individual authorship (i.e. being designated an author) is a precondition for inclusion in paper author lists and for eligibility in leadership positions. Authorship also requires membership in a signing institution.

## 2. Annual statement of service

Continued authorship in the ePIC Collaboration requires membership in a signing institution and inclusion in an annual institutional “statement of service”.

The annual statement of service is intended to reflect institutional commitments for the coming year, and document contributions to ePIC carried out during the previous year. It is expected that the majority of institutions will maintain signing status, once obtained, while they are active members of ePIC. Exceptions to this are detailed below in Section 4.

The institutional CC representative(s) are responsible for completing and submitting the statement of service. The eMC will issue the call for submission after discussing it with the CC Chair and at least two months prior to the submission deadline. The eMC will be in charge of signing off on the statement after an appropriate review, also as described in Section 4.

Maintaining the signing status of an institution will require substantial contributions to ePIC -- at the present time in the form of service work towards detector development, physics studies, computing infrastructure, or other Collaboration work. In the current policy, the total contributed work from an institute must equal or exceed 0.15 FTE (averaged over a year) per group member with authorship status. The policy is expected to evolve throughout the different phases

# ePIC membership policy: where are we?



2024				2025				2026				[...]
Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	[...]



drafting, discussion,  
finalization of the policy

August 2024  
approval of the policy

institutions  
submit SoS 2025  
→ call issued 1<sup>st</sup> Nov  
→ “deadline” 15<sup>th</sup> December  
→ final deadline 31<sup>st</sup> December

eMC checks SoS

institutions  
submit SoS 2026  
and report on SoS 2025

eMC checks SoS 2026  
and report on SoS 2025

This is a bootstrap year!

# ePIC labor projections up to... 2034!



ePIC management was interested to use the SoS process also as an opportunity for groups to make their best estimates on their activities over the next decade.

We therefore collect projections of the ePIC workforce, interests of the institutions in the ePIC work, path of engagement. This information are not part of the SoS and are "global" for each group :

- these are not commitments you will be asked to report on
- these are key information, however, the management will use to advocate/lobby for increased support to ePIC (vis à vis DoE/NSF management, Funding agencies, etc...)

# did you get an e-mail?



From: Pietro Antonioli [🌐](#)

To: Jimmy.Page@poprock.edu [🌐](#) 12:48

Reply to: Pietro Antonioli [🌐](#), Steinberg, Peter A (steinberg@bnl.gov) [🌐](#)

Subject: Request of ePIC Statement of service 2025 for Pop Rock University

Dear Jimmy Page,

You are receiving this mail as a Collaboration Council representative for your ePIC institution **Pop Rock University**.

Following the approval of the ePIC Membership Policy (available at this Zenodo [link](#)), the process has begun to collect the Statements of Service for your institution for the year 2025!

As will be explained in more detail at the 8<sup>th</sup> November meeting of the Collaboration Council, there are three different data sets/blocks of information we need to collect at this stage:

1. A list of the current members of your institution, including their position, ORCID ID and e-mail
2. The Statement of Service for 2025, which is an accounting of the tasks that each of your members is committed to fulfill in 2025 and how much time (characterized as a fractional full-time equivalent (FTE)) each of them will spend on ePIC work
3. Projections for the engagement of your team in ePIC out to 2034

The ePIC Membership Committee has provided the list of known members of your team based on existing data submitted by your institution. This is an opportunity for you to remove and/or add team members to reflect changes at your institution over the past year, e.g. a new PhD student or a new postdoc having joined the group.

The data inserted under (2) expresses your commitment for 2025 and it will be reviewed by the Membership Committee to confirm the membership of your institution in ePIC, and the authorship status of its individuals. This is the first time we collect Statement of Services and we expect this evaluation to be lightweight. Keep in mind, however, that in a year from now your contributions during 2025 will be assessed based on the commitments expressed in this statement of service.

The data inserted under (3) are just projections collected upon request of the Spokesperson Office and not considered to be commitments to ePIC. However, these data will provide important information about the expected evolution of the ePIC workforce in the coming years, and allow ePIC leadership to better advocate for increased support of ePIC Collaboration member institutions.

November 8, 2024  
All these data will be treated as confidential.

Let's have a funny case to practice the form....

Here is a link to the 2025 Statement of Service for your institution (with editor access): <https://docs.google.com/spreadsheets/d/1-1eOcM-ggGMDpynwKoX6af3J2bdAiGU/edit?usp=sharing&hl=en&pli=1&rtfpof=true&sd=true>

Please contact Pietro Antonioli ([Pietro.Antonioli@bo.infn.it](mailto:Pietro.Antonioli@bo.infn.it)) and Peter Steinberg ([steinberg@bnl.gov](mailto:steinberg@bnl.gov)) if you have troubles accessing this link.

The form is an Excel Workbook where you are requested to fill in / update the worksheets "Institution" "Team Members", "Team Tasks", and "Projections". Please do not modify the last worksheet, as it is used to manage the internal organization of the workbook.

We recommend you have a look at the Statement of Service form before the 8<sup>th</sup> November Collaboration Council. At that meeting we will go over the form in detail and be available to answer any questions you may have. The deadline to fill and update the document at the provided link is **December 15<sup>th</sup>**.

Best regards,

The ePIC Membership Committee

CC meeting - eMC

# The form is a workbook: only you have key to edit it



	A	B
1	<b>Institution Name</b>	Pop Rock University
2	<b>Institution Address</b>	
3	<b>Team Leader</b>	Page, Jimmy
4	<b>Team Leader e-mail</b>	Jimmy.Page@poprock.edu
5		
6	<b>CC Representative</b>	Page, Jimmy
7	<b>CC Representantve nr. 2 (&gt; 10 Team Members)</b>	Gaga, Lady
8	<b>CC Representative nr 3 (&gt; 20 Team Members)</b>	
9		
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Search Menus

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It is the responsibility of the team leader to check all reported data are correct. Check and fill green cells.

Worksheet for the SoS 2024

Projections requested by Spokesperson Office

Display a menu Institution Team Members Team Tasks Projections List Data

You have to check/fill green boxes

ePIC Institution data

It is the responsibility of the team leader to check all reported data are correct. Check and fill green cells.

Worksheet for the SoS 2024

Projections requested by Spokesperson Office

# Check your team members!



Surname Name	Position	Author	e-mail	ORCID	FTE	Average FTE/members
Adams, Brian						0,00
Baez, Joan						
Ciccione, Madonna						
Gabriel, Peter						
Gaga, Lady						
Gallagher, Noel						
Hackett, Steve						
Mangeshkar, Lata						
Merchant, Natalie						
O' Riordan, Dolores						
Page, Jimmy						
Perry, Kate						
Plant, Robert						
Presley, Elvis						
Spears, Britney						
Turner, Tina						

automatic compute the average FTE. You cannot have “n authors” and (total FTE)/n\_authors < 0.15

List of team members

ePIC requires an average FTE/author of at least 0.15 FTE. Please indicate which members are authors in this period (using the pull-down menu), and which not.

It is the responsibility of the team leader to check that all reported data are correct.

Please note that the only valid values for "position" are from drop-down list. Similarly, for "author" select yes or no from the drop-down list .

A FTE in the table represents an annual fractional full time equivalent (FTE). **The FTE must be expressed as a fraction.** For example for a person working 10% of their time in ePIC, fill 0.1 in the appropriate cell.

For a professor, a full-time equivalent research time may be limited to 0.25-0.50 max due to teaching responsibilities. For a research professor, a staff scientist or a professor on sabbatical this may be 1 (100%) max, for a postdoc up to 1, and for a grad. student perhaps 0.5 -1. For an undergraduate student research time should be limited to 0.2 max. Please keep in mind that these numbers are/will be averaged over the coming year.

Instructions

position and author status are selectable from drop-down menu

FTE is the key thing!

please add e-mails and ORCID



# Check your team members!



Surname Name	Position	Author
Adams, Brian		
Baez, Joan	professor	
Ciccone, Madonna	research professor (non permanent)	
Gabriel, Peter	staff scientist	
Gaga, Lady	staff engineer	
Gallagher, Noel	staff technician	
Hackett, Steve	post-doc	
Mangeshkar, Lata	PhD student	
Merchant, Natalie	undergraduate student	
O' Riordan, Dolores		
Page, Jimmy		
Perry, Kate		
Plant, Robert		
Presley, Elvis		

automatic compute the average FTE. You cannot have "n" people and average FTE less than 0.15

## Instructions

position and author status are selectable from drop-down menu

FTE is the key thing!

please add e-mails and ORCID



# Check your team members!

Surname Name	Position	Author	e-mail	ORCID	FTE	Av
Adams, Brian	staff scientist	yes	Brian.Adams@poprock.ec	0000-0002-7516-3888	0.10	
Reaz, Loan						
Gallagher, Noel						
Hackett, Steve						
Mangeshkar, Lata						
Merchant, Natalie						
O' Riordan, Dolores						
Page, Jimmy						
Perry, Kate						
Plant, Robert						
Presley, Elvis						
Spears, Britney						
Turner, Tina						

It is the responsibility of the team leader to check that all reported data are correct.

Please note that the only valid values for "position" are from drop-down list. Similarly, for "author" select yes or no from the drop-down list.

A FTE in the table represents an annual fractional full time equivalent (FTE). **The FTE must be expressed as a fraction.** For example for a person working 10% of their time in ePIC, fill 0.1 in the appropriate cell.

For a professor, a full-time equivalent research time may be limited to 0.25-0.50 max due to teaching responsibilities. For a research professor, a staff scientist or a professor on sabbatical this may be 1 (100%) max, for a postdoc up to 1, and for a grad. student perhaps 0.5 -1. For an undergraduate student research time should be limited to 0.2 max. Please keep in mind that these numbers are/will be averaged over the coming year.

automatic compute the average FTE. You cannot have “n” people and average FTE less than 0.15

## Instructions

position and author status are selectable from drop-down menu

FTE is the key thing!

please add e-mails and ORCID

# Assign tasks to your members



1	Team Member	ePIC entity	Task	FTE 2025	Additional information about the task
2					
3					
4					
5					
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42					
43					

select from your team now: drop-down menu

Team Tasks

## Team tasks : Statement of Service

In the columns "Team Member", "ePIC entity" and "Task" use the drop-down menu. At least one task must be assigned to each team member from a specific activity area ("entity"). You may assign more than one task to a specific member by adding a line for each task.

An FTE in the table represents the annual fractional full time equivalent (FTE) spent by the specified member *on that given task*. **The FTE must be expressed as a fraction.** For example for a person working 10% of his/her time to ePIC on a given task, insert 0.1 in the table.

Note that the sum of FTE assigned to a given member over their multiple tasks must the total FTE specified for that member in the previous worksheet "Team Members" (and this is not automated for now).

The tasks are defined by a fixed list, but you can use the last column to provide additional comments, as needed.

# Assign tasks to your members



1	Team Member	ePIC	Task	FTE 2025	Additional information about the task
2					
3	Adams, Brian				
4	Baez, Joan				
5	Ciccone, Madonna				
6	Gabriel, Peter				
7	Gaga, Lady				
8	Gallagher, Noel				
9	Hackett, Steve				
10	Mangeshkar, Lata				
11	Merchant, Natalie				
12	O' Riordan, Dolores				
13	Page, Jimmy				
14	Perry, Kate				
15	Plant, Robert				
16	Presley, Elvis				
17	Spears, Britney				
18	Turner, Tina				

**Team tasks : Statement of Service**

In the columns "Team Member", "ePIC entity" and "Task" use the drop-down menu. At least one task must be assigned to each team member from a specific activity area ("entity"). You may assign more than one task to a specific member by adding a line for each task.

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The tasks are defined by a fixed list, but you can use the last column to provide additional comments, as needed.

# Assign tasks to your members



Team Member	ePIC entity	Task	FTE 2025	Additional information about the task
Adams, Brian				
	SVT			
	EEMCAL			
	BHCAL			
	dRICH			
	pfRICH			
	hpDIRC			
	MPGD			
	NHCAL			
	LFHCAL			
	MRWELL-ECT			
	MRWELL-BOT			
	CyMBAL			
	lowQ2-tagger			
	ZDC			
	RP (Roman Pots)			
	B0			
	OMD			
	HRC			
	PS			
	Executive Board			
	Spokesperson Office			
	Technical Coordination Office			
	DE&I Committee			
	Membership Committee			

## Team tasks : Statement of Service

In the columns "Team Member", "ePIC entity" and "Task" use the drop-down menu. At least one task must be assigned to each team member from a specific activity area ("entity"). You may assign more than one task to a specific member by adding a line for each task.

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Note that the sum of FTE assigned to a given member over their multiple tasks must be the total FTE specified for that member in the previous worksheet "Team Members" (and this is not automated for now).

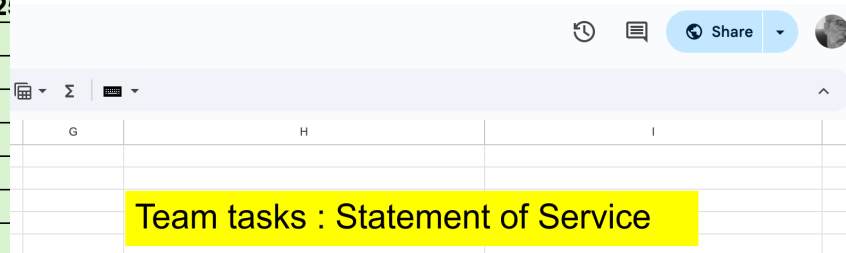
The tasks are defined by a fixed list, but you can use the last column to provide additional comments, as needed.

Few ePIC entities (DSC) missing: ask Pietro & Peter how to fix we will fix only the workbooks that need it. Please contact us!!

# Assign tasks to your members



	Team Member	ePIC entity	Task	FTE 202...
	Adams, Brian	dRICH	electronics	
1			simulation	
2			physics performance	
3			sensor characterization	
4			mechanics	
5			cooling	
6			calibration	
7			reconstruction	
8			committee member	
9			active material studies (TB, lab)	
10			local group management	
11			miscellanea	
12			services	
13			ePIC management (include DSL)	
14				
15				
16				
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## Team tasks : Statement of Service

In the columns "Team Member", "ePIC entity" and "Task" use the drop-down menu. At least one task must be assigned to each team member from a specific activity area ("entity"). You may assign more than one task to a specific member by adding a line for each task.

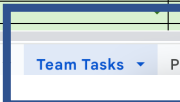
An FTE in the table represents the annual fractional full time equivalent (FTE) spent by the specified member *on that given task*. **The FTE must be expressed as a fraction**. For example for a person working 10% of his/her time to ePIC on a given task, insert 0.1 in the table.

Note that the sum of FTE assigned to a given member over their multiple tasks must the total FTE specified for that member in the previous worksheet "Team Members" (and this is not automated for now).

The tasks are defined by a fixed list, but you can use the last column to provide additional comments, as needed.

select from  
your team now:  
drop-down menu

The tasks are very general and this will allow us building stats... The fit with ePIC entities.. Use drop-down menu. You have an extra-column if you want to be more specific







# And finally make your projections



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	A	B	C	D	E	F	G	H	I	J	K	L	M
	FTE	Professor	Professor (non	Staff scientist	Staff engine	Staff technician	Postdoc	PhD Studen	Undergrad. stud	Totale FTE/y	Primary effort	Secondary effort	Additional Note
2	2026									0.00			
3	2027									0.00			
4	2028									0.00			
5	2029									0.00			
6	2030									0.00			
7	2031									0.00			
8	2032									0.00			
9	2033									0.00			
10	2034									0.00			

**Projections**

**IMPORTANT INTRODUCTORY NOTE**

To be able to plan for the future and engage effectively in discussions with funding agencies on the topic of support for the EIC/ePIC community ePIC SP/CC Offices need to have an understanding of the

Primary and secondary efforts must be selected from the drop-down menu. You can insert, if you wish, additional comments to further describe the main areas to which you expect your group to contribute in each year.

## Confidentiality:

We understand that plans are constrained by many things, particularly funding, and these plans will never be shared directly with funding agencies, and typically will only be aggregated to look for trends in ePIC for different countries, etc

# And finally make your projections



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FTE	Professor	Professor (non	Staff scientist	Staff engine	Staff technician	Postdoc	PhD Studen	Undergrad. stud	Totale FTE/y	Primary effort	Secondary effort	Additional Note
2026									0.00			
2027									0.00			
2028									0.00			
2029									0.00			
2030									0.00			
2031									0.00			
2032									0.00			
2033									0.00			
2034									0.00			

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FTE	Professor	Professor (non	Staff scientist	Staff engine	Staff technician	Postdoc	PhD Studen	Undergrad. stud	Totale FTE/y	Primary effort	Secondary effort	Additional Note
2026	0.10	0.20	2.00	3.00	0.50	0.40			6.20			
2027	0.10	0.30	3.00	2.00	0.50	0.80			6.70			
2028					1.00	2.00			3.00			
2029					2.00	2.00			4.00			
2030					2.00	2.00			4.00			
2031									0.00			
2032									0.00			
2033									0.00			
2034									0.00			

Projections

st be selected from the drop-down menu. You  
omments to further describe the main areas to  
ntribute in each year.

Don't assume your group will grow in units (people), but you can plan how engagement (FTE) will increase. You have in your group 4 post-docs, but in 2026 will work only 10% of the time, close to the construction 50% of their time etc...

# And finally make your projections!



FTE	Professor	Professor (non)	Staff scientist	Staff engineer	Total FTE/y	Primary effort	Secondary effort	Additional Note
2026					6.20			
2027					6.70	physics performance		
2028					3.00	detector simulation		
2029					4.00	software and computing		
2030					4.00	software and computing		
2031					0.00	detector construction		
2032					0.00			
2033					0.00			
2034					0.00			

**IMPORTANT INTRODUCTORY NOTE**

To be able to plan for the future and engage with funding agencies on the topic of supporting the community ePIC SP/CC Offices need to select a category from the drop-down menu. You can then use the text in the adjacent column to further describe the main areas of contribution in each year.

Primary and secondary effort are very broad categories. We want to know in which area your contribution to ePIC as a group will focus on...

# Any questions?



- We will send a reminder on 1st and 8th December
- We strongly encourage you to fill the data by 15th December
- All forms will be closed by 31st December

→ ePIC Phonebook will be updated consistently to data gathered. We will track changes in membership but you can send us a short mail, if you wish, to alert us about some members changed, if happened

→ rolling out the database you will then check the member list of your team periodically etc.

→ ePIC MC will scrutinize SoS as soon as possible (we expect the process to be lightweight also because we have no report). Feedback to groups as appropriate. This is however a dialogue to factorize at best ePIC resources, not an exam!